

2025 - 2026
STUDENT - PARENT
HANDBOOK



ST. JOAN OF ARC
CATHOLIC SCHOOL

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Toledo, Ohio 43614

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

Welcome to the 2025-2026 school year!

It is with great gratitude and excitement that we thank you for choosing St. Joan of Arc Catholic School to help educate and guide your child in their school path and grow in their Catholic Faith. You are joining a wonderful school, faith community, and family that will work tirelessly to help you as you guide your child in the coming years.

We ask that you review this handbook in full as it will help you know and understand the high expectations we will hold our administration, staff, students, and families to. This handbook has been created to answer almost all of your questions about our school and how it will operate. As always, it is not exhaustive and subject to change, but we encourage you to reach out to our school office with any questions you may have.

Our faculty and staff are looking forward to having your family join us this school year. We know this will be an amazing year and we have so many awesome things in store for our students and families. We have worked hard to ensure we are meeting all of our students' needs in all of our classes and have so many new and exciting changes we can't wait for you to see.

We ask that after you have read this handbook, that you please sign the agreement page and return it to your child's teacher so we know you have read it and understand what our expectations for you and your child(ren) are!

We pray that God blesses our school, parish, and all of our families for another amazing and vivacious year at St. Joan of Arc Catholic School. We can't wait to get this year started and for more Saints, Servants, and Scholars.

Yours in Christ,

Mrs. Frances Jagielski, Principal
St. Joan of Arc Catholic School

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Forward

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

St. Joan of Arc Catholic School

St. Joan of Arc Catholic School is a Preschool through Grade 8 Catholic Elementary, Middle, and Junior High School. Our curriculum stresses academic achievement within a Catholic community where the child feels that he/ she is loved and respected by his/her peers as well as the teachers. Vatican II texts are used so that the St. Joan of Arc Catholic School's theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of Christian life. At St. Joan of Arc Catholic School, we are attempting to "teach as Jesus did." All families and students are welcome at St. Joan of Arc Catholic School with the understanding that every child will be taught in our Catholic faith and invited to come to know, understand, and grow closer to Christ.

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

History

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

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

The building consists of 20 classrooms, administrative offices, faculty lounge, music/band room, video and broadcasting room, clinic, library, extended day room, and gymnasium. The STAR (State Tutoring and Auxiliary Resources) center is used for tutoring. Over 300 children are served by a dedicated staff of over 50 teachers, administrators, and support personnel. St. Joan of Arc Catholic School is made up of people who care. They care about God, themselves, and others. It is that feeling that makes St. Joan of Arc Catholic School stand out as a community of Christian commitment.

Mission Statement of St. Joan of Arc Catholic School

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

Philosophy

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

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

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

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

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

Statement of Goals

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

WITH GOD

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

WITH SELF

- To develop positive attitudes of self-worth, self-discipline, and self-esteem.
- To cultivate intelligence through scholastic work, curiosity, and creative thinking.
- To offer a program of service projects, cultural experiences, and sports, and

extracurricular activities to develop the total human person.

- To accept and deal with human emotions in a responsible manner.
- To learn to care for our body and its health.

WITH OTHERS

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

Accreditation

In accordance with the Ohio Catholic Schools Accrediting Association (OCSAA), St. Joan of Arc Catholic School has achieved the Full Accreditation designation.

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

For the **2025-2026** school year, St. Joan of Arc Catholic School will be beginning the self-study process to determine the most effective ways to enhance our school, as well as areas to focus on for the next accreditation cycle. For the upcoming school year, the school will be looking at data as well as feedback from parents, students, and staff to determine what our goals must focus on.

Principal's Discretion

St. Joan of Arc Catholic School's 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. The handbook will not be given out in paper form, but will be made available electronically through our student information system (FACTS).

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 Catholic School. Non-Catholic students are not exempt from religion classes, liturgical classes, and all-school celebrations or activities that are religious in nature. The non-Catholic students must become familiar with Catholicism as part of their education here at St. Joan of Arc Catholic School. This exposure to and awareness of the Catholic faith has led a number of students to embrace the faith. Non-Catholic students must attend all religious lessons and celebrations as part of our Catholic Faith and education. Their participation is also expected and considered part of our complete educational offerings. If a student refuses to participate in any of our Catholic celebrations or liturgies, their enrollment at St. Joan of Arc Catholic school may be terminated.

Weekday Liturgies

Families are always welcome to worship with the students. All-School Liturgies are held weekly as noted on the school calendar on Wednesdays, unless a change is predicated by Holy Days of Obligation. Students in grades 2-8 participate in reconciliation several times during the school year as well as Eucharistic Adoration. Whole school Penance Services will be offered during Advent and Lent in lieu of individual class confessions.

We encourage parents as well as other family members to attend our weekday Masses and have their children sit with them in the back of the church. Parents must be at Mass prior to the start in order for children to sit with them. Parents will not be allowed to take students from their class to sit in the back of the church after Mass has started. Parents and family members can not sit with a student when they are sitting with their class.

Parents of Roman Catholic students are reminded of the obligation to attend Sunday and Holy Day Masses. This practice reinforces what our children are taught at St. Joan of Arc Catholic School and has a significant role in the faith formation of all St. Joan of Arc Catholic School students.

Sacramental Preparation

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

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition. Parent/ guardian classes are held before the Sacraments are received. Attendance by at least one parent/ guardian is mandatory unless parents/ guardians have taken the class within the previous two years. There will also be retreats and activities associated with each sacrament that students and parents are expected to attend as well. Dates for those retreats will be

communicated in a timely manner during the school year.

It is expected that all of our families attend Sunday Mass regularly, but the importance of attending Sunday Mass for our First Communicants and Confirmands is paramount to their faith journey. In order to fully understand the significance of the sacraments, regular Mass attendance is needed. There will be an expectation that our 8th graders are regularly attending Sunday Mass in order to be confirmed.

Works of Mercy

All classes will incorporate works of mercy into the religious education program. Completing acts of mercy will provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Efforts are made by school and administrative staff to give students opportunities throughout the school year to practice these works of mercy through various projects and service days.

In preparation for the sacrament of Confirmation, all students in 7th and 8th grade are required to complete a *Works of Charity* booklet. One activity for each of the 14 works of mercy, must be completed as prior to Confirmation as well as service hours in which the confirmation candidate helps various groups such as the parish, their family, and school. We encourage our students to explore opportunities outside of their normal

Attendance

Absence

In compliance with the school Attendance Laws of the State of Ohio, if a student is absent from school for any reason, the parent/ guardian is required to send a written excuse or call the school at **419-866-9051** before 8:30 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 in order to record the absence as excused

According to the School Attendance Laws of the State of Ohio, absence from school is **excused** ONLY in cases of:

- Illness
- Family emergencies
- Death in the family
- In very rare circumstances, other absences may be excused at the discretion of the school administration. All other absences are considered unexcused.

Absence due to Illness or other Excused Absence Reasons

Any student with an excused absence will be allowed to make up the missed work for the day they were absent. *(Please see Homework Policy Due to Illness on page 26 for more information.)*

Returning to School after an Illness

Students should be fever and vomit free without the use of medication for 24 hours before returning to school. Students who are sent home during the school day with a fever or vomiting will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community. If a student has pinkeye 24 hours of drops are required before returning to school as well as a doctor's note stating the child is allowed to return and includes the date of return to school.

If a student is absent due to illness for more than **three** days, a doctor's note is required stating the child is allowed to return to school.

Planned Absences (Unexcused Absences)

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

If an extended absence is planned, a personal convenience form must be filled out by the family at least 1 week prior to leaving for the trip.

Extended, planned absences must be approved prior to leaving by the child's teacher(s) and the Principal. Forms are available in the office. These days even though approved, will be considered **unexcused** and teachers may give makeup work after the student returns to school.

Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. Exceptions to this policy will be extremely rare. (Please see Homework Policy due to Vacations/ Planned Absences on page 26 for more information.)

Absence During the School Day

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

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

Students who arrive late in the morning or leave prior to dismissal at the end of the day will be marked tardy (or) absent ½ day in FACTS, depending on the time of arrival or early dismissal. Arriving later than 10:00 a.m. or leaving prior 1:00 p.m. 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.

Tardy

Students will be considered **tardy** when:

- **They arrive at school after 8:10 a.m. (8:30 a.m. for Preschool)**
- **They are not in their classroom and in their seats ready for the day when the bell rings at 8:10 a.m.**

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. If arriving after 8:10 a.m., but before 8:30 a.m. a student must report to the school office and will be issued a tardy pass to enter their classroom. If a student arrives after 8:30 a.m, the student must enter the school **WITH a parent/ guardian to be signed in**. If tardy due to an appointment, a doctor's note is required.

Excessive absences (thirty (30) days or the equivalent of thirty (30) days, including tardies) can be cause for a student to be retained in the current grade for another year. If excessive tardiness or absences may result in retention, a conference will be held prior to this decision being made. Families will receive regular attendance updates if tardiness or absences are accumulating at an abnormally high rate at the end of each quarter, or sooner if absences are excessive.

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, the parent/ guardian will be contacted via email.

Parents who leave their child/ children in the care of others for such reasons 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.

EdChoice Scholarship Attendance Policy

The Ohio Department of Education will not renew the EdChoice scholarships if a student has more than **20 unexcused** absences during the school year. An absence will be considered excused if it meets the criteria established by the Ohio Department of Education for the EdChoice Program (same as the school's policy) **and** if a parental note or email explaining the absence is sent to the attendance office the day following the occurrence.

K – 8 Daily Schedule (*Preschool schedule is available in the Preschool Handbook*)

7:30 a.m. Doors open and students report to the gym for morning supervision.

7:55 a.m. First Bell to dismiss students to their homeroom

8:10 a.m. Second Bell – School day begins and students will be marked tardy if not in the room and seated, ready to learn.

2:50 p.m. Announcements and Coordinated Dismissal

Arrival

Students arriving at school by car are to be dropped off at the main entrance no earlier than 7:30 a.m. Parents must stop along the front sidewalk and let their child out of the car. No parents are allowed to park in the parking lot and have their child walk to the front of the building. If a parent must come to the office before the start of school, park your car in the teachers' lot and walk in. Do not park in the main lot where the school buses are unloading.

We do ask those in the car line to pull to the end of the sidewalk in front of the school to allow multiple cars to drop off students at a time. Students in grades K-8 must be able to exit the car on their own. Parents must stay in their cars in the morning drop-off carline.

Students arriving prior to 7:30 a.m. are required to be enrolled in the Extended Day Program and permission is to be obtained for dropping off a student before 7:30 a.m. Early morning drop off (prior to 7:30 a.m.) is not guaranteed each day, only when staff is available for supervision. You must contact our head of Extended Day, Mandy Root, and obtain permission to use the morning Extended Day at least 48 hours prior to needing it.

Students who are dropped off after 7:30 a.m. will be required to sit in the gym at the designated table(s) for their grade/ class until dismissed to their homerooms at 7:55 a.m.

Dismissal

All students will be required to turn in a form designating their normal mode of transportation home each day. This form must be on file in the office by the end of the first week of school. This form will be used to determine how we dismiss your child each day. We will not deviate from this form and what it pertains unless we have a WRITTEN note from a parent stating the transportation change.

When parents arrive for pickup, we ask that they:

- Pay close attention during the car line process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.
- Remain in their cars and to proceed through the regular car line process.
- Display the provided family sign in your front windshield so we may identify cars for quicker student dismissal.
- Notify a staff member when their child has not come out for dismissal once we give the go ahead for cars to exit the parking lot. A staff member will be happy to call for your child and ensure they arrive at your car safely if they do not come out with the rest of the students.

Any student going home other than the usual way designated by the parent/ guardian must present a note giving permission for each day it changes. The teacher will send the note to the school office for approval by the administration or office staff. Due to restrictions made by the various local public school districts, requests to ride a different bus or to go home with another student on a bus will be denied. Only students assigned to a district bus may ride it home.

Students who are not picked up by 3:10 p.m. 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 than 2:15 p.m. will be marked early dismissal and before 1:00 p.m. will be marked ½ day absent.

Morning drop-off / pick-up Preschool

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

If bringing a preschooler before 8:15 a.m. for drop-off, there may not be a school staff member available to help your child exit the car. Preschoolers arriving before 8:15 a.m. will be sent to preschool morning extended day and will be charged accordingly.

Afternoon pick-up Preschool

Preschool pick-up runs from 2:30 - 2:40 p.m. Preschool parents use a separate carline from the K-8 carline. Parents will loop around the parking lot and pick up their preschool child at the main school doors, similar to drop-off in the morning. If a parent has both a preschooler and an older student, please pick up the preschooler in the preschool car-line and then circle around and enter the K-8 car line. Preschoolers not picked up by 2:40 p.m. will be moved to Extended Day and will be charged appropriately. Parents must then either enter the normal car line for K-8 pickup, or wait until after regular pickup to come to the doors and receive your preschool student. Walk up parents to collect preschool students will not be allowed to pick up their child prior to regular dismissal.

Admission Information

Nondiscriminatory Policy

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

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

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

Preschool Admission

St. Joan of Arc Catholic School's Preschool welcomes children ages 3, 4 and 5. Children must turn 3 years old by August 1st to be enrolled in our youngest preschool program. Children must turn 4 or 5 years old by August 1st to be enrolled in our upper preschool programs. ALL preschool students must be toilet-trained before beginning school. Please see our preschool handbook for more details regarding our program. Admissions for preschool are for a whole year, we will not admit students to start mid-year.

Kindergarten Admission

A child must be 5 years old by August 1st and pass a screening that must be administered before the start of the school year. Screenings will be set up in the Spring during a two-day period. Children must also have all required immunizations. The school reserves the right to not accept a potential kindergartner if their screening results show serious concerns in the child's academic performance. Students who are not admitted to our kindergarten are not guaranteed a position in our pre-kindergarten classroom.

Grades K-8 Admission

Parents who are enrolling a student in grades 1-8 will be required to provide a birth certificate, health records, immunization records, standardized test scores and the most recent report card for their child in order to be considered for admittance. Failure to produce any of these documents will result in a denial of admission.

St. Joan of Arc Catholic School requires all new students to present current grades, standardized testing results, and if applicable, all intervention paperwork (IEP, 504, Minor Adjustment Plan, etc.) prior to acceptance. Inability to provide the needed documentation or deliberate omission of such paperwork (intervention plans) is grounds for removal from the school or removal from the admission process. The school intervention team must review all students who present with a special education plan prior to admittance.

A records request from your child's last school must be made for St. Joan of Arc to obtain your child's records. This form is filled out while completing the application process.

Enrollment

All families, both returning and new, will be required to apply/ enroll through FACTS. No paper applications will be accepted for any family. Instructions on how to apply or re-enroll in FACTS will be provided to all interested parents and families. All fees are due at the time of application and enrollment. Enrollment is not considered complete until all documents have been received and all fees have been paid. There is a fee of \$50 per application and \$100 per family upon enrollment. The \$100 fee will be applied towards any balance owed by the family.

Student Transfers - Mid-year

Transfer students may be admitted to St. Joan of Arc Catholic School 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 Catholic School.

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. Failure to provide this documentation or disclosing a student's special education needs is grounds for removal from SJA or the admissions process immediately. SJA will accept students on active IEP's, Service Plans, 504's, or IMAPs provided the school can provide proper interventions for that student and support their educational needs.

The Principal may request an interview or meeting with the student and his/ her family prior to acceptance to ensure understanding of our school expectations.

All new students, including all grades, will be given a trial period of no less than one quarter or 9 weeks in which to prove himself/ herself behaviorally and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Joan of Arc Catholic School. The recommendation and decision of the school is final. This applies to all students from preschool through 8th grade, whether they start a new year with us, or join us partway through the year.

St. Joan of Arc Catholic School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. St. Joan of Arc Catholic School cannot accommodate students who have *extraordinary* learning differences. If after admission, the educational and/ or behavioral needs of a student exceed what would be considered *reasonable*, the student may need to be separated from St. Joan of Arc Catholic School. This decision will be made in order for the student's educational and/ or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Joan of Arc Catholic School is made by the school, the student's tuition due would be prorated.

Non-Catholic students whose parents accept the philosophy of St. Joan of Arc Catholic School will be accepted on a space available basis. Non-Catholic students are expected to attend and participate in all religious observances and lessons during the school day as well as all religious activities throughout the school year. Failure to participate may result in the student being asked to leave the school.

Custodial Rights

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

Financial Obligations

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

Tuition assistance is available. Generally, families must apply in March or April for consideration. Families can fill out a form for extensive financial aid if a family needs it. Instructions on how to apply for extensive aid will be found in the enrollment packet for students. Families experiencing unexpected financial hardship should contact the parish office to speak to the Parish Manager. St. Joan of Arc Catholic School also participates in a tuition reduction program. Information is available in the school office.

The school also offers the EdChoice Scholarship for all students. The school office will provide families with instructions on how to apply and what documentation is required. The school office will not process any EdChoice applications unless a student is fully enrolled at the school with all documents and paperwork completed and turned in.

Student Health

Allergy Policy

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

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

Asthma Medication

Immediate access to reliever inhalers is vital. Children may keep their reliever inhaler in the classroom or in the school clinic with parent permission kept on file in the school office and shared with the classroom teacher as well. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name, not expired, and the proper medical release information must be on file in the school clinic.

Medical Record Keeping

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

The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. St. Joan of Arc Catholic School makes no claim to be a “peanut-free school” although significant efforts are made to provide allergy-safe spaces. Students will not be allowed to share food within the cafeteria and any and all allergies will be considered when possible for class treats.

Food Allergy Policy

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

Classrooms

Classrooms are a nut-free zone! All snacks and treats provided to the class must be peanut/ nut-free for the safety of all children. Students may have nuts in their own lunches and snacks, provided they do not share and avoid any student with an allergy. In the case of the rare days when lunch is in the classroom, an allergy safe space will be provided, and a special protocol will be followed to clean up the classroom to avoid exposure.

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

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

parent or guardian.

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

Allergies & Field Trips / Special Events

Students with allergies who participate in school sponsored field trips/ special events may face challenges to their physical health. St. Joan of Arc will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. School sponsored events will offer peanut/ nut-free food choices. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. In the event that a parent is concerned about a child's presence on a field trip due to his/ her special health needs, a parent may choose to keep their child at home on the day of the field trip or may be asked to personally attend the field trip or make accommodations for their child in order to attend. If a child does not attend a field trip due to a medical condition or allergy, the day will be marked as "excused" for attendance purposes.

First Aid / Clinic

Students must be fever free and/ or have not vomited for at least 24 hours without the use of medication before returning to school. If a student is sent home in the middle of the school day, they must remain out for that day and the entire next day.

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 (part of the enrollment process) of 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 Student Health Coordinator will be responsible for administering first aid. In the absence of the Student Health Coordinator, 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, the parent/guardian responsible for the care of the child must sign out 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.

Records of visits to the clinic will be kept in FACTS and sent to parents. Minor injuries or issues will only be communicated through FACTS. Parents will be called if a serious injury occurs.

Immunizations

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

The Student Health Coordinator will contact families who do not have adequate immunization records on file with the school. *(See Ohio Vaccines Chart on page 20)*

OHIO VACCINES	IMMUNIZATIONS FOR K - 8 SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<p>K Four (4) or more doses 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.**</p> <p>1-12 Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.</p> <p>Grades 7-12 One (1) dose of Tdap vaccine must be administered prior to entry. **</p>
POLIO	<p>K-8 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>
MMR Measles, Mumps, Rubella	<p>K-12 Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).</p>
HEP B Hepatitis B	<p>K-12 Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p>
Varicella (Chickenpox)	<p>K-8 Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); However, if the second dose is administered at least 28 days after the first dose, it is considered valid.</p>
MCV4 Meningococcal	<p>Grade 7-9 One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p> <p style="text-align: right;">Ohio Department of Health Website</p>

Medication

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

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

- A. Child's name
- B. Name of doctor prescribing the child's medication
- C. Frequency
- D. Dose
- E. Date

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

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

Our school clinic keeps a small supply of OTC medications on hand, such as Tylenol, Motrin, cough drops, etc. If a student is requesting OTC symptom relief medication during regular school hours, we must have the required medical authorization on file through FACTS Student Information System before we are able to dispense. This form is to be completed by a parent or guardian and turned into the school office. When OTC medication is administered to a student, a record of it will be kept in FACTS and parents will be notified through an automatic email.

School policy also prohibits a student from keeping medication in his/ her possession. If a student is found to have medication in their possession without prior authorization from the school office or the school clinic, the medication will be confiscated until proper procedures have been followed. Students are not allowed to have their own medication in their possession nor dispense it to other students. If a student is found to have unauthorized medication on them, or dispenses it to other students, disciplinary action may be taken.

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.

Academic Course of Study

At St. Joan of Arc Catholic School we use the Toledo Diocesan Courses of Study. These standards build upon the Ohio Standards, making them more rigorous, and infusing them with the Catholic faith. Diocesan Course of Study can be found here: [Toledo Diocese Course of Study](#)

Religion

St. Joan of Arc Catholic School uses the Alive in Christ series through Our Sunday Visitor to support our teaching of Catholic doctrine and tradition, Bible study, Catholic Social Teaching, preparation for the reception of the Sacraments of Reconciliation, First Communion, and Confirmation.

Liturgical services are held weekly for the entire school community on Wednesdays at 8:30 a.m., or when a Holy Day of Obligation falls on a weekday within the school year.

Students in Grades 3-8 take the ARK (Assessment of Religious Knowledge) Test each year to allow us to see what areas we need to emphasize or adjust our religious instruction throughout the school year.

6th Grade Camp Storer

All 6th graders are required to attend a week of Camp Storer as part of the 6th grade curriculum. All families are required to pay the full cost to attend, which will be included in the year student fees for our 6th graders.

While students attend camp, all regular rules and school policies apply to the students. If a child is found to be violating any school rules during their time at camp, they may be asked to leave early and have a parent come pick them up. If a child is sent home early from camp, either due to a rules violation or the child wanting to go home, the time missed will be counted as an unexcused absence.

All students are required to be at camp for the entire week. Students are not allowed to be removed early for any reason unless approved prior to the week of camp by the school administration or due to disciplinary/ health reasons.

8th Grade Washington DC Trip

When possible, our 8th graders will travel to Washington DC as part of their yearly curriculum. Planning and registration for the trip will start the previous school year (in the Spring). Once a student has registered for the trip, their family and the student are responsible for participating in the fundraising effort for the trip.

If a child(or Parent) removes themselves from the trip, or is removed by school administration (either behavioral or academic reasons) that student and their family are responsible for any and all funds that were raised and applied to their child's trip up to that point. The whole cost of the trip may be their responsibility as well depending on the timing of the removal from the trip.

All children are expected to attend the trip as part of their 8th grade curriculum and experience.

All rules and policies apply to the students on the trip. Any disciplinary issues on the trip may warrant removal from the trip and parents needing to come to Washington DC to pick up the child.

Additional Course Offerings

SJA offers courses in Art, Band, Gym, Music, and Spanish (grades 2-8). Availability of course offerings depends on grade level. Students in grades 5-8 have the option to take general Music or Band class. If a Band course is chosen, it is a year-long commitment. Students may not transfer out of Band mid-year.

Grades 6-8 Math and English Language Arts Program

In Grades 6-8, we offer students two tracks of courses to partake in for both Math and English Language Arts. Students will be placed in either Standard or Advanced classes for both Math and English Language Arts. Whether your child is in the advanced or standard set of classes, they will be taught all the concepts required in the state and diocesan Math/ ELA & Reading curriculum. The advanced 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. Students who are enrolled in the enriched/ advanced Math class will be on track to take Algebra 1 their 8th grade year and take the End of Course Exam to potentially receive High School Credit for the class.

The following criteria will be used to determine the placement of a student in either advanced or standard ELA and Math classes.

Advanced:

- Students exhibit consistently high placement in standardized testing (MAP and STAR) with scores/ percentiles averaging 75 or higher in ELA and/ or Math.
- Students who do not have an unusually high number of missing or outstanding assignments in ELA/ Math or other classes in a given school year.
- Students show the ability to work independently and problem solve on their own with limited or timely teacher/ staff intervention.
- Students have achieved an A or B average in the ELA and Math classes from the previous year.

Parents/ students may request a change from standard to advanced at the end of the school year for the following year, but approval is subject to teacher and administration decisions.

* Once a student starts the year in the advanced track of classes, the student, parent, or teacher may request or recommend a student move down to standard classes due to their difficulty in keeping pace with the class and materials. If a student moves down from advance to the standard class, they will remain in the standard class until the end of the school year.

A student can not move from standard to advanced classes unless it is recommended by the teachers in the first 4 weeks of the school year. Moves from standard to advanced will not be considered at any time outside of the first month of school due to the pace at which the classes move and the gaps in content knowledge that will appear after the first month.

Placement:

Students will be enrolled in the advanced or standard ELA and Math classes to start each school year using the above criteria. At the end of each semester (end of 2nd quarter and end

of year), the staff will reevaluate placements and move students as we see necessary for the student to see continued success.

Algebra

Upon continued placement in advanced classes for grades 6 and 7, students will be placed in **8th Grade Algebra** in their eighth grade year. This placement is probationary and contingent upon ongoing acceptable performance in the Algebra class. Students or parents may request removal from Algebra at any time in the school year, and the student will remain in standard classes for the rest of the year. This is a high school level course taken for high school credit. **Students in Grade 8 Algebra take the State End of Course Algebra Test in the first week of May.**

Students in standard Math class in their 8th grade year CAN NOT take the Algebra end of course exam.

Assessments

The *Northwest Evaluation Association's* Measure of Academic Progress (MAP) Test will be given to grades K-8 in the fall, winter, and spring as required by the Diocese. Students will be tested in Reading (K-8), Math (K-8), Language (3-8), and Science (5, 8). Reading and Math will be given in the winter testing window, and language and science may be added if teachers deem

STAR testing takes place at the beginning and end of the year with frequent re-testing done at a minimum of once per month for both subjects. This assessment data will help determine intervention needs or additional adjustments to student instructional plans.

The ARK test, which measures knowledge in Religion, will be given to grades 2-8 in the spring. The test may be administered in the fall and the spring in order to gather more information needed to adjust religious instruction. Teachers will also be required to take the assessment as well, so we can use the information to better adjust our professional development plans for our staffs' faith knowledge.

Eighth grade students will be involved in Semester and Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Exams will help students be more fully prepared for the assessment challenges and expectations of high school. Final Exams will account for 5% of their semester grade (both 1st and 2nd semester) for the school year in that course.

Academic Honesty

Saint Joan of Arc Catholic School regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting class requirements represent the original efforts of the individual student. Administration, faculty, students and their families are important contributors to upholding the academic integrity of the school community. To this end, it is important that all involved understand their integral role in

helping to promote a climate of academic honesty. All forms of academic dishonesty are considered serious discipline offenses, at minimum an academic consequence of zero credit is applied. Athletic participation penalty, detention, or suspension are also possible outcomes.

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

- Plagiarizing (using the ideas of another as one's own work without acknowledgement of the source) in written, creative or oral work.
- Submitting work that is not original. Copying from another source and giving it as one's own work or submitting work from another person or another class.
- Give or receive unauthorized assistance on exams.
- Provide notes, signatures, or other documents that are forged.
- Giving your work to another student after it has been completed or graded so they may copy it to turn in for a grade.
- Using AI (Artificial Intelligence) tools to complete academic assignments or exams without proper authorization constitutes academic misconduct. This includes, but is not limited to, using AI for generating essays or work, solving problems, or conducting research. Violations will be handled in the same manner as the preceding paragraph.

Academic Probation / Grade Checks

A student whose academic performance indicates serious deficiencies may be placed on academic probation for the remainder of the quarter, lasting no less than 4 weeks. Academic probation is for students who *can* learn, but choose *not* to learn. Students on academic probation will be placed on an improvement plan with a meeting between the staff, students, parents and administration. At the end of the probation period, the student's academic progress will be assessed and continued probation will be determined. Students who fail to improve after 8 consecutive weeks of probation will be considered for further measures, either further academic help or disciplinary measures.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. While it may be written work, it could also consist of practice, drill, oral and silent reading, or time spent in studying. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. A good range would be 10 minutes for each grade. For example, students in Grade 1 would have approximately 10 minutes of homework; Grade 3 – 30 minutes, etc. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Friday. Special attention will be given to homework assigned over the weekends and over extended breaks.

All homework assigned to a student will be communicated with parents the day it is assigned at the latest. Assignments will be posted in FACTS for parents to see. Teachers may also choose to communicate with parents about homework assignments through other means. Those means will be communicated with parents prior to using it.

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

Policies regarding late homework or late work will be crafted per grade and distributed to each student, sent home to parents, and be shared with parents on informational nights. There will be a firm cut-off date for accepting late or missing work from students that will still receive some or all of the credit/ points.

Every attempt will be made to notify students and parents of missing work for students and the timeline they have to complete it. The homework assigned is meant to help aid the student in learning, not as a way to punish them or negatively affect their grade. Missing assignments will be communicated to students each Monday morning (or the first day of the school week) and communicated to the parents. Parents are also encouraged to check FACTS daily for notifications of missing work for their child's work.

We ask that parents make every attempt to check FACTS for missing work and help your student complete and turn in the work as soon as possible to avoid point loss or possibly no credit for work done.

Homework Policy due to Vacations / Planned Absences

Students who miss school due to a vacation or family trips again must fill out a personal convenience in order to receive a chance to make up work during that time missed. If a form is not filled out prior to the absence and approved by the administration and the student's teacher, the student may not be able to make up the missed work for credit. It is up to the school administration's discretion if a student may make up work for credit during an extended, planned absence.

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). Students may also receive missed assignments from their teacher

when they return to school. The timeline to turn work in from and extended absence is the same as regular absences (# of days +1).

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Failure to take the test or arrange a date with the teacher will result in a zero (0) on that test.

Homework Policy Due to Illness

When a student is **absent for two or more days**, a parent may call the school office before 9:30 a.m. to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 p.m. – 3:30 p.m. **A request must be made when calling the student in ill. Teachers will not automatically send work down to the office for absent students unless a request for homework is made with the office.**

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

The student will be allowed to make up tests and complete work missed due to an excused absence. The student will be responsible for completing his/ her missed work in a period of time equal to the number of days absent plus 1, not to exceed 5 days. For example, 3 days absent = 4 days of make-up work. These days include weekends, holidays, snow days, and the like.

Awards

At St. Joan of Arc Catholic School 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 K – 8 at the end of each quarter. Graded subjects include, but are not limited to: Math, Science/ Health, Social Studies, Reading, Language Arts, Religion, Spanish, Art, Music/ Band and Gym/ PE. All classes a student takes, including electives for Junior High Students, will count towards awards.

Academic Honors

Grades 1 through 8 letter grade requirements are for all classes that quarter, including Specials.

Principal's List - All A's for that quarter in each of the graded subjects with no grade lower than a 93% in any class.

First Honors - All A's and B's for that quarter with no grade lower than 87% in any class.

Second Honors - No grade lower than an 83% in any class.

Kindergarten will only hand out improved academics and perfect attendance awards each quarter.

Students will receive recognition awards in their Specials classes for putting forth

extraordinary effort and participation. The Specials teachers may award up to 2 students per grade band (K-2, 3-5, 6-8) each quarter for recognition.

Most Improved Academics (per class) - Student or students who have exhibited an increase in their academic achievement for the quarter but do not meet any of the above criteria.

Perfect Attendance - A student who has **no** absences **or** tardies for the given quarter. This includes both excused **and** unexcused.

Saint, Servant, Scholar - Teachers, using criteria for each area, will choose one student who embodied what it meant to be a Saint, Servant, or Scholar in that academic quarter.

8th Grade Awards and Scholarships

Valedictorian and Salutatorian - Top 2 students by class rank (GPA). GPA is calculated from 6th grade through 8th grade (class of **2026** and only GPA from 7th and 8th grade for class of **(25-26)** and includes all classes a student takes. Students must attend SJA all 3 years of Junior High to be considered for these two awards. 8th grade exams are included in the calculation of GPA.

PSO Fellowship Scholarship - Determined by blind grading of essay prompt - 1 girl and 1 boy is chosen

CYO Leadership Award - One student is chosen based off of staff and administration feedback

Christian Athlete Award - 1 boy and 1 girl selected for athletic leadership and participation by the Athletic Board

Saint Award - Student embodies what it means to be a Saint

Servant Award - Student embodies what it means to be a Servant

Scholar Award - Student embodies what it means to be a Servant

Joan of Arc Award - Student embodies the true characteristics of being a Joan of Arc Student

Grading Scale

All students are subject to the grading scales below. No student can receive over 100% in a class.

Grades 2-8

A+	98-100	D+	75-76
A	95-97	D	72-74
A-	93-94	D-	70-71
B+	91-92	F	0-69
B	87-90		
B-	85-86		
C+	83-84		
C	79-82		
C-	77-78		

1st Grade

E	93-100	Excellent
S+	85-92	Above Average
S	77-84	Satisfactory
N	70-77	Needs Improvement
U	0-69	Unsatisfactory

Kindergarten

Students in Kindergarten will be evaluated on a point scale based off of a collection of work done throughout the quarter. Portfolios will be kept and examples of work to highlight the basis for the mark will be shared with parents at regular intervals throughout the year.

Exceeds Grade Level Expectations	4
Mastered Grade Level Expectations	3
Developing Skills	2
Beginning to Develop Skills	1

Students need to be at a “3” mode for the year in a given subject to consider them passing for the year.

Promotion / Placement / Retention

Students who have met the educational requirements of this school will be promoted/ passed to the next grade level.

A student who fails two or more core subjects for the school year will be retained in their current grade unless extenuating circumstances are present. Specials (Art, Music, Gym, etc.) may be included in the decision for retention in some cases. 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. In some cases, retention decisions may not be made until the end of the school year so the staff has ample time to make an educated decision on retention or passing to the next grade level.

Students and parents will be notified after the 1st semester (Quarters 1 and 2) if their child is showing signs of retention for the next school year. A conference will be requested in the Winter for parents of students who are in danger of failing/ not passing for the year in any class or subject.

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).

Third graders must pass their required coursework for the school year **and** receive a passing score on the reading portion of the MAP test or an alternative approved assessment. A student must achieve the passing score once during the third grade school year. Students may be permitted an additional opportunity to test in reading during the summer after their 3rd grade year if necessary. The passing score will be communicated to students and parents at the beginning of the year. Regular updates will be communicated to parents as their child does/ does not obtain this passing score. Any student who is not on pace to achieve a passing score will be placed on a reading improvement plan (RIMP) that parents will be provided a copy of.

Report Cards / Midterms

With FACTS SIS, parents can see their student’s grades and teacher comments at any time. It is *highly recommended* that parents check FACTS often to monitor the progress of their children and to contact teachers with any questions or academic concerns. The school office will make every attempt possible to help parents access their FACTS accounts and help them access their students’ grades. The school office may be contacted to obtain information on how to login/ setup a parent FACTS account or to reset a parents password.

While teachers will make efforts to contact parents regarding academic issues or missing work, it is still expected that parents and students will frequently check their progress as well to avert potential academic issues.

Report cards are officially posted on FACTS at the end of each quarter (approximately every 9 weeks) and sent home via paper copies with each student. The dates of the end of quarter as well as when report cards being sent home are on the yearly calendar. 1st quarter report cards will be given directly to a parent/ guardian at parent-teacher conferences in October. All

others will be sent home with the student. All report cards are to be signed by a parent and returned to the homeroom teacher within 1 week of them being sent home. **Failure to return a signed report card will result in that student receiving a detention.**

Mid-Term/ Progress reports will be sent home approximately half way through each quarter to update parents on progress of a student before quarter grades are finalized. Midterms are to be signed by a parent and returned to the homeroom teacher within one week of being sent home. Failure to return a signed mid-term report will result in the student receiving a demerit.

Jon Peterson Scholarship

Those students who receive the Jon Peterson Scholarship will receive quarterly IEP progress reports to update parents and students on their progress toward their IEP goals.

Parents will also receive a copy of the fee schedule and a memorandum of understanding prior to funds being allocated for the scholarship for the year.

Behavior Expectations

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

All staff members are responsible for developing good discipline and all are accountable to the administration. The discipline policy applies to students at all grade levels. The age and maturity of the students as well as special circumstances will be taken into consideration when violations occur.

Each classroom teacher will post behavior expectations and rules within the classroom on the first day of school. behavior expectations will be discussed, modeled, practiced, reinforced, and reviewed periodically. All students will follow these rules as expected or consequences will be enforced.

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

Recess

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. Students are expected to be dressed appropriately for the weather to go outside at all times. Students who are not dressed appropriately will remain inside in the office and be assigned work to keep them busy.

Recess Expectations

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

*In consideration for allowing students of St. Joan of Arc Catholic 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 Catholic School and St. Joan of Arc Parish for any and all injuries that may arise out of use of the playground and/ or playground equipment.

Lunchroom Expectations

1. Students should remain in their seats at all times, except for an emergency.
2. Treat lunchroom/ playground supervisors with respect and follow their directions at all times.
3. Talk quietly while eating. Remember to be polite and use your manners.
4. Raise your hand to use the restroom or get a drink, or for any reason to get up from the table.
5. Table areas must be completely cleaned prior to being dismissed to your teacher.
6. No sharing of food or trading of food.
7. Students are expected to line up quietly for recess or dismissal.

Student Code of Conduct

Any conduct which causes or is likely to cause disruption or interference with a school activity

or the educational purposes of the school, or which endangers or interferes with the health, safety, or well-being, or with the rights of other students or school personnel is strictly prohibited. Violations may result in various forms of discipline including suspension or expulsion. This Student Code of Conduct applies while a student is in the custody or control of the school; on school grounds or closely proximate thereto; while at a school sponsored function or activity or on school-owned property; or provided transportation vehicles. In addition, this Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is connected to activities or incidents that have occurred on district owned or controlled property; is reasonably related to the health and safety of other students and/ or school employees; or such conduct would unreasonably interrupt the educational processes of St Joan of Arc School. Any behavior that is disruptive to school purposes will make the student liable for discipline whether or not the behavior is specified below. The school has a **zero tolerance** for violent, disruptive, or inappropriate behavior by its students and/ or community members.

The School Administration has the right to amend/ change the code of conduct during the school year.

Acceptable Standards of Behavior

St. Joan of Arc School students are expected to be polite in all their dealings during the school day and at all school functions. "Excuse me," "please," and "thank you" are to be used whenever appropriate. Respect for self and others is an expected standard.

In Assemblies:

1. Give the person in charge of the program your utmost cooperation.
2. Be attentive regardless of the nature of the program.
3. Treat all participants as your guests.
4. Give applause only at such times as are appropriate and in good taste.
5. Wait for directions from the person in charge before leaving.

In Classrooms:

1. Be in your seat and ready to work before the bell rings.
2. Abide by the rules of the classroom teacher at all times; the teacher is in complete charge of the class.
3. Be in proper uniform at all times.

In Hallways and Traffic Areas:

1. No sitting or laying in hallways.
2. Always walk on the right hand side of the hallways.
2. Never run in corridors or on stairways.
3. Do not block corridors, traffic ways or stairs with conversation groups.
4. Keep voices at a normal conversation level and silent when changing classes.
5. Please be courteous and move quietly when changing classes. Stay to the right side of the halls and stairs. **DO NOT RUN OR PUSH!**

In Church:

1. Participate in the mass to the extent you are able.
2. Pay attention to those speaking.
3. Have an attitude of reverence.

4. Paying attention to the service
5. No sleeping

On Field Trips:

1. Listen to directions from all adults present.
2. Be attentive and follow directions.
3. Stay with the group at all times.
3. All rules from the school apply on field trips.

A student may not be eligible to attend a field trip, even if it is academically related, if there are concerns about the student's behavior, academics, or attendance.

Category A – Unacceptable Behavior:

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to the guidance counselor, parental contact or conference, detention(s), in-school suspension, community service, emergency removal, referral to law enforcement agencies, suspension or expulsion. Students assigned a detention must serve the detention. Failure to serve detentions will result in further disciplinary action such as additional detentions, or suspension, both in-school and/ or out-of-school suspension.

1. **Abusive or Vulgar Language and Actions:** A student shall not use vulgar acts, gestures, or profane oral or written language or send vulgar or profane text messages or images on electronic devices.
2. **Academic Misconduct / Cheating / Being Untruthful or Deceitful:** Students shall not cheat. Academic Misconduct/ Cheating shall include, but not be limited to plagiarism, copying homework, allowing others to copy any work, using cheat sheets, obtaining answers from another student on a test or quiz, and transmission of unauthorized academic information. When any school employee asks a student a question, the student is expected to tell the truth at all times. When filling out forms and documents for the school, the student must be honest at all times. Students who are caught in academic dishonesty may receive a zero (0) for the assignment, even tests and quizzes, and/ or a detention. Habitual academic dishonesty may result in failure of the course for the quarter.

Using AI (Artificial Intelligence) tools to complete academic assignments or exams without proper authorization constitutes academic misconduct. This includes, but is not limited to, using AI for generating essays or work, solving problems, or conducting research. Violations will be handled in the same manner as the preceding paragraph.

3. **Aiding and Abetting:** A student shall in no way aid or abet another student in violating the Student Conduct Code or other school rules, including inciting and/ or encouraging others in actions that violate the code of conduct.
4. **Class Cutting:** A student shall not cut any class, study hall, library, homeroom, field trip, etc. for which he/ she has been scheduled. Students must report to an assigned class/ area on time unless prior arrangements have been made with that teacher. Students may not leave the classroom without permission of the teacher.
5. **Disrespect:** A student shall not insult, verbally abuse or abuse in writing any student, employee of St. Joan of Arc School, or visitor of the school. Sleeping in class will be considered to be disrespectful.
6. **Disruption:** Students must abide by all classroom and school rules and not interrupt the educational process of the classroom. Any behavior that intends to interfere with the learning

process of other students or with the operation of the school or school activities shall be deemed disruptive.

This includes behavior deemed inappropriate in class, hallways, cafeteria, on the bus (where applicable), on school grounds, and at any school-related activity and may include, but not be limited to any of the following:

- A. Possessing and/ or consuming food/drinks in all areas of the school other than the cafeteria. Chewing gum or eating candy in school. Drinking pop during school hours, unless authorized.
- B. Leaving the assigned area during a lunch period without a pass.
- C. Using and/ or possession of radios, CDs, cell phones, smartwatches, laptop computers, laser lights, MP-3 players, iPods, iPads or electronic equipment with or without headphones during scheduled school time or school activities. The item will be confiscated and released only to a parent or guardian in the school office. All electronic devices must immediately be placed in your locker upon arrival to school and turned off. Students are subject to disciplinary consequences upon the first confiscation. Teachers may give permission to students to use electronic devices in the classroom for educational purposes.
- D. Carrying and/ or using portable communication devices. Portable communication devices may not be turned on or used in the school during the school day, during detentions before or after school and during detentions. All portable communication devices must be placed in one's locker immediately upon arrival to school and turned off.
- E. Appropriating images or material from the school website.
- F. Bringing, possessing, or creating pornographic materials or any materials deemed inappropriate by authorities.
- G. General horseplay, unruly behavior, general misconduct.
- H. Public display of affection between students meaning kissing, hugging, holding hands or any body contact is prohibited
- I. Being present in building halls and/ or restrooms without a pass.
- J. Not bringing supplies for class including, but not limited to books, writing utensils and paper.
- K. Unauthorized use of book bags, gym bags and/or purses.
- L. Playing recreational card games.
- M. Having skateboards, scooters, and/ or wearing heely-skating shoes, in-line skates or skates.
- N. Having excessive writing/ markings on the body.
- 7. **Gross Misconduct:** No student shall be disobedient or be engaged in any gross misconduct not otherwise stated.
- 8. **Harassment /Bullying /Cyber-Bullying:** A student shall not harass another student or employee of St. Joan of Arc School. This includes, but is not limited to, verbal and/ or physical harassment, intimidation, or threatening, discriminatory or racial comments, or other verbal or physical actions or text messages or images on electronic devices. Schools may discipline students that generate offensive Internet content off school premises if the content disrupts the educational process or presents a reasonable risk of disruption. Bullying is not a one-time behavior, it is a pattern of repeated harassment or behaviors.
- 9. **Insubordination:** A student shall not disregard or refuse to obey directions given by school personnel. This includes administrators, teachers, teacher aides, secretaries, cooks, custodians, bus drivers, or any other employee. **Not serving a detention or completing an assigned assignment by a teacher will be considered Insubordination.**

10. **Leaving School Grounds or Building Without Authorization:** A student is considered to be on school grounds and under the direction of school authorities upon boarding the school bus and upon driving or arriving on school grounds. Students are not permitted to leave the school grounds until the end of the school day unless they have an early dismissal approved by office personnel or designee. Students are to remain within specific boundaries of their school building and grounds as specified for use. Leaving the school, school grounds, or a school activity without required permission shall be considered a violation of the rule. Once students enter the building for the day, they are not permitted to leave the building for ANY reason without direct permission from the Principal-Minister.
11. **Loitering:** No student shall loiter at any time on school property, in school buildings, or adjacent properties.
12. **Repeated Violations of School Rules:** A student shall not repeatedly violate rules listed in the various sections of the-Student Conduct Code, nor shall he/ she repeatedly violate classroom rules. Repeated violations may result in suspension or expulsion.
13. **Technology Violations:** Violation(s) of the Student Acceptable Use policy.
14. **Unauthorized Entry:** When school is closed, you are not to enter the school building unless you:
 - A. Are participating in a school activity under the supervision of staff,
 - B. Are observing a school sponsored event
 - C. Have authorization from the office staff. At such times, you are to remain in assigned areas and not enter into other sections of the building.

The above is an enumeration of main areas of conduct, which will lead to disciplinary action. Any behavior, which is inimical to school purposes, will make the student liable for discipline, whether or not the behavior is specified above.

Category B – Illegal Behavior:

Consequences of violations in this category may include mediation and resolution between sources of conflict, referral to counseling or treatment, detainment (in and out of school detentions and suspensions) and/ or possible emergency removal from school premises. Legal authorities (police, sheriff, probation officers, court monitors, and/ or drug counselor) may be consulted and charges filed against students involved. All attempts will be made to contact parents at this time as well. Administration reserves the right to assign consequences. A recommendation for expulsion may also be considered.

15. **Alcohol:** No student shall come to school or any school event or activity with alcohol in his/ her possession or the smell of alcohol on his/ her breath or clothes regardless of when or where the alcohol was consumed. No student shall use, possess, have in his/ her locker, have easy access to, sell, intend to sell, transport, give away, or conceal any alcoholic beverage.
16. **Arson or Illegal Use of Fire:** A student shall not burn or attempt to burn any building or property owned or leased by the Board of Education, nor shall a student set any unauthorized fires on school property. A student is responsible for restitution of all damages incurred by the school. A student may not be permitted to attend school until full restitution is made to the school/ parish.
17. **Assault/Threatening Assault:** A student shall not act or behave in such a way as to cause or threaten to cause physical injury to other students, visitors, or staff members of the school district, nor shall any student encourage another person to commit the offense of assault. A student shall not fight/ assault another individual. Fighting/ assault is defined as the willful

act of hostile bodily contact between two or more persons. Repeated alterations that may result from overt acts will cause appropriate penalties.

18. **Dangerous Weapons:** A student shall not use, handle, have on his/ her person, have any access to, transmit, or conceal any object or weapon such as a knife, chain, club, or firearm, that could be considered a dangerous weapon capable of inflicting bodily injury. This includes any sharp object that could be used to threaten or inflict bodily harm. Specifically included in this category are fake weapons that look like the real thing or anything that can be represented as or indistinguishable from any of the above-stated weapons when in fact they are not.
19. **Destruction or Defacement of Property:** A student shall not cause or attempt to cause damage to school property or private property of employees or volunteers on school premises or at a school activity off school grounds. A student is responsible for all restitution when damage occurs. A student may not be permitted to return to school until full restitution is made to school/ parish for damage to school property or to the private party involved. This includes defacement and destruction of school books and materials, and technology devices.
20. **Drug Paraphernalia:** No student shall use, possess, have in his/ her locker, have easy access to, sell, intend to sell, transport, give away, or conceal any paraphernalia that is commonly associated with drugs. Such articles shall include, but not be limited to pipes, articles adapted to be used as pipes, rolling papers, “roach” clips, etc.
21. **Extortion:** A student shall not gain any money or thing of value from any person unless both parties enter into the agreement freely and without the presence of an implied or expressed threat. No student will repeatedly ask other students for money for lunch or any items sold in the lunchroom
22. **False Alarms:** A student shall not initiate an alarm for fire, bomb explosion, or any catastrophe without just cause and without notifying the building administrator of his/ her actions.
23. **Fireworks and Explosives:** A student shall not have on his/ her person, have access to, transmit, conceal, use or threaten use of fireworks, explosives, or other such devices capable of inflicting bodily injury or disrupting the educational process. This includes, but is not limited to, brass knuckles, stink bombs, clubs, ammunition or sharp objects, including scissors.
24. **Forgery:** Forgery is an illegal behavior. Students are not permitted to and shall not permit others to copy, sign or reproduce a parent’s signature in any form.
25. **Hazing:** Hazing is a strict liability crime considered a 4th degree misdemeanor. Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No person shall recklessly participate in the hazing of another. (O.R.C. 2903.31)
26. **Mood-Altering Chemical or Substances:** Any and all mood-altering chemicals, drug medications, and drug-like substances must be prescribed by the student’s physician and be authorized by the school administrator before the substance is permitted for personal use or possession by a student at school. A student shall not use, have on his/ her person or in his/ her possession, have in his/ her locker or have easy access to, be under the influence of, sell, intend to sell, transport, give away, or conceal any unauthorized mood-altering chemical or substance. Those substances included as mood-altering chemicals include, but are not limited to, the following: stimulants such as diet medication, caffeine pills, energy drinks, amphetamines, cocaine, etc.; depressants such as alcohol, barbiturates, sleeping medication, tranquilizers, muscle relaxants, etc.; narcotics such as heroin, morphine, codeine, etc.; hallucinogens such as LSD, marijuana, etc.; or inhalants such as thinners, solvents, aerosols,

glue, permanent markers, correction fluid, etc. Specifically included in this category are look alike, counterfeit or “bootleg” substances that are represented as any of the above-stated substances when in fact they are not.

27. **Sexual Harassment:** Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact or images on electronic devices.
28. **Stealing:** A student shall not take or acquire the property of others without the consent of the owner.
29. **Tobacco:** Students shall not use or have in their possession tobacco products including, but not limited to, cigarettes, vape devices, and smokeless tobacco. This provision shall include tobacco imitation products such as mint chew.
30. **Truancy:** No student shall be truant from school. A student shall be considered truant when absent from school without permission of his/ her parents and school officials.
31. **Repeated Violations of School Rules:** A student shall not repeatedly violate rules listed in the various sections of the Student Conduct Code, nor shall he/ she repeatedly violate classroom rules. Repeated violations may result in suspension or expulsion.
32. **Gross Misconduct:** No student shall be disobedient or be engaged in any gross misconduct not otherwise stated.

Violation of the Student Conduct Code

The penalty for violation of the Student Code of Conduct will be decided by the principal, assistant principal, and staff. While each case is handled according to its own unique set of circumstances, there are some offenses for which the consequences or penalty will be more severe based on the age or the child, severity of the incident, and whether or not it is a repeat offense.

1. **Demerit** - This consequence may be assigned by any staff member for minor or infrequent violations of Classroom/ School Rules. The accumulations of demerits resets at the end of each quarter.
2. **Lunch/ Recess Detention** - This consequence may be assigned by any staff member for minor or infrequent violations of rules of conduct.

Lunch/ Recess Detentions could be but not limited to:

- 1) 3 dress code violations 2) minor classroom issues 3) excessive talking
3. **AFTER SCHOOL DETENTION** – This consequence may be assigned by teachers or administration with a one-day notice to parents when misbehavior persists. Detentions are served every **Tuesday and Thursday** immediately after school. Parents are responsible for making arrangements to pick up their child at 3:45 p.m. after the detention. If a student does not attend their assigned detention, further punishment up to and including suspension may be assigned. Student detentions are tracked by semester. Further punishment (including suspensions) may be issued when a student reaches intervals of 4 detentions.

Detentions could be but not limited to:

- 1) Insubordination 2) accumulation of 3 demerits in one quarter 3) inappropriate language or

gestures 4) Gum chewing 5) 2nd offense of cell phone policy

4. **EMERGENCY REMOVAL** - This consequence may be assigned by the principal (or designee in his/ her absence) when a student's actions are deemed to be a serious disruption of class, are harmful to staff or students, or present the immediate threat of being harmful to others. (This includes, but is not limited to severe disruption, assault, ongoing insubordination, dangerous activities/ weapons, or repeated violations of the code of conduct.) Any student who is sent home with an emergency removal will have his/ her time counted as a suspension.
5. **IN-SCHOOL SUSPENSION** - This consequence may be assigned by the principal or other administrator when a student's actions are deemed to be very serious. (This includes, but is not limited to narcotics, alcohol, dangerous activities/ weapons, severe disruption, assault, ongoing insubordination, dangerous activities/ weapons, or repeated violations of the code of conduct such as a substantial number of detentions). Use of this consequence is limited by the availability of teachers to supervise the student. Students are expected to complete all normal work while serving an in-school suspension, as well as additional work assigned by their teachers and administrators.
6. **OUT-OF-SCHOOL SUSPENSION** - This consequence may be assigned by the principal or other administrator when a student's actions are deemed to be very serious. (This includes, but is not limited to narcotics, alcohol, dangerous activities/ weapons, severe disruption, assault, ongoing insubordination, dangerous activities/ weapons, or repeated violations of the code of conduct.) A student suspended from school because of Out-of-School Suspension must observe the following restrictions and responsibilities:
 - A.) Administration or legal authorities may immediately remove the student from school grounds. Parents may be asked to take the student home.
 - B.) The student will not attend school through the length of the suspension.
 - C.) Students **may** be allowed to make-up classroom work/ tests, etc. missed while serving Out-of-School Suspension. This is based on school discretion.
 - D.) Suspension may cross semester lines and may be carried from one year to the next.
 - E.) Students may not attend any school functions including athletic practices or games, home or away.
 - F.) Students are not permitted on school grounds while serving an Out-of-School Suspension. If a student accompanies an adult to pick up siblings or family members, they must stay in the car and not interact with other students while on out-of-school suspension.
7. **EXPULSION** - The principal may expel a student from school for major or repeated offenses. A student has the right to appeal the decision to the pastor. If a student is expelled from school, he/ she will receive zeros (0s) for work in all classes during the expulsion and will not be allowed to make-up the missed work. Expelled students will not be permitted to participate in any extracurricular activities. Expulsion will be handled as follows:
 - A.) The student and parents will be informed of the offense(s) and be given an opportunity to be heard by a discipline board. Only the student and parents are permitted in

this meeting, no other counsel is permitted.

B.) If the discipline board decides upon expulsion, parents have the right of appeal.

C.) The appeal will take place with the pastor and the principal minister, the student and the parents. After the appeal, the decision of the pastor and the principal is final.

9. **JUVENILE COURT** – The principal is authorized to contact the juvenile court and file unruly charges against a student where misbehavior is of an ongoing and/ or serious nature and previous consequences have not resulted in the student making better choices.

10. Possession of a weapon or anything that may constitute a weapon will result in immediate suspension and/ or expulsion.

11. Police involvement will be used at the discretion of school personnel.

The rules and standards set forth apply to conduct on school premises or on school buses, or to conduct which involves school property in any way, to conduct off school premises which directly affects other students or which reflects upon the school, and to conduct at school functions of any type regardless of where they are held.

WARNING: Students may be subject to school discipline for any harassment, vandalism, physical abuse, or other disruptive behavior toward school personnel during non-school hours.



Dress Code for 2025-2026

Purpose: The Dress Code is a common-sense guideline for uniformity to prevent jealousy, envy or greed. Vanity can often lead to arrogance and judgment of others; We are called upon not to think too highly of ourselves, and not to judge others. The Dress Code is a tool to help you, as parents, to prevent arguments over the latest fashion trends, styles, and demands for “things”. Dress Code violations will be tracked and affect a student’s conduct grade and may require further disciplinary action. Habitual dress code violations may result in detentions or in some cases, suspension.

3 dress code violations = Detention

Pants (Boys and Girls)

- Solid black or khaki dress pants (all grades)
 - **K-2 if elastic band, no belt is required**
- Solid black or khaki shorts (August, September, and May unless Principal gives permission)
 - **K-2 if elastic band, no belt is required**
- (Old) Solid **navy blue** dress pants and shorts allowed until Fall 2027
- No cargo pockets, skin tight, or spandex
- Solid black or brown belt only – Students must wear a belt at all times

Skirts/ Jumpers (Girls Only)

- Skirts and jumpers must be Schoolbelles brand – only approved school colors allowed - maroon, grey, gold
- (Old) Schoolbelles brand (**red/green plaid**) allowed until Fall 2027
- **No shorter** than 3 inches above the knee
- Skirts may not be rolled at all
- Leggings may be worn under skirts/ jumpers only and must be black. No patterns, holes, mesh, etc.

Shirts (Boys and Girls)

- Solid black, white, maroon (schoolbelles brand only) , or gold (Schoolbelles brand only) **with collar (polo)**
- (Old) Solid **navy blue polos** allowed until Fall 2027
- Shirts may have a school crest on them from Schoolbelles but it is not required
- Must be appropriate size, length, and all shirts **must** be tucked in at all times
- Undershirts must be white and not visible except in collar area
- No form fitting, tight, or low-cut shirts

Sweatshirts and ¼ Zips

- Navy or black ¼ zip Sweatshirt with school crest (all grades)
- Grey ¼ pullover with school crest (grades 6-8)
- Cardigan button sweater (waist level) - black only

Shoes

- Tennis shoes or boat/deck shoes
- No light up shoes
- Predominant color must be white, black, brown, gray, navy
- No open toe or open heel shoes
- Shoes must have laces and be tied
- Heels on shoes must be 2” or shorter including sole
- No boots allowed, must change into appropriate school shoes after arriving to school

- Socks must be worn at all times
 - white, black, maroon, grey - **NO LOGOS**

Gym Uniforms

- Students in grades 3-8 are required to change for gym
- Students must wear approved gym uniforms - can be purchased on the school website.
- Students in all grades must have tennis shoes/sneakers for gym class
- Students who are not properly dressed for gym class will be made to sit out and their grade will be affected.

Hairstyles

- **Boys; K - 8**

No unusual, non-traditional, contemporary hairstyles are permitted (e.g., unusual lines, “tails”, steps, shavings, mohawks, hanging bangs, page boys or flips). Hair length may not exceed the top of the collar. Hair may not be pinned up or curled under in the back. Hair may not be cut short underneath and long on the top or parted in the middle and dangling. Hair may not be dyed, streaked, or colored in any way. **Hair MUST be cut and kept neatly. To clarify the phrase, “cut and kept neatly”, the hair must not touch the collar, must be above the eyebrows and not cover more than 1/2 of the ear. Hair is to be brushed or combed before coming to school.**

- **Girls; K - 8**

No highly unusual contemporary hairstyles are permitted. Unusual lines, shavings, “tails, steps, beads attached to hair, hair wraps, or hanging bangs” are not permitted. Hair may not be cut short underneath and long on top. Hair may not be dyed, streaked, or colored in any way. **Hair MUST be clean and kept neat. Hair is to be brushed or combed before coming to school.**

Dress Down Days

- Students are allowed to wear jeans, pants, capris, shorts, joggers, and sweats
- If clothing is skin tight (sweatshirt, shirt, dress, etc.) something needs to be covering the student's bottom.
- Clothing should not have holes/rips/frayed or repaired holes or display inappropriate language or pictures
- No words or writing on bottoms
- All Shorts and skirts should be uniform length - **NO shorter than 3 inch above the knee**
- All tops have to have sleeves (no straps)
- Socks must be worn
- No sandals, flip flops or crocs
- NO cropped shirts

Dress Up Days (Sunday Best)

No jeans of any color and at the very least school uniform pants. **When in doubt, wear a school uniform.**

- **Ladies** - Shirts with sleeves and skirt length should follow uniform policy. Dress shoes must have a 2 inch heel or less.
- **Gentlemen** - Shirts must be tucked in with a belt and dress pants (uniform pants or dressier). Dress shoes should be worn.

Bookbags/Backpacks

Students in grades 4-8 may utilize their backpacks to carry their books and school supplies throughout the day. This privilege may be revoked at any time. **NO Rolling Backpacks.**

Potential issues that may cause the loss of bookbag privilege (not exhaustive):

- Improper use of bookbag
- Using cell phones hidden in bag
- Use of bookbag hinder organization of student
- Concealing of inappropriate items such as food/ drink
- Bookbag causes habitual disruption of the class

***Items not appropriate (Not Exclusive):**

- Excessive jewelry (this includes NO earrings for boys), hairstyles, make-up, etc. Girls are allowed one pair of earrings (NO hoops), 1 bracelet, and 1 necklace that can be tucked in for safety reasons.
- No purses can be worn – must be kept in a locker
- No smartwatches are allowed
- Visible undergarments
- Tight-fitting clothing
- NO cropped shirts
- Nail polish other than clear
- No fake / acrylic nails are to be worn to school
- If wearing tight or skin tight bottoms (such as leggings), they must be covered by a long shirt, sweatshirt, etc.
 - Parents will be called if a student comes to school with leggings without bottom covers and will need to bring their child's uniform to wear instead. When in doubt don't wear it!!

***Failure to Follow School Dress Code will result in the following (in no particular order):**

- Detentions
- Loss of privileges such as recess or specials
- Suspension
- Parent will be required to bring appropriate clothing to school
- Student sent home for the day
- Loss of dress down privileges for student for duration determined by administration
- Permanent removal from school

If a serious issue arises and a student is unable to comply with dress code regulations, the student may bring a note of explanation to the office signed by a parent/ guardian. A dress code permit will be issued to the student for one day only.

Students not following the dress code will be subject to disciplinary actions. These policies will be strictly enforced.

The principal retains the right to make a judgment regarding questionable dress of a student and change the above code.

Technology

Technology Mission Statement

St. Joan of Arc Catholic 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 Catholic School 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.

St. Joan of Arc uses GoGuardian

GoGuardian includes tools to ensure students are safe online by filtering inappropriate content and monitoring for harmful behavior. If Administrators are alerted that your child is looking at inappropriate content(using their School Google account) the following consequences could/will be used:

1st offense - Conversation with Child and parent

2nd offense - Lunch/Recess Detention

3rd offense - Loss of Chromebook at school for the remainder of the semester

At the end of the end of each Semester the offenses will reset back to “0”

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 networks 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 determine 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 FACTS, 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 web pages or blogs images, photos, or videos 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 in 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.

School Technology / Chromebook Use Policy

One Chromebook and charger will be lent to each student to use throughout the school year. These devices may be used in the classroom and school building only and are not to be taken home by a student. Teachers reserve the right to limit the use of these devices throughout lessons and the school day.

It is the student’s responsibility to care for the equipment and ensure that it is retained in a safe environment. Students are responsible for any damage or issues that may occur to the device they are assigned. **If a student breaks a device, their parent or guardian is financially responsible for the repair or replacement cost of the device.**

An individual Chromebook in a 1-to-1 environment provides an opportunity to enhance each students’ overall learning experience. This equipment is, and at all times remains, the property of St. Joan of Arc Catholic School and is herewith lent to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way, including the application of stickers to the Chromebook. Inappropriate use of the machine may result in the student losing the right to use the Chromebook. Students must hand over their device if any staff member requests to see it.

Tracking software will be installed on every chromebook device as well as each students’ Google account. This allows us to monitor and encourage safe technology usage by students while in our school building. This software will be connected to a student's SJA Google account even when signed into devices outside of the school. This software only tracks your child’s browsing through Google Chrome browser and does not collect any information on your home devices.

The Chromebook may be used by the student for non-commercial purposes only, in accordance with the school and parishes policies and rules, the St. Joan of Arc code of conduct, as well as local, state, and federal statutes.

The student may not install or use software other than software owned or approved by the school and made available to the student. One user with specific capabilities and privileges has been set up on the Chromebook for the exclusive use of the student to which it has been assigned. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account. Students are not to share login information including passwords with other students. Students are to make no attempt to learn other’s passwords and use them to login others.

The student may not make any attempt to add, delete, access, or modify other users’ accounts on the Chromebook and on any school-owned computer.

The St. Joan of Arc Wireless Network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the Chromebook and charger. These labels are not to be removed or modified. If they become damaged or missing, the main office should be contacted and notified for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the laptop.

It is the student's responsibility to make sure their files are backed up regularly. St. Joan of Arc is not responsible for any computer or electronic viruses that may be transferred to or from the students Chromebook, the server, and the student agrees to use their best effort to assure that St. Joan of Arc's property is not damaged or rendered inoperable by any such electronic virus while in the student's possession.

The student acknowledges and agrees that the student's use of the school's property is a privilege and that by the student's agreement of the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the school's property and to return the same in good condition and repair upon request of St. Joan of Arc Catholic School.

Student Technology Responsibilities

Your Chromebook is an important tool to help you learn and is for educational purposes only. In order to use your Chromebook every day, you must be willing to accept the following responsibilities:

- When using the Chromebook at school I will follow the policies of St. Joan of Arc Catholic School – especially the student code of conduct and acceptable use policy – and abide by all local, state, and federal laws.
- If the Chromebook is lost, stolen, or damaged, I will notify the school office immediately.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not use or touch another student's chromebook. I am responsible for anything that happens to another student's chromebook if I choose to use it or touch it.
- I will not load any software onto the Chromebook.
- I will not remove programs or files from the Chromebook.
- I will honor my family's values when using the Chromebook.
- I will not give personal information when using the Chromebook.
- I will make sure my Chromebook is plugged in and charging at the end of the day.
- I agree that email (or any other computer communication including social media) should be used for

appropriate, legitimate, and responsible communication.

- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will not attempt to repair my Chromebook.
- I will keep the Chromebook in a safe spot when not in use.
- I will surrender my Chromebook to any teacher/ staff member when requested so they may review the items on my computer.
- I will not access or attempt to access any inappropriate websites or material while using my Chromebook at school or at home.

Parent Technology Responsibilities

Your child has been issued a Chromebook to improve and personalize his/ her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my son's/ daughter's use of the Chromebook at home if allowed to take one home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my child's use of the Internet and email, including social media.
- I will report to the school if my child brings home their Chromebook (all Chromebooks are to remain on school property at all times)
- **I understand that I am financially responsible for any loss, damages, or repairs to the Chromebook assigned to my student or if my child chooses to use or touch another student's device**
- I understand my child may receive disciplinary action for not following the rules and guidelines for using the Chromebook.

Cost to Replace Lost or Damaged Chromebooks

Students are responsible for any and all damages to the technology given to them as well as any chargers that may be supplied.

- The school office will make every effort to repair a broken or damaged device, however devices can not always be repaired and need to be sent out for repairs.
- If a student breaks or damages the device assigned to them in a school year, they will be responsible for paying the replacement cost before receiving another device. The replacement cost is \$250.
- If a student loses their charger, they must purchase a new one at the cost of \$40.

Students are highly encouraged to use a padded sleeve to carry their device in. There are some available in the office. Students are NOT ALLOWED to put their device in their backpack when transporting it.

Students are responsible for their device at all times. Carelessness and forgetfulness are not excuses for a device being broken.

Students will receive a replacement device that is functionally equivalent to what they were originally assigned once any and all replacement costs have been recuperated from the parents.

Personal Technology Policy - Cell phone - (Smart watch)

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 (extended day, detention, clubs, etc.).

Students will store their cell phone and all communication devices in their backpack and in their locker (turned off) at all times. If a phone or device rings or alerts during class, the teacher will take the phone away and turn it into the office.

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

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

If a student violates the Personal Technology Use Policy:

First Offense: The teacher or school staff shall confiscate the cell phone or communication device and take it to the office. The student's parent or guardian only will be allowed to pick up their phone at the end of the school day. Additional disciplinary actions will be taken and consequences given to the student as deemed appropriate by the administration.

Second Offense: The confiscated cell phone or communication device must be picked up, in the school office, by a parent or guardian and a detention will be issued. ANY serious cell phone or communication device offense, 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.

General Information

Emergency Plans

St. Joan has implemented several plans in case of a lockdown emergency or other emergencies.

All teachers and staff are aware of the procedures to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to a secure designated location. Parents will be notified via FACTS Parent Text Alert System.

Parents may ask to see a copy of our emergency plan in the school office. The plan is regularly updated each year and with any new information or training the school staff or administration may receive throughout the school year.

Emergency Drills

State Law requires that **emergency drills (fire, rapid dismissal, etc.)** be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds or drill begins;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two, facing away from the building;
5. Return to the building/ classroom when a signal is given.
6. All students are required to be silent during all drills. Failure to remain silent or participate in any “horseplay” during an emergency drill will result in an after-school detention.

Tornado drills are held periodically. The procedures are:

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

Lockdown Drills are held at least once per year. The procedures are:

1. Students will be instructed to move to a certain part of the classroom and be silent
2. Teachers will lock the door to the classroom, turn off lights, and close blinds
3. Classes will remain in lockdown mode until the all-clear has been given.

Emergency Closings

When it becomes necessary to close or delay school due to inclement weather, parents will receive a text message through FACTS Parent Text Alert. Announcements will also be made over TV stations. If **SPRINGFIELD PUBLIC SCHOOLS** are delayed or closed, St. Joan of Arc will be delayed or closed. Should an emergency arise concerning only our school, St. Joan of Arc School will be specifically mentioned. Parents are asked to refrain from calling the school and parish offices for updates on this information.

WHEN SCHOOL IS CLOSED DUE TO AN EMERGENCY SITUATION, OR BECAUSE OF INCLEMENT WEATHER, ALL SCHOOL RELATED AFTER-SCHOOL ACTIVITIES ARE CANCELED. 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. The school will do its best to alert

families who rely on public school bussing when those districts are delayed and SJA is not.

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. Any day there is a half day or early release, there is no extended day as well.

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

Local TV stations should cover our school closing information. If there is any uncertainty about an after-school activity, the coach or athletic director will contact parents.

Lunch Program

St. Joan of Arc offers hot lunch options two days a week. Lunches are purchased through the FACTS Parent Portal. Lunch orders are due at least one week prior (Fridays at 12:00 p.m - Noon). No late orders or orders via email/ phone call will be accepted. Lunch orders can not be transferred to another student unless that student is a direct sibling. We will not take the verbal instructions of a student to transfer food to another student, we must have it in writing in the office. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy.

In the event that school is closed on a hot lunch day, the order will be moved to another day that week if possible. Parents will be notified of the new day to expect the hot lunch.

If a student is absent from school, the hot lunch will be given to a sibling if one is present. Food can not be moved to another day.

If a parent places an order for a day when their child is not in need of a lunch (field trip, specific day off for their grade) there will be no refunds given.

If school is closed and the hot lunch can not be rescheduled within the same week, refunds will be issued to families who ordered.

All days that students should not and can not order a hot lunch will be marked off on the ordering calendar. However, we can not close ordering for individual classes or grades if they are not at school for lunch on a given day. No refunds will be given if a parent orders on a day when their child is not present for lunch due to a class/ grade level event.

Parents **may not** DoorDash or have lunches delivered for students. Students are expected to have a packed lunch with them everyday. If a child does not have lunch, they will be given the food/snacks we have available in the lunchroom. Parents will always be contacted in the event a child does not have a packed lunch. If a child does not have a lunch consistently, parents will be notified as well as a report of neglect may be made with the county children services. (*See Lunchroom Expectations listed under Behavior Expectations.*)

Bus Services

The following public school districts transport students to St. Joan of Arc School: Anthony

Wayne, Maumee, and Springfield. Bus schedules are available from your local public school district's transportation department. Students riding the buses are expected to observe the safety regulations set by the transportation departments. Any violation of the rules and regulations shall result in notification of parents/ guardians in writing by the public school of residence and may require a parent-school conference and suspension of bus service.

Any misbehavior on the bus will be disciplined by the school in addition to any discipline the public schools deems necessary. SJA administration supports the bus drivers and the actions they will take to ensure the safety of the students they transport. If habitual problems occur on the bus, the SJA may recommend removal from the public bus. Continued disorderly conduct or refusal to submit to the authority of the bus driver shall be sufficient reason for suspension of bus service to any student. The public school of residence shall notify parents/ guardians of discontinued service with full explanation of their action. Further, the student may be subject to the school's disciplinary policy.

Due to liability, students may only ride their assigned bus. Students are not allowed to ride a bus their friend rides. Public schools are only able to transport students.

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. If a student is not picked up within 10 minutes of an afterschool activity, the child will be sent to Extended Day at a cost to parents. If a child is not picked up on time 2 or more times when an after school activity is over, they may be removed from the after school activity.

Extended Day - Before / After School Program

The Extended Day morning program is available from 7:00 a.m. - 7:30 a.m. by prior arrangement only.

The Extended Day Program is also available immediately after school until 6:00 p.m. For safety reasons every student using the program **MUST** be registered. Registration forms must be completed before a child enters Extended Day for the first time. Once registered, afternoon extended day The Extended Day registration form is available on FACTS for parents to complete or located in the back of this handbook. The registration fee to use the Extended Day Program is \$60 per family. This fee will be assessed on the first day any of your children uses Extended Day. Daily costs are billed based on published rates and billed directly to your FACTS account. A report will be sent out weekly to families to see the daily logs for each student and the cost billed to them.

Students who are chronically not picked up by 6:00 p.m. are charged a per minute late rate, and may be denied use of the Extended Day Program. Please refer to the **2025-2026** Extended Day Handbook for a complete list of rates and policies. The handbook can be found in the appendices of the student handbook.

Students not picked up by the end of the car line (*approximately 2:40 p.m. for Preschool students; 3:10 p.m. for K-8 students*) will be sent to the Extended Day Program and will be charged accordingly. If this occurs more than one time, for a student not enrolled in the Extended Day Program, the family's FACTS account will be automatically charged the \$60

registration fee. Student conduct expectations are the same as stated in this handbook.

Birthday Observances

Birthdays are very special and exciting days for all of us. It is a time to celebrate “us” with friends and family. As a school, we want to continue recognizing our students’ special day while being sensitive to student allergies and overall student health. If you are providing a birthday treat for your child to bring into his/ her class, please ask the teacher for any food allergies that may be present. We ask that treats be individually wrapped and as safe as possible. If you can not accommodate food allergies we ask that you plan an alternative treat for the class.

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

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

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

Classroom Movie Policy

On occasion, movies may be shown in class for students. Movies are to be educational in value unless given as a reward to students for a significant achievement. Parents will be notified anytime a movie is to be shown in class. Movies will be shown with only the ratings below:

Grades PS - 3, **G - rated**

Grades 4 - 8, **PG - rated**

Anything shown above the ratings must include a parent permission slip detailing the reasoning for the film and what is included in the movie that gives it the specific rating. No rated “R” movies will be shown regardless of permission.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right. Students need to earn the right to attend a field trip and teachers may revoke a student's right to attend due to behavior or academic issues. Students who are not allowed to participate in a field trip are still required to attend school on that day. Students who

- do not attend school because they are ineligible for the trip will be marked unexcused and receive a truancy letter in their file.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
 5. All grades do not always have the same number of field trips.
 6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
 7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
 8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
 9. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
 10. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
 11. All monies collected for the field trip are **non-refundable**.
 12. **Cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or administration.
 13. Parents who are not approved chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. St. Joan of Arc risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
 14. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip.
 15. All chaperones must be 25 years of age or older.
 16. When parents/ guardians are driving for field trips, all passengers must wear safety restraints/ seat belts. Students should not be transported in the front seat of any vehicle having dual airbags.
 17. Volunteers who use their own car for school-related purposes must be at least 25 years old, complete and sign an Insurance Verification Form and submit a copy of their valid driver’s license and proof of insurance to the school office.
 18. Parent Volunteers must have completed all the Diocese of Toledo volunteer requirements, at least one week prior to the trip. (*See Volunteers section*)
 19. 6th Grade camp is not an optional field trip for students. It is a required part of the educational program for 6th grade students. A child not attending 6th grade camp is at the discretion of the Principal.

Library

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

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

3. FACTS accounts will automatically be billed for any lost or damaged books at a cost determined by the school.

Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to search lockers at any time. Locks are not allowed on lockers. Lockers are to be cleared out each night with all of the student's belongings.

Items Brought To School

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

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 gym. Students are welcome to check for lost articles. Clothing and personal items should be marked with the student's name whenever possible. Unclaimed items will be donated to charity at the end of each quarter.

Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping in order for St. Joan of Arc Catholic School to replace the lost copy. This replacement cost is due before a replacement will be ordered and/ or given to the student.

Money

Fees for individual book orders, 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. No loose money will be accepted. Most if not all payments can and will be made through FACTS. If money is only accepted through FACTS for an event, the office will not accept any money sent to the office.

Any money collected by teachers for any reason will be sent to the school office at the end of each school day for safe keeping. Teachers can not give change to students for any reason.

Teacher Request Policy

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

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

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

1. Parents may pick up a "Request Form" in the school office.
2. Only those requests made on the "Request Forms" will be considered.

3. Incomplete “Request Forms” will not be considered.
4. Request forms will not be accepted after the posted deadline.
5. We will do our best to accommodate legitimate educational concerns.
6. Your child’s current teacher will be involved in placing your child for next year – (TEACHERS WILL SEE REQUEST FORMS).
8. The final decision regarding class lists rests with the administration.
9. Changes will not be made after class lists have been created.

Telephone

Students are permitted to use the school telephone in the office when needed. When a call is made by a student, from the school phone, it requires permission of the teacher or other authorized school personnel. Students are permitted to use the school phone in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Students are not to use cell phones during school hours to contact parents or for any other reason. **If a student is found to have used their phone for any reason during the day to contact a parent/ guardian, disciplinary action will be taken by the school administration.** Students should NEVER use the teacher’s cell phone to make a telephone call.

Home-School Communication

In order to ensure that all communication from school reaches home in a timely manner, St. Joan of Arc emails a weekly school-wide newsletter. Parents also have **24/7** access to student’s grades, attendance, behavior, etc. through the FACTS Parent Portal or App. Official school wide emergency communications are sent using the FACTSParent Text Alert System.

Teachers are also required to communicate regularly with parents regarding classroom homework, tests and quizzes, expectations, projects, and general business of the classroom. Teachers should also communicate with parents regarding any issues or concerns they may have with a particular student. Teachers have 24 hours to respond to a parent email, as the day to day business of teaching can sometimes mitigate the need for immediate responses to emails.

Teachers will communicate with parents through phone calls, emails, notes sent home, and newsletters. Teachers will not communicate with parents through cell phones or texting. If a parent feels they are not receiving timely communications from their child’s teacher(s), or not having proper information conveyed about their child, parents are encouraged to reach out to the school’s principal.

Parents As Partners

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

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

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;

- Is dressed according to the school dress code;
- Completes assignments on time;
- Has a nutritional lunch every day; and
- Receives a nutritional breakfast before coming to school

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

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

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

To meet all financial obligations to the school;

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

To complete and return to school any requested information promptly;

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

To support the religious and educational goals of the school;

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

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

To treat teachers with respect and courtesy in discussing student problems; To not post negative comments about students, teachers, or the administration on social media.

To notify the school of any changes in the student or student's life that may affect them at school.

Parent's Role in Education

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

A good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by

the example of good Catholic/ Christian morality and by an honest personal relationship with God in your family life. Our parents are highly encouraged to bring their children and their family to regular Sunday Mass. The Mass is at the center of our faith and is necessary

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

As teachers and staff of SJA, we are committed to being partners with our parents and putting the best interests of the student/child above all else. Our decisions will be made with the information at hand to be in the best interest of the student. When making decisions, the school staff and parents will use all available information at hand and keep clear lines of communication open and frequent so all are on the same page.

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

It is essential that a child take responsibility for grades he/ she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence. The staff will help to model, exemplify, and teach responsibility to our students and how to handle their work. Our students are here not only to learn new content, but also how to navigate school and life. We want them to learn from their mistakes and learn correct study and life skills before leaving our school.

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

Protocol for Parent Concerns

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

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

Classroom-Related Issues

- If an issue is classroom related, the issue should be expressed to the teacher either by written note, e-mail, or by making an appointment. The teacher will not be called from class to discuss the issue.
- Notes and emails sent 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. This does not include weekends.
- Step #1: Parents/ guardians and the teacher should work together to resolve the issue.
- If there is a need to address an issue with more than one teacher (including ASP), a meeting may be arranged by one of the teachers.
- Step #2: If the issue is not adequately resolved by the parents/guardians and teacher, the Principal will meet with the parent(s) and teacher to develop an action plan or reach a final outcome.
- Meetings granted with Parish Pastor only after all steps have been exhausted.
- If the issue is addressed by a parent/ guardian to a member of the School Advisory Council, the Council member will direct the parent/guardian to follow the procedure mentioned above.
- The administrator and/ or teacher will take the appropriate action needed to resolve the issue.
- Confidentiality will always be maintained.
- Anonymous issues will generally not be addressed.

Non-Classroom Related Issues

- 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 and make them aware of the situation to work to resolve the issue.

Athletics-Related Issues

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

Parent-Teacher Nights

The Parent-Teacher Nights are grade level meetings 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 these evenings. The presence of at least one parent/ guardian is expected as an overall general agenda is discussed rather than personalized student information.

Each quarter, the focus of each parent night will change to fit a topic or conversation we feel is pertinent to the school/ grade level. Parents will have the opportunity to learn about various topics and ask questions of our teachers. Information such as re-enrollment and EdChoice updates and changes, as well as tuition updates will be conveyed to parents at one of these meetings yearly.

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 voicemail 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.

Teachers will not give out their personal cell phone numbers to parents nor will they communicate with parents using their personal means of communication. Texting and other messaging between parents and teachers may only occur in pre-approved apps meant for messaging in a school setting, i.e. class dojo.

Parent-Teacher Conferences

Formal Parent-Teacher Conferences are held twice a year, after the first quarter has ended and approximately in the middle of the 3rd quarter. 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.

ALL PARENTS must have a conference during the allotted days after the 1st quarter. Not only will any issues regarding your child be discussed, you will also receive your child's 1st quarter report card. This is the only way to receive your child's 1st quarter report card. If you are unable to attend a conference during the scheduled days, you must make arrangements with your child's teacher to have a conference.

You will not receive any more report cards or midterm reports until you have had a conference with your child's teacher.

Third quarter conferences will be by parent or teacher request only.

Office Records

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

In the case of a change in custody, until St. Joan of Arc Catholic School 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 Catholic School 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, not daily attendance.
5. Awards received

St. Joan of Arc Catholic School compiles 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. Any student information for research purposes will not be shared directly without the use of pseudonyms or any anonymity given to the student.
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.

St. Joan of Arc Catholic School 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 parents 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.

Student Directory

A student and parent directory is available to all families through the parent portal in FACTS. Parents can opt out of including their information altogether in FACTS, or choose what specific information you would like visible in the directory. Parents will have an opportunity to edit their directory preferences in FACTS through the first three weeks of the school year.

After the first three weeks, the directory will be turned on for all families to access. Parents can turn off or turn on the information displayed for themselves and their children at any time during the school year in the FACTS parent portal.

This directory is not sold or given to anyone outside of the St. Joan of Arc School and Parish.

Student Records

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

Students requesting records/ transcripts/ recommendations must make a five school-day request to the School Office and meet with the principal or parish manager. All forms should be submitted to St. Joan of Arc Catholic School's Office for distribution. The principal and/ or pastor reserves the right to request a meeting with the parents/ guardians of the student prior to the release of records. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

School Property

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

Search and Seizure

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

Social Media

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

Sexting

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

Photo Likeness Release

From time to time, St. Joan of Arc Catholic 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 Catholic School student and parent(s)/ guardian(s) understands and agrees that St. Joan of Arc Catholic 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.

Visitors

All school visitors, including parents/ guardians, must first report to the school office when entering. For safety and security reasons, each person is required to sign in at the office when he/ she enters the building for any reason. **No one may go directly to a classroom. All visitors in the school must wear a visitor badge so all staff and students may visually see that the person has properly followed protocols to be in the school building.**

Visitors and/ or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification. Teachers and staff are instructed to stop and question visitors they see in the building if they are not familiar with them or do not see proper identification of a Visitor ID badge.

Volunteers

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.

Family 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.

Family Service Hour Requirements

For the **2025-2026** school year, we ask that all families provide at least **15** hours of service to the school and/ or parish. Service not only helps ensure our programs are supported and run as needed, but it shows your children that you have a vested interest in their school and want to see it be successful. This requirement applies to all families both returning and new families. The requirement is **15** hours **per** family, not per student. These hours must be accomplished within the school year.

There are numerous opportunities to obtain your service hour requirement for your family throughout the school year. Some opportunities include but are not limited to:

- Lunchroom monitor
- Library helper - both reshelving books and helping students checkout new books
- Reading to a class or individual students
- Having individual students read to you
- Work a PSO event (multiple events throughout the entire school year).
- Chair a PSO event (full hours obtained regardless of time commitment)
 - The PSO President will notify the Principal of those who are accomplishing this position
- CYO Coach (full hours obtained regardless of time commitment)
 - The Athletic Director will notify the Principal of who qualifies for this category.
- Classroom (or grade level) lead parent (full hours obtained regardless of time commitment)
 - The PSO President will notify the Principal of those who are accomplishing this position.
- Many other opportunities as the year progresses.
- Parish opportunities that are pre approved by the Principal

When new opportunities arise for families to obtain service hours, they will be communicated to families in a timely manner so they may prepare to help if it is an opportunity they wish to pursue for their hours. In some cases, events listed on the school calendar in FACTS may signify the need for

volunteers. When this is marked, the person you need to contact for signing up to volunteer will be listed in the event on the calendar.

In order to help encourage families to obtain and finish all of their 15 hour requirement for service within the school year, we will offer our families who have finished the 15 hour requirement, or are scheduled to finish their 15 hour requirement by the end of February, we will offer a 50% discount on all of your student fees for the **2025-2026** school year.

If you are a coach, PSO chair, or any other position that qualifies for hours completed, and have not yet finished your responsibilities by February 1st, you will still be eligible for the discount provided you are reported to the office by the head of your activity by June 1st. You must be signed up to complete that role by **February 27th, 2026**.

Tracking of Service Hours

Families will need to turn into the school office a service hour tracking form when they complete service hours. The form needs to include the date of service performed, the activity, and signed by the person in charge of the event. These slips need to be filled out and turned into Mrs. Nye in the school office. Once we have received your completed and signed service hour form, we will record the hours in FACTS. You will be able see your accumulated hours for the year. If you do not see the service hours recorded under your specific FACTS account, please check both parent accounts to see if the hours were recorded under their first. The hours are recorded based on whose name is on the slip, not for both parents.

Withdrawal Policy

Should a family choose to withdraw their child during the school year, there is no tuition rebate. The cost-to-educate is determined with the number of enrolled students, therefore the school's expenses for that child don't change even if the child withdraws midyear. Thus, it is the school's policy to not issue tuition reimbursement, regardless of whether the family chooses to withdraw or is forced to do so such as in the case of an expulsion. In extenuating circumstances, appeal can be made to the Parish Manager, who discusses with the Pastor and the Principal whether tuition should be refunded (such as an out-of-state job transfer).

To initiate a withdrawal, please contact the School Manager in the main office. A withdrawal form will need to be filled out with a parent signature to remove the student from the school. The new school will need to initiate a Records Request for us to send the child's file.

For attendance purposes, a child will be marked absent unexcused for any days the child is not at school, and we have not received a withdrawal form from the parent. The last day of attendance will be marked as the day we receive the withdrawal form. This is very important to ensure that attendance is recorded accurately especially for EdChoice attendance policy.

Support Service Personnel

Counselor

A school counselor is provided through auxiliary service funds. Our certified school counselor serves the needs of students and parents through class and individual consultation is available four days a week to students. Students may request to see the counselor but will not be permitted to automatically go when a request is made. Parents may also make a request to have the counselor see their child. Students will be able to see the counselor when the teacher determines that it is an appropriate time. If a student sees the counselor for a serious matter, the counselor will reach out to notify parents and determine if continued meetings with the counselor will be necessary.

Intervention Specialists

Provides one-on-one, or small group instruction to those students who have been identified as having a disability. Goals and objectives are set for the students to assist them in strengthening skills where weaknesses have been identified. The Intervention Specialist consults with teachers to assist with the implementation of classroom accommodations outlined in the Individualized Education Plans (IEPs) or Service Plans.

Parents or teachers may initiate the Response to Intervention (RTI) process if they feel their child is in need of extra academic help, or suspect a learning disability in their child. Please contact the Principal to discuss this process and how to obtain the necessary documents to start this process.

Math & Reading Specialists

Math Specialist - Focuses on Title I help for students in grades 1-3 using small group instruction and hands-on activities to help students. In classroom help for grades 4 and 5, as well as Junior High students as needed.

Reading Specialist - Focuses on Title I help for students in grades K-5 as well as in class help for grades 6-8. Provides small group instruction and hands-on activities to help students achieve success in the classroom.

Speech & Language Specialists

A speech and language specialist is employed one day a week and provided by the Lake Erie Educational Service Center (ESC). The speech pathologist may suggest more outside speech help for students with elevated speech needs due to limited time within the school.

Other Services/Programs

Parent-School Organization: PSO

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

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

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

School Advisory Council: SAC

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

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

St. Joan of Arc Parish Athletic Board

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

WSJA

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

Students 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.

Special Student Activities (Offered when Advisors/ Staffing is available for these events)

<p><u>GENERAL</u></p> <p>Camp Storer (Gr. 6) Spelling Bee (Gr. 4-8) Wax Museum (Gr. 6) Altar Servers (Gr. 5-8) Student Council (Gr. 7-8)</p> <p><u>JUNIOR HIGH</u></p> <p>Video Crew WSJA Yearbook Quiz Bowl</p>	<p><u>MUSIC</u></p> <p>Band (Gr. 5-8) Fine Arts Festival Cantors/Choir (Gr. 5-8)</p> <p><u>CYO - PARISH SPORTS PROGRAM</u></p> <p>Baseball (Boys Gr. 3-8) Soccer (Gr. 1-8) Basketball (Gr. 4-8) Softball (Girls Gr. 3-8) Cheerleading (Gr. 5-8) Track & Field (Gr. 4-8) Cross Country (Gr. K-8) Volleyball (Girls Gr. 3-8) Football (Boys Gr. 5-8) Wee Pee Baseball (Gr. K-2)</p>
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Student Safety Policy

Bullying and Cyberbullying

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

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. Bullying is not a one-time behavior, it is a pattern of repeated harassment or behaviors.
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 devices 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.

C. Reporting of Bullying Behavior:

- Bullying may be reported on paper or verbally. Written reports should be returned to a staff member, the counselor, or the principal. The form may be completed anonymously; however, no disciplinary action shall be taken against a student **solely** on the basis of an anonymous report.
- School personnel must report prohibited incidents of which they are aware to the principal and/ or counselor.

Child Abuse Laws

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

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 Catholic School 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 Catholic School 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 Catholic School.

It is the policy of St. Joan of Arc Catholic School 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 Catholic School 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 Catholic School 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 Catholic School.
- 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 Catholic School 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 Catholic School 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 Catholic School 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 Catholic School 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 Catholic School 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 Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Joan of Arc Catholic School 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 Catholic School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

D. Copyrights

- 1) *Plagiarism*: St. Joan of Arc Catholic School'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 Catholic School 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 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 Catholic School will allow technology protection measures to be disabled for adults or, for minors, minimized only for bona fide research, educational projects, or other lawful purposes.

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 ensuring 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 Catholic School 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 Catholic School. 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 Catholic School.
- 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.

Gender Policy

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created¹, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic (*See Catechesis Regarding Human Dignity and Gender-Related Matters in the Appendix*).

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
 - i. What is the specific request of the adult, student and/ or parent(s)/ guardian?
 - ii. Is the request in keeping with the teaching of the Catholic Church?
 - iii. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
7. Consult the Office of Marriage and Family Life with extenuating circumstances.

Right to Amend

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

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

Appendix I

Catechesis Regarding Human Dignity and Gender-Related Matters

The Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. Indeed, there is an inescapable duty to make ourselves the neighbor of all people, no matter who they are¹. Further, the Church is obligated to hand on to every generation all that she has received from Jesus Christ, her divine founder, especially as it relates to our understanding of the human person in these present times.

The witness of Sacred Scripture is clear: God created human beings male and female (Genesis 1:27). From the dawn of creation as depicted in the Book of Genesis to the closing pages of the Apocalypse, Scripture presents the human race as consisting of only two (2) sexes. Both sexes, male and female, are created in the image of God and are equal in dignity and destiny (Genesis 2:21-24). God created Adam and Eve out of love and for love. One’s gender is therefore determined by one’s biological sex.

The entirety of divinely inspired Scripture affirms the male and female forms of human nature *as reality*. They are not mere cultural phenomena or subjective constructs. Although wounded by the entrance of sin into human experience and its far-reaching effects on our bodily nature, man and woman continue to image God in both their uniqueness and complementarity. Scripture is clear on the necessity of respecting God’s order and commands for human beings to experience the fullness of life he intends.

As articulated by Pope Francis, the clear and constant moral teachings of the Catholic Church have always envisioned a connection between our highest human happiness and our willingness to embrace the biological sex given us at birth². Our bodies teach us profound truths about ourselves and our purpose in life. Our bodies signify that we are called to and gifted for relationships that are complementary in nature, open to new life, and destined for eternal happiness and joy. Our bodies are God-given means of deepening our human generosity and communion with both God and each other.

Pope Saint John Paul II affirmed in his teaching known as the *Theology of the Body* that in our given biological complementarity, *as distinctly male and female*, God clearly intended us to live in loving communion with him and with each other. Through mutual self-giving and interdependence, he invites us to share in his own act of creation, as well as his own eternal

happiness and joy. Therefore, our God-given maleness and femaleness clearly make visible our calling to love and co-create with God in bringing new life into the world. This is what Pope Saint John Paul II called the “sacramentality of the body.” Our bodies are “icons” that reveal the deepest essence of who we are in the moral, spiritual, emotional, and physical dimensions of life.

2025-2026
PRESCHOOL STUDENT-
PARENT
HANDBOOK



St. Joan of Arc
Catholic School

5950 Heatherdowns Blvd.
Toledo, Ohio 43614

School Office~ 419-866-6177
School Attendance/Clinic~ 419-866-9051
School Website~ www.joanofarc.org

Welcome to St. Joan of Arc Catholic School. This Handbook has been developed to answer questions that you may have about our program. We, as Catholic educators, believe that our major goal is to develop the whole child. It is our effort to work with the parent to see that each child develops spiritually, intellectually and emotionally.

Mission Statement of St. Joan of Arc Catholic School

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

Philosophy

The Christian philosophy of St. Joan of Arc Catholic 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.

Goals

1. To assist parents in the education of their children.
2. To help the child develop as a whole person: spiritually, socially, emotionally, intellectually and physically in a Christ-centered environment.
3. To provide a positive, safe and secure learning environment that will encourage the child's growth.
4. To develop a positive self-concept.
5. To promote respect for self and others.
6. To gain independence by providing opportunities to make choices.
7. To use all senses in learning.
8. To experience learning in a hands-on environment in both quiet and active play.
9. To learn responsibility for one's actions.
10. To establish and develop friendships.

Admission

St. Joan of Arc Catholic School's Preschool welcomes children ages 3, 4 and 5. Children must turn three by August 1st to be enrolled in our youngest preschool program. Children must turn 4 or 5 by August 1st to be enrolled in our upper preschool programs. ALL preschool students must be fully potty trained before beginning preschool.

Principal's Discretion

St. Joan of Arc Catholic School's 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.

School Hours

St. Joan of Arc Preschool is offered to three, four and five year olds Monday through Friday, 8:30 a.m. - 11:30 a.m. or 8:30 a.m. - 2:30 p.m. We offer a choice of Monday- Friday or Monday, Wednesday & Friday half day or full day. Optional extended day hours are available as well. The preschool doors do not open until 8:15 a.m. If you arrive late for any reason, please sign in at the front office. Our day begins at 8:30 a.m. Since we operate as a school rather than a daycare, we firmly believe that arriving late is not beneficial to your child. If your child consistently arrives late without a valid reason (appt., car trouble, etc.) he or she may not be admitted.

Extended Day

Extended Day services will be offered for the Preschool Program. Morning Extended Day billing hours are from 7:30 a.m to 8:15 a.m. Afternoon Extended Day billing hours are from 2:30 p.m to 6:00 p.m. Preschool pick up ends promptly at 2:40 p.m. If your child is not picked up by this time, they will be taken to extended day, and charged accordingly.

Please note that your child **MUST** be registered for **morning** extended day, in order to attend. You will be charged for **morning** extended day whether your child attends that day or not. This will allow us to have the appropriate staff coverage. If you have any questions about Extended Day, please contact the school office or Mandy Root at Mroot@school.joanofarc.org

Registration

Preschool registration begins in February for our families with children presently attending our school and for parishioners. Open registration begins in March, during Open House. Look for information in the school newsletter or the church bulletin. All entering students must have a copy of their birth certificate or a copy of a baptismal record with the child's birthdate on it. Preschool students must have a current physical form signed by a doctor.

Toilet-Training Policy:

All students must be fully potty-trained in order to attend St. Joan of Arc Preschool. This includes independently undressing, wiping and dressing. No diapers or pull ups may be used during the school day. If a student has more than two accidents in a week, you will receive notification from your teacher. If this continues an action plan will be made by the teacher. The action plan will be implemented for a two week period to help with independent use of the restroom. If the action plan is not successful in those two weeks, your child will be asked to take a break from the program and remain at home until toilet training is mastered. If a student has multiple accidents in one day, a parent/guardian will be called and the student will be sent home for the rest of the day. Therefore we encourage loose comfortable clothing to ensure a successful day.

Dress Code

Preschool students at St. Joan of Arc Catholic School must wear the t-shirt designed by the school with solid khaki, blue or black pants, shorts, or skirts. Leggings must also be these colors. (Please no stripes or patterned leggings) Parents will have the option to purchase short sleeve and/or long sleeve shirts for their child. Please visit the School Store link on the school's website to order your preschool shirts. We highly recommend elastic waist or pull on pants to ease with the use of the restroom. Please dress your child in clothes that he/she can manage. Tennis shoes, preferably with velcro strap, and socks must be worn at all times. For the safety of the child, students are not permitted to wear flip-flops, open-toed shoes, heels, or boots of any kind (rain, snow, cowboy, ugg style). We will give two written notifications about this, if it happens a third time we will ask that you bring your child school appropriate shoes.

An extra set of clothing needs to be brought to school on the first day. Please include pants, shirt, socks and underwear. Due to the quick season change please do not include shorts in the change of clothes. Please place these items in a ziploc bag and label with your child's name.

Shorts may only be worn in September and May unless otherwise stated.

Arrival/Dismissal Times

All preschool students arriving at school should use the car line only. If your child is utilizing the Extended Day Program, they should be dropped off at the main entrance no earlier than 7:30 a.m. A school representative will help your child exit the car and enter the building through the front doors, from there another school representative will help escort them to the preschool extended day room.

Regular preschool morning drop-off begins at 8:15 a.m. and ends at 8:30 a.m. If your child arrives after 8:30 a.m. a parent will need to park and bring their child into the office to sign them in for the day. A school staff member will escort them to their classroom.

Half-day pick-up is at 11:30 a.m. in the car line. **If half day parents are not here by 11:35 a.m. they will be charged \$5 every 5 minutes they are late.**

Afternoon pick-up begins at 2:30 p.m. and ends promptly at 2:40 p.m. If you are unable to pick your child up by 2:40 p.m, they will be sent to the Extended Day Program, and you will be billed accordingly. If your child is sent to the Extended Day Program, when you arrive you will need to park in the designated area labeled faculty and staff, and come into the office to pick your child up.

Carline Procedure

****For the safety of everyone, we request that parents remain in their cars at all times during drop off and pick up and that children do not get out of their cars without the supervision of a teacher. We will load and unload children from the passenger side of the car.**

****Please note Ohio law states that every child under 8 years of age must ride in a booster seat or other appropriate child safety seat, unless the child is 4 feet 9 inches or taller. Please make sure that your child has the appropriate car seat for pick up.**

Morning Drop Off

You will enter the school parking lot and drive all the way down to the end and turn left. You will follow along next to the basketball hoops and stop right before the turn. At 8:15 a.m. a preschool teacher will come out and motion for you to pull around to the front doors. A teacher will then greet you at your car. They will open the door for your child and help them unbuckle if necessary. (In order to keep the car line moving quickly, you can unbuckle your child while you are waiting in line.) Please have your child's backpack ready to go with all the necessary items inside. Your child will exit the car on the passenger side and head into school with the assistance of a teacher.

Afternoon Pickup

You will enter the school parking lot and drive all the way down to the end and turn left. You will follow along next to the basketball hoops and stop right before the turn. At 2:30 p.m. a teacher will open the front doors and motion for you to pull around to the front doors. We will provide you with a car name tag. This tag will have your child's name on it, and it will help us to identify your car and get your child ready quicker. Please place your child's name tag on the dashboard or hang it from the front mirror. Students will be dismissed with a teacher one at a time. The teacher will open the car door and load the student in on the passenger side only. Once your child is loaded into the car please follow the sidewalk all the way down to the end of the school building to safely buckle your child into their carseat. Teachers are not permitted to buckle children into their car seats.

If you have other children to pick up in the K-8 car-line, you will pick up your preschool child first and then pull into an available parking bay to pick up your older children.

We strive to have our carline move as quickly as possible for you. However, keep in mind that your child's safety is our number one priority! In order for us to keep the line moving smoothly and safely it is imperative that all parents and students follow our carline procedures! Please remember to always remain kind and courteous as everyone is just learning this new procedure! It will get easier and quicker each day!

Attendance

If a student is absent from school for any reason, the parent/guardian is required to call the School Absence Line at 419-866-9051 before 9:00 a.m. on the day of the absence. If the school does not receive a phone call excusing your child from school, a reasonable effort will be made by the school personnel to notify the parent/guardian at home or at work. A written note signed by the parent/guardian stating the reason for the child's absence is required upon the child's return to school. In the event your child must be dismissed early, please send a note to school for your child's teachers. The teachers will send the note to the office for their records. When picking your child up early, an adult must come into the school office and sign them out. If they return to school before the end of the day an adult must also accompany them to the office. If you know your child will be missing school ahead of time please notify your child's teachers and the school office

Delays and Closings

St. Joan of Arc follows Springfield Local School District for delays and/or cancellations. This will be announced on your local television stations. St. Joan of Arc will also send out a school wide parent text alert. If school is delayed there will be NO a.m. extended day care for grades K-8. Preschool children with older siblings will be permitted to be dropped off with their sibling in the K-8 carline which begins at 9:30a.m. These preschool children will go to our preschool extended day program and you will be billed accordingly. All-day students without older siblings will follow the 2-hour delay schedule with preschool starting at 10:30 a.m. The carline will begin at 10:15 a.m. Preschool students will wait in the lobby with a preschool teacher until 10:30 a.m. when the carline ends and the doors will be closed. Please note that if SJA is on a 2-hour delay, there will be no half-day preschool classes.

Emergency Release

Only those individuals who are listed on the authorization form will be allowed to pick up the child at the end of the day. If an adult other than those listed on the form will be picking up the child, a written note from the parent/guardian as to who will be picking up the child is necessary. Photo identification will be requested, if the teacher does not recognize the adult.

Communication/Parent-Teacher Conferences

A preschool classroom newsletter will be emailed weekly. A school folder will come home each night and need to be returned the following school day. Please make sure to check your child's folder each night and remove any papers from it.

Preschoolers will be observed and assessed both formally and informally throughout the year to monitor their progress. These assessments will also aid in curriculum planning allowing us to adjust the material to meet the needs of our young learners. Developmental progress reports will be sent home throughout the school year. Parent-teacher conferences will be held to discuss your child's progress. Any additional conference time may be scheduled whenever the teacher and/or parents determine a need. Informal assessments are an ongoing process over the course of the year.

Preschool Family Roster

A preschool family roster will be available upon request. This preschool family roster includes the child's name as well as the parents name and telephone number. Parents may wish to be omitted from the roster simply by stating so on the appropriate form. The roster is only handed out upon request. Parents find the roster comes in handy when inviting classmates to a birthday party or for play dates.

Classroom Parties and Parent Participation

We have three classroom parties for the school year. Halloween, Christmas and Valentine's Day. Each party has 2 Parent Coordinators, along with a snack, drink, and craft provider. If possible, please leave siblings at home.

Birthdays are very special and exciting for children. It is a time to celebrate with friends and family. As a school, we want to continue recognizing our students' special day while being sensitive to student allergies and overall student health.

In lieu of edible treats for birthdays, we prefer non-food celebrations. Please request a list of non-food celebration choices from your child's classroom teacher, as each list may be a little different. Some examples may include: having the child bring in a special toy for show and tell or donating a special book to our classroom library. Teachers will send information home to parents on when we will celebrate your

child's special day!

*We will only distribute birthday invitations at school if they are being distributed to the entire class or to all the boys or all the girls. Thank you for your cooperation with this.

Snack and Lunch

All children will need to bring a healthy snack each day. Snacks should fit into a snack-size baggie. Snacks should be "child-friendly" and require no further preparation. Please label these snacks clearly with your child's name.

All children will need to bring a filled insulated water bottle each day, no juice. Water bottles need to be clearly labeled with your child's name.

Only Full-Day students will need to pack lunch. Hot lunch may be purchased on specific days through your FACTS account. If you have any questions about hot lunch please contact the school office or Mandy Root at Mroot@school.joanofarc.org.

Management of Communicable Disease

The preschool faculty members are trained in communicable disease, first aid, recognition of child abuse, and in handwashing and disinfecting procedures. A child who needs to be isolated will be isolated in a designated area and supervised by a trained faculty member. A parent/guardian or designated person will immediately be contacted of the child's illness. When necessary, an email explaining exposure to a diagnosed communicable disease will go home immediately to the preschool families affected. A child who exhibits symptoms of illness must be free of illness for 24 hours before returning to school; this includes a fever.

A child with any of the following signs or symptoms of illness shall be immediately isolated and a parent/guardian will be contacted to pick up the child:

1. Diarrhea (more than one abnormally loose stool within a twenty-four hour period)
2. Severe coughing, causing the child to become red or blue in the face or the making of a whooping cough sound
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis (redness of the eye, obvious discharge, matted eyelashes, burning, itching)
6. Temperatures of 100 degrees
7. Untreated infected skin patches
8. Unusually dark urine and/ or gray or white stool
9. Stiff neck
10. Evidence of lice, scabies, or other parasitic infestation

A child with the following signs or symptoms of illness shall be immediately isolated from other children. The principal, director, and/or teacher shall determine decisions regarding whether the child should be discharged immediately or at some other time during the day.

1. Unusual spots or rashes
2. Sore throat or difficulty in swallowing
3. Elevated temperature of 100 degrees or greater
4. Vomiting

Emergency Illness and Accident Procedures

First aid is the management of sudden illness or injury until further medical care can be obtained. Immediate first aid treatment is given for minor accidents occurring at school. Printed emergency procedures will be followed and someone on the child's emergency medical form and/or the doctor, dentist, hospital or 911 will be called. The faculty member in charge of the child will complete an accident/ injury report when the following occurs:

- An illness, accident or injury, which requires first aid treatment
- A bump or blow to the head
- Emergency transportation
- An unusual or unexpected event jeopardizing the safety of children or faculty, such as child leaving school unattended

Emergency Procedures

In case of an emergency or accident, first aid will be administered and parent/guardian will be immediately contacted. Emergency medical transportation will be contacted if the situation warrants such care. A faculty member will stay with the child until the child is released to the parent/guardian. A school incident report will be filled out and sent home for any injuries requiring a trip to the nurse. For minor injuries not requiring a trip to the nurse, parents will be made aware at pickup or via email.

Administering Medication

School personnel will adopt the following guidelines when administering prescribed medication or over the counter medication

1. Secure the written instructions of a licensed physician or licensed dentist.
2. Each time medication is administered, a written record or log including dosage, date and time shall be made. The record or log will be kept on file for one year.
3. Medication containers must have an affixed pharmacy label including the child's name, name of medication, dosage and the time of administration. At every dosage change, a new physician's statement is required.
4. An adult must bring the medication to the school. All medication must be picked up by an adult at the end of the school year or it will be discarded.
5. Children are not permitted to keep medication with them while at school.
6. Preschoolers are not permitted cough drops.

Fire, Safety and Tornado Drills

Crisis Plan

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

Emergency Drills

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

1. Rise in silence when the alarm sounds;
2. Close windows and doors;

3. Walk to the assigned place briskly, in single file line at all times, and in silence;
4. Stand in a line, facing away from the building;
5. Return to the building when a signal is given.
6. All students are required to be silent during all drills.

Tornado drills are held periodically. The procedures are:

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

Behavior Management/ Discipline Policy

Constructive developmentally appropriate child guidance and management techniques will be used at all times, and will include measures as [1] discussion of the problem [2] redirection [3] separation from the problem [4] praise for appropriate behavior. A structured program requires limitations, which are clearly defined, consistent and developmentally appropriate. Constant positive verbal communication with both child and parent will limit the need for discipline. Mistakes are used as learning opportunities to remind students that we learn from our mistakes. Our goal is to make your child's time with us a positive and successful experience. St. Joan of Arc Preschool is licensed to operate by the Ohio Department of Education. The facility is required to report any suspicions of child abuse or neglect to the local public Children Services Agency.

St. Joan of Arc Preschools actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There will be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints will be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may gain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- No child will be subject to profane language, threats or derogatory remarks about him/herself or his/her family or other verbal threats.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toilet accidents.
- Techniques of discipline shall not humiliate, shame or frighten a child.
- Discipline shall not include withholding food, rest or toilet use.
- Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool faculty member in a safe, lighted and well ventilated space.
- The program shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Classroom Rules:

1. We are kind and respectful to everyone and everything
2. We listen
3. We keep our hands and feet to ourselves
4. We have walking feet at all times

Carpet time Rules:

1. Sit
 - a. Criss cross, side sitting or long sitting
 - b. Hands in our lap
2. Look
 - a. Eyes on the teacher/speaker
3. Listen
 - a. To the teacher/speaker
 - b. With quiet mouths

Consequences

1. Redirection
2. Separation
3. Listen
4. Teach/Natural consequence if necessary

Steps we take when a rule is not being followed:

First:

- We will redirect the child by giving them choices

Next:

- We remove the child from the problem. We use a safe place for the child to go to practice calm down techniques, or to regroup.

Then:

- Once the child has calmed down or had a minute to regroup the teacher will listen to what the child has to say.

Then:

- The teacher will talk with the child about their behavior and give them strategies to help them address their feelings. If necessary the teacher will apply a natural and logical consequence. (For example: A child breaks all of the writing center crayons because they are mad. A natural or logical consequence would be that the child has to use their own crayons until they can prove they can use the teachers again responsibly.)

Last:

- If the behavior becomes consistent, and the other strategies are not working, the teacher will notify the parents either by phone or email to set up a behavior plan for the child.

Preschool Curriculum Outlined with Examples

St. Joan of Arc Preschool is aligned to the Toledo Catholic Diocese Preschool Curriculum and the Early Learning Content Standards adopted by the Ohio Department of Education. We offer developmentally appropriate activities, through learning environments and approaches that meet intellectual, physical, social and emotional needs of each child through indoor and outdoor play.

A. Socialization

1. Interaction through free play
2. Creative play/ dress

B. Language Development

1. Singing
2. Group discussion
3. Stories
4. Learning conversational skills

C. Music Appreciation

1. Learning new songs
2. Rhythmic movement
3. Creative expressions

D. Small Motor Development

1. Develop and strengthen hand and finger muscles
 - a. Play dough d. Cutting g. Writing j. Drawing
 - b. Coloring e. Printing h. Sifting k. Stringing
 - c. Painting f. Pouring i. Water play

E. Large Motor Development

1. Building large muscle strength; coordination
 - a. Throwing d. Balancing beams f. Building
 - b. Catching e. Climbing
 - c. Hopping, skipping, jumping, galloping

F. Pre-Reading Skills (Introduction to Academics)

1. Math
 - a. Calendars d. One-to-one correspondence g. Patterning
 - b. Basic counting skills e. Recognizing numerals h. Subitizing
 - c. Amounts and space f. Comparisons-forming sets i. Sorting/matching
2. Reading
 - a. Alphabet recognition d. Phonemic Awareness g. Identifying parts of a story
 - b. Left to right movement e. Comprehension h. Predicting
 - c. Top to bottom movement f. Sound recognition i. Following 2 step directions

G. Spiritual Development

- a. Basic bible stories d. Showing kindness and forgiveness
- b. Follow the Golden Rule e. Daily prayers
- c. Learning wonders of God f. Songs

H. Science

- a. Animals d. Seasons
- b. Sense and Body e. Magnets
- c. Seasons f. Learning about the world around us

I. Self-Esteem Development

- a. Encourage a positive environment
- b. Positive reinforcement

J. Self-Help Skills

- a. Dressing self d. Tying
- b. Buttoning e. Lacing
- c. Zipping

Field Trips

Children will participate in field trips as an enrichment activity. Parents (or another authorized adult) will be responsible for transporting and chaperoning their child during the field trip. Field trip information will be given to parents as they are scheduled.

Child/Adult Ratio and Supervision

Four and Five year olds (not in Kindergarten) child/adult ratio is 1:14 with group size no larger than 28. Three year old child/adult ratio is 1:12 with group size no larger than 24. The teacher or a faculty member will always supervise the children. The director and /or head teacher acting as the director shall be onsite at least half of the program's operating hours. At least two responsible adults shall be available at all times. One adult shall be

faculty, and the second shall be available within the building or be able to be summoned by the teacher without leaving the class. A phone will be available while the program is in session.

Licensed Program

St. Joan of Arc Catholic Preschool is a licensed program approved to operate by the Ohio Department of Education. The most recent compliance report is posted in the classroom. Parents may request copies of the program compliance report at any time from the school office. If you have concerns about the program you can call the Ohio Department of Education at 877-644-6338 or write the department at 25 South Front Street Columbus, OH 43215

Daily Schedule

Morning Drop Off

8:15-8:30

- Teachers greet children in their cars and walk them into school.

Arrival Routine

8:30-8:45

- Children unpack and put their things in their cubbies. Snacks, water bottles and folders are brought into the classroom.
- Attendance

Morning Circle Time

8:45-9:05

- Calendar and outline daily activities/topic, discussions, and/or story time

Snack and Bathroom Break

9:05-9:30

Center Time

9:30-10:00

- Self and teacher directed activities

Large Group Instruction

10:00-10:30

May involve one or more of the following:

- Theme related activities
- Read a loud
- Large motor activities
- Discussion
- Learning activities

Gross Motor Activities/Recess

10:30-11:00

- weather permitting we will go out for recess

Small Group Work/Math/Religion/Science

11:00-11:25

Closing Group and Packing up for half day students

11:25-11:30

- Saying goodbye to our morning friends and getting ready for lunch time

Lunch

11:30-12:00

Rest Time and Bathroom Break

12:00-1:30

Gross Motor/Recess Time

1:30-2:00

Center/Fine Motor/Story Time

2:00-2:20

Closing Group and Packing Up

2:20-2:30

- Discussion of the days activities and end the day in prayer

Dismissal

2:30-2:40

**Preschoolers will also have music and open gym weekly.

This schedule is a basic outline. While we plan for consistency, times and activities may vary.

Faculty

If, at any time, you need to contact us please feel free to email us. We will respond within 48 hours. However, if you need to contact us immediately regarding a change in your child's after school plans, please do not email us, contact the school office at 419-866-6177. Due to our schedule we are only able to check email before school starts and after dismissal.

Principal:

Mrs. Frances Jagielski

Fjagielski@school.joanofarc.org

Assistant Principal:

Mr. Andy Carner

acarner@school.joanofarc.org

Preschool Director:

Mrs. Bri Staffan

bstaffan@school.joanofarc.org

Preschool Teacher: (3 year old room)

Ms. Crystal Glenn

Cglenn@school.joanofarc.org

Pre-K Teacher: (4 and 4 ½ year old room)

Mrs. Kayla Kaczmarek

kkaczmarek@school.joanofarc.org

Ms. Christina Zika

czika@school.joanofarc.org

Pre-K Teachers: (4 ½ and 5 year old room)

Mrs. Bri Staffan

bstaffan@school.joanofarc.org

Mrs. Marissa Spader

mspader@school.joanofarc.org

Teaching Assistant:

Megan Salameh

Msalameh@school.joanofarc.org

I, the undersigned, acknowledge that I have received a copy of the 2025-2026 Parent Handbook for St. Joan of Arc Preschool and agree to adhere to its policies and procedures. While I understand that the Parent Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Parent Handbook. In addition, I understand that the contents of this handbook are subject to change. I acknowledge that the Parent Handbook will be revised in accordance with the rules or regulations of state, federal, and accrediting entities, best practices for Preschool service providers, or at the discretion of the administrator. I recognize that any such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook. I recognize that it is my responsibility to contact the Preschool Director or school Principal for any questions I might have about the contents of the Parent Handbook now and in the future.

(print) Guardian’s Name

(print) Child’s Name

(signature) Guardian’s Name

Date:-----

PICK UP PROCEDURE



**Staff will be present
unload & load studen*

---> CAR DROP OFF/ PICK UP (GR. K-8) begins at 7:30 am and 2:55pm

---> CAR DROP OFF/ PICK UP (PRESCHOOL) begins at 8:15am and 2:30pm

---> BUSES DROP OFF/ PICK UP

● CAR

2025 – 2026

EXTENDED DAY PROGRAM

REGISTRATION & RESOURCE GUIDE



ST. JOAN OF ARC
CATHOLIC SCHOOL

5950 Heatherdowns Blvd.
Toledo, Ohio 43614

School Office ~ 419-866-6177
School Attendance/Clinic ~ 419-866-9051
School Website ~ joanofarcschool.org

Dear Extended Day Parents,

Welcome to the 2025 – 2026 school year! St. Joan of Arc Catholic School is excited to be able to offer our Extended Day Program this year with some minor modifications.

My name is Mandy Root, and I am the Director of the program and have been here for the last 7 years. I am very familiar with the program and many of the students. I am looking forward to working with you to provide a safe program for our students.

Although the program may have some minor modifications, the routine will be similar and include:

- time for outdoor recreation (weather permitting)
- time for organized games, activities, and crafts after snack time
- homework time available for Gr. 1 - 8
- personal attention
- **snack:** each student is given a snack and drink but please consider sending an extra snack in their lunch box, later they may be hungry for another.

NOTE: As in the past, and before this year's program starts you MUST be registered to use the morning extended day program. If you are NOT enrolled in the morning extended day program & do not schedule your child ahead of time you will NOT be allowed to drop off your child(ren) until 7:30 a.m. with K-8 or 8:15 a.m (preschool). There is no charge for morning supervision for grades K-8 if dropped off between 7:30 AM and 7:55 AM. There is a charge for any preschooler dropped off before 8:15 AM. In addition, if you enroll in the morning extended day program, you will be charged whether or not your child is present on any given day according to the schedule you have registered and provided to the Extended Day Director. In order to provide a safe environment for our students and staff, we need to be able to plan our staffing coverage for the number of students we will be supervising.

Please review the additional information on the following pages regarding the Extended Day Program. You may keep the first 5 pages for your records. Please return the registration and authorization forms to the school office by Thursday, August 28th if you plan to use the program.

Thank you,
Mandy Root
Extended Day Director
mroot@school.joanofarc.org

EXTENDED DAY PROGRAM REGISTRATION & RESOURCE GUIDE

HOURS OF OPERATION:

PM Extended Day:

Billing begins at 2:30 p.m. for Preschool students - even if they leave with a sibling at 2:50 PM.

Billing begins at 2:50 p.m. for K – 8 students

RATE (Students who are pre-registered for the PM Extended Day):

All families utilizing the Extended Day Program will be charged an annual registration fee of \$60.00.

Registered PM Extended Day:

Rate: \$6.00 per hour for the 1st child / \$5.00 per hour for each additional child

Billing is logged in 15-minute increments after a one-hour minimum.

Students must be picked up by 6:00 p.m.*

Ex: One student is in Extended Day for 2.5 hours = \$15.00

Ex: Two siblings are in Extended Day for 2.5 hours = \$27.50

Ex: Two siblings are in Extended Day for 30 minutes = \$11.00

*Please be sure your child always signs out with the Extended Day Director or you will be billed until 6:00 p.m. Your child is not allowed to leave on their own. Pick-up procedures below must be followed.

**Students not picked up by 6:00 p.m. will be charged an additional \$5.00 per minute/per child.

***Children will be **prohibited from participating in the program if they are picked up past 6:00 p.m. on three occasions**. This policy will be enforced immediately upon the third violation of the pick-up time.

RATE (Students who have NOT pre-registered for PM Extended Day):

We understand that sometimes issues occur that might require a family not pre-registered in the Extended Day Program to utilize the after-school services. If such a situation arises the family will be charged the **non-registered hourly rate of \$8.00 per hour**. If the family uses the program a second time, the annual family registration fee will be automatically billed to the Family's Facts Account.

The school will require all families to complete the Extended Day Paperwork utilizing the program. This policy is for the safety of all students. Families using the program but failing to return their registration paperwork will be billed at the **non-registered rate** (listed below) and doing so continuously will result in additional sanctions.

Non-registered PM Extended Day Rates:

Rate: \$8.00 per hour for each child

Students must be picked up by 6:00 p.m.*

Billing is tallied in 15-minute increments after a one-hour minimum.

School Delays/ Cancellations:

Delays:

Morning delays - **NO AM** Extended Day.

PM Extended Day will start as usual 2:50 pm (2:30 for preschool)

Early Dismissal Days:

NO Extended Day is available on these days. All students must be picked up at the early dismissal time.

Cancellations: Planned days off, snow-weather days, holidays.

NO Extended Day is available.

PAYMENTS:

Payments are processed through Facts Financial. You will be billed nightly. In rare circumstances, billing may include multiple days. A report will be printed and sent to families showing you the times your child was in Extended Day and the charges made to your account for the corresponding days.

If you have any questions about the billing please contact the head of Extended Day, Mandy Root (mroot@school.joanofarc.org)

DROP OFF PROCEDURES (Morning Extended):

Students will be dropped off at the front of the building. Parents are to wait until students are let into the building. Please do not drive off until your student is inside the actual building or a staff member has your child.

PICK UP PROCEDURES:

Any person picking up the child must be on the student's paperwork and have the student ID number of the child they are picking up. A photo ID may be requested of the pickup person to ensure they are who they claim to be. Student ID numbers will be given to parents prior to school starting so you can memorize them for pickup. If you forget or lose your child's school ID number, you can find it in FACTS parent portal or by calling the school office. If someone other than the person who normally picks up the child will be there the school must be notified in writing & or call the school office to let us know. It is the parent's responsibility to inform the school who the person picking up is, or if one student is to ride with another student. Your child will not be released and you will continue to be billed until contact with a parent is made to seek pickup approval. It is also the parent's responsibility to let the School & Extended Day Director know, in writing, if there is a specific person who should **NOT** be allowed to pick up your child. Please be aware not all of our clocks are the exact same time & that it takes time from when you ring the bell for your student to the time your student may actually walk out and be checked out of Extended Day. Especially our preschool students who move slower and take more time to get ready to walk out. Your student will be checked out ASAP.

EMERGENCIES:

Emergency health forms are kept on site. Procedures for an emergency will follow the regular school policy.

Discipline:

All our school policies, administrative procedures, and rules apply to the Extended Day Program. However, the Extended Day Director is in charge of tracking demerits and discipline for Extended Day. Demerits in Extended Day are separate from and do not count towards the school discipline demerits. In some instances, the school Principal will be asked to intervene and handle the situation when necessary. The Principal has the final discretion on disciplinary issues within Extended Day when they deem it necessary.

Disciplinary problems will go as follows: verbal warnings will be issued for minor incidents, however, we have a **zero-tolerance policy** for hitting/kicking, a demerit will be issued and will need to be signed by the parents for this offense. After **3** demerits your child will be suspended from the Extended Day program until the specified amount of time or a new quarter begins at which time a parent conference with the Extended Day Director will determine if the child will be allowed to continue using the Extended Day program. Persistent discipline problems are grounds for complete dismissal from the program.

- **NO TRADING CARDS Will BE ALLOWED** in the Extended Day Program. Examples: no pokemon, no baseball, no football, etc.
- Phones/Ipads/Ipods **are not allowed**. No pictures or video taking with these devices is allowed. Staff reserves the right to confiscate the device and will return it to a parent upon pick up. St. Joan of Arc Catholic School is not responsible for any lost or broken devices. Devices such as video games are the sole responsibility of the student.
- Headphones are not permitted in the Extended Day Program.

SUPPLIES & CLOTHING:

Students are allowed to bring a change of clothing, if they choose to do so. Students are allowed to bring a simple toy or game from home also provided these items are left in their backpacks during school time. Please clearly label all items including uniforms, sweaters, street clothes, toys, etc. with your child's last name.. Extended Day **is not responsible for lost items**. We do not have a lost & found specific to the Extended Day Program.

Extended Day Resource Guide

This resource guide has been compiled for your family's convenience that you may have updated information on our program rules, policies and procedures at your fingertips. However, due to circumstances the Extended Day Director has the right to change this resource guide/handbook if necessary. Families will be notified of any changes made.

2025/2026 SJA Extended Day Registration
(only need to be filled out if you did not register when you enrolled for the 25-26 school year)

Student(s)Name(s)_____

Homeroom(s)_____

Parent(s)Name_____

Address_____

Email address for Billing
Notifications_____

Father's Employer_____

Work Phone_____ Cell Phone_____

Mother's Employer_____

Work Phone_____ Cell Phone_____

Please list the name of an adult, besides the parent(s)/guardian(s), who is allowed to pick up your child(ren). A picture I.D. may be required if we are not familiar with them this is for your child's safety.

1._____ Phone_____

2._____ Phone_____

3._____ Phone_____

Is there any additional information you would like us to know about your child(ren)? (allergies, likes/dislikes, etc.)

PLEASE CHECK YOUR PLANNED USE OF THE PROGRAM

AM Extended Day: (PS) 7:30-8:00 AM_____ (AM is Preschool only)

PM Extended Day: (PS) 2:30-6:00 PM_____

PM Extended Day: (K-8) 3:00-6:00 PM_____

Anticipated Drop-off Time: _____

Anticipated Pick-up Time: _____

AM Days: Mon.____ Tues.____ Wed.____ Thur.____ Fri.____

PM Days: Mon.____ Tues.____ Wed.____ Thur.____ Fri.____

PERMISSION TO WATCH PG-RATED MOVIES:

At times throughout the school year we will view G or PG movies in the Extended Day Program. District regulations require us to have parental permission to show any movies above a G rating. Please sign below to allow your child to watch a PG rated movie while in Extended Day during the **2025 - 2026** school year.

_____ Permission Granted

_____ Permission **NOT** Granted

Child(ren)'s name: _____

Parent Signature: _____ **Date:** _____

FINANCIAL RESPONSIBILITY: (please initial each section and sign/date at the bottom)

_____ I authorize payment of my Extended Day charges through the Facts auto-withdrawal program. I will make payments if auto-withdrawal is not set up.

_____ I understand that if the balance for my child's Extended Day usage is not paid in full by the invoice due date, my child will not be able to use the program until payment is made.

_____ I understand that in order to use the morning Extended Day program, I have to be registered for the morning extended day program in advance.

_____ I understand that if I enroll in the morning Extended Day program, I will be charged for my child's(ren) normal schedule whether they are present or not.

_____ I understand I will be charged a \$60.00 yearly family registration fee charged to my facts account.

_____ I have read, and agree to follow, the policies and procedures as stated in the **2025/2026** St. Joan of Arc Catholic School Extended Day Program Registration & Resource Guide

Parent Signature: _____

Date: _____