

WELCOME

Welcome! We are delighted that you are a part of St. Joan of Arc Parish School Community. The school exists to provide an excellent academic education that is rooted in the life of the Gospel and in our Catholic faith and tradition.

This handbook is designed to give parents and children information regarding St. Joan of Arc School and its policies. It is our hope that you will read this carefully and place it in a convenient location for easy reference. This handbook refers to students in Kindergarten through Grade Eight.

St. Joan of Arc School is part of the Diocese of Youngstown, and, as such, is under the direction of the Bishop, the Diocesan Superintendent of Schools, the Pastor, and the Principal.

The staff is committed to making SJA a good place for children to grow and learn. Thus, we are continually evaluating our educational program and setting goals for improvement in order for our students to be adequately prepared for the future. We strive to work closely with the home to enable our students to develop their God-given potential.

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

We believe that each Catholic school, as part of a larger believing community, has the mission to proclaim the Gospel of Jesus Christ through excellence in educational programs and service to the Catholic community in particular and in society in general. The foundation of Catholic belief and practice is taught while developing a sense of community, an atmosphere for worship, and a concern for social justice. These themes permeate all aspects of the school organization and curriculum which meet the religious, academic, personal, and social needs of children.

The Office of Catholic Schools provides leadership and support for Catholic schools to be an integral, viable element of the Diocesan Church's mission of education. The Office establishes the climate and framework for fostering excellence in education in the Catholic elementary schools of the diocese.

MISSION STATEMENT

St. Joan of Arc Parish School, in collaboration with the family, the parish community, and the Roman Catholic Church of the Diocese of Youngstown, provides a learning community that promotes and lives Gospel values, fosters respect for self and others, and nurtures and empowers lifelong learners.

BELIEF STATEMENTS

Adopted April 17, 2007

We believe faith formation is a shared responsibility of family, church, and school; the school is a vital ministry of St. Joan of Arc Parish and of the Roman Catholic Church.

We believe we are called to integrate our Catholic faith, beliefs, and traditions into the school environment to insure the future of our church, and that this faith should guide our daily interactions with our students, their parents, and our fellow staff members.

We believe Christian service empowers students to a commitment of a stewardship way of life motivated by compassion and understanding of all people.

We believe every child can learn and be successful in a safe and secure community environment.

We believe that children learn in varied ways so individual learning needs must be met through a variety of instructional and assessment strategies.

We believe we provide the foundation for students to become lifelong learners.

We believe it is the responsibility of the staff to be engaged in professional development that leads to continuous improvement of student achievement.

SCHOOL PERSONNEL

St. Joan of Arc School community is made up of many persons who are dedicated to the vital role of contributing positively to each child's education. All members of the staff

have the proper training and certification to fulfill their roles as educators and support staff.

ADMISSION AND REGISTRATION POLICIES AND PROCEDURES

ADMISSIONS/ NONDISCRIMINATION CLAUSE

St. Joan of Arc School, administered under the authority of the Catholic Diocese of Youngstown, complies with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of the educational, personnel, admissions, financial aid, athletic, and other school administered programs.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic, and behavioral requirements are eligible for admission to the school. St. Joan of Arc School is a Catholic elementary school intended to provide a quality Catholic education to children of families who are registered members of St. Joan of Arc Parish. The school also serves the families of surrounding parishes that do not have a parish school. Non-parishioners and non-Catholics will be considered for admission if space and financial considerations permit. Due to school financial limitations, the educational program may not fit the needs of all children. A child with special needs will be admitted when, with reasonable accommodations, a program can be provided. It is assumed that any family seeking admission to St. Joan of Arc School shares the philosophy of the school and agrees to support that philosophy and vision as well as all policies.

ADMISSION PRIORITY

Registration will begin during the first week of February.

Students will be considered for admission to St. Joan of Arc School according to the following priorities:

1. St. Joan of Arc parishioners with students presently enrolled in our parish school
2. St. Joan of Arc parishioners with students new to our parish school
3. Non-parishioners who are members of Catholic parishes without schools
4. Non-parishioners

Parishioner priority will be given during the February registration time period. Families with students already in the school will be given advance opportunity before open registration to register students in their families new to the school. Students currently in the preschool program will have an opportunity for early registration for either preschool or kindergarten for the next school year.

REGISTERED PARISHIONERS

A registered parishioner has completed a parish registration form. Any parishioner registered receives Sunday Collection Envelopes and other parish mailings on a regular basis. Children are considered to be registered with their families until they become adults. At that time, they need to register in their own right.

Parishioners participate in the life of the parish family. Their families celebrate Sunday Mass regularly and contribute consistently of their time, talent, and treasure to the church and her ministries. Parish school families are asked to put their envelopes in the collection on a regular basis, no matter how small or large the accompanying donation.

NON-CATHOLIC STUDENTS

The presence of students from other faiths provides a wonderful diversity to the school and they are welcome. The presence of non-Catholic students in the school will not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such,

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Non-Catholic students are exempt from formal co-curricular or extracurricular sacramental preparation programs, but not from the catechesis held during the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students

attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

REGISTRATION

Re-registration of students already attending St. Joan of Arc School:

Families whose children already attend St. Joan of Arc School will be required to re-register for the following academic year. This re-registration will take place during the second semester.

Registration of New Students:

Registration of new students takes place during the second semester after the re-registration of the current school membership has been completed and the number of available places has been determined. At the time of initial entry to St. Joan of Arc School the parents shall present the following documents:

1. Completed application form
2. Birth certificate (original)
3. Copies of records from the school the student most recently attended or a signed release of records authorization (including preschool records for incoming kindergarten students unless child attended SJA preschool)
4. Baptismal record (if applicable)
5. Immunization record (as required by the Ohio Revised Code)
6. Social security number (if a U.S. citizen)
7. Legal arrangements of the student's custodial and non-custodial parents
8. Completion of an emergency authorization form
9. If previously enrolled at a Catholic school in the Diocese of Youngstown, proof of having satisfied tuition obligations at the student's former Diocesan school

In addition to the above information, **a completed, accepted tuition agreement** completes the documents needed for acceptance into St. Joan of Arc School. The principal and/or pastor will sign the acceptance portion of the application when all information is in order to complete the process.

In requesting registration at St. Joan of Arc School, both students and parents agree to comply with and support all policies and regulations.

GENERAL CONDITIONS OF ADMISSION

In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic needs (i.e. behavioral) which cannot be reasonably addressed by the school may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit the school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan upon application for registration. Failure to disclose known special education needs will void the application for registration.

The administration and faculty reserves the right to place students in a class which is consistent with the results of the student's prior academic records and any admissions testing deemed necessary.

FOREIGN STUDENTS

The Diocese of Youngstown endeavors to remain certified by the U.S. Immigration and naturalization Service to admit F-1 Non-Immigrant students. Since January 30, 2003, all schools in the United States wishing to enroll Non-Immigrant F-1 students by the use of an I-20 form have been required to register in the Student Exchange Visitor Information System (SEVIS). In addition to the above documents, the following is also required:

1. I-20 Form (if applicable)
2. VISA

KINDERGARTEN REGISTRATION

Children entering Kindergarten must be five years of age by September 30. An optional kindergarten screening process is available in the spring of the year preceding kindergarten entrance to help parents assess school readiness.

If a parent seeks early entrance for a child whose birthday is after the September 30th deadline but before January 1st, standardized testing results from the school psychologist of the public school of residence must be provided to St. Joan of Arc School. Assessment includes evaluation of the chronological age, I.Q., academic ability, physical, social, and emotional maturity, and peer relationships. Children who pass early entrance tests will be admitted only if room permits. Early entrance to school is inadvisable except in very special cases.

GRADES 1-8 NEW REGISTRATION

Children entering Grade 1 must be six years of age by September 30 and/or provide evidence of successful completion of Kindergarten in an accredited school.

New applications will be taken in the order the applications are returned to the office. If a grade level is full, students will be placed on a waiting list. Families on the waiting list will be contacted according to the admission priorities and as places are available.

An interview for new families will be arranged with the Principal to review the student's academic and conduct records as well as the other documentation required for admission. If it is determined that St. Joan of Arc School is able to meet the educational needs of the student, the student will be accepted when all of the information is complete. In certain cases, students may be accepted on a probationary basis.

TRANSFER STUDENTS

Students at grades 1 through 8 entry level who request transfer from a public or private school without a geographic family move will be accepted on a case by case basis. Mid-year transfers are usually not encouraged. Parents who wish to transfer a student to St. Joan of Arc School from another Catholic School without the transfer of a geographic location of the family or an approved transfer of parish membership must have the approval of either the previous school principal or be a member of a parish that does not have a parish school. A family will not be accepted unless all debts to the previous Catholic school are satisfied.

PARENT RESPONSIBILITIES

The Catholic Church recognizes that the primary responsibility for the education of the children belongs to parents. The Catholic school exists to assist parents in the Christian formation of their children. The greatest single factor in building a child's intellectual, cultural, and moral and spiritual attitude is the example a parent provides in the home.

In this Handbook, the term "parent" refers not only to a student's natural or adopted parent, but to a student's non-parental legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Modeling and supporting their children’s practice of the Catholic Faith, including attendance at weekend liturgies.
- Supporting the school’s mission and commitment to Christian principles.
- Remaining informed about and involved in the religious instruction of their children.
- Supporting school policy and the authority of the administration and teachers.
- Encouraging their child to complete all assignments and provide homework support.
- Insisting that their children obey the regulations and principles of good behavior.
- Discussing problems with the persons concerned and avoiding criticism of teachers and school policies outside of the proper channels.
- Following the policies and procedures stated in the handbook.
- Paying all fees and tuition on time.
- Reimbursing any property destroyed (accidentally or intentionally.)
- Being an active member of the school and parish community.
- Signing and returning the handbook verification form and other paperwork necessary for their child’s attendance and participation in school programs and activities.

PARENT INVOLVEMENT

Parents’ involvement in the school life of their child is an expectation. Depending on family circumstances, this involvement can take many forms. Examples include support for school policies, providing homework, study, and organizational support for their children at home, helping with fund-raising, being active in a parent organization, or serving as a school volunteer.

VOLUNTEER PROGRAM

Parent volunteers are vital to making SJA the quality school that it is. So many good things are able to happen because of the dedication of our volunteers. In September, a volunteer letter is sent to parents making known areas of need. For the safeguard of the students, the Diocese of Youngstown has adopted a policy on child abuse, and parent volunteers in contact with students must abide by this policy. Information about the policy will be given to each volunteer.

Volunteers are asked to sign in and out at the school office upon their arrival and departure. (See Appendix on “Volunteer Handbook”)

PARENT ORGANIZATIONS

Participation in parent organizations is welcomed and encouraged and is another vehicle for active parent participation in the school. For the sake of the overall school community, the parent organizations are subject in all respects to the control of the school. All parent organization activities and all materials prepared by parents must be submitted to the administration for approval prior to implementation and/or distribution.

Home and School Association

The St. Joan of Arc Home and School Association is a support organization to the school. All parents and faculty are members, and board and general meetings are open to all parents. *‘The purpose of the organization shall be to provide service and funds for the educational and recreational needs of the children of St. Joan of Arc Elementary School. To increase parents’ understanding of their role in educating their child, and to promote greater rapport between the members of the faculty and parents of the school children. To organize political action of parents as advocates regarding local, state, and federal legislation that affects Catholic Schools, as well as the lives of students and parents.’ (Constitution excerpt)*

Consultative Council

The Consultative Council is an advisory group to the pastor and principal and meets at least five times annually to discuss school direction and policies. Members serve two or three year terms on a rotating basis. Consultative Council membership is published and parents are welcome to share their ideas for the school with any member.

Booster Club

The Booster Club exists to support the curricular and extra-curricular athletic program at St. Joan of Arc School.

HOME AND SCHOOL COMMUNICATION

PARENT/ STUDENT HANDBOOK

Each family receives an updated family handbook. Parents and students are asked to sign a verification slip stating that they have received and read the family handbook and intend to abide by the policies within. In addition, parental signing of the annual registration/ tuition agreement indicates the intentions of the family to abide by the handbook policies.

THURSDAY “DRAGON” FOLDERS

Each child is given a labeled St. Joan of Arc “Dragon” folder at the beginning of the school year. This folder is sent home on Thursdays throughout the year with important school communications, including a weekly newsletter, a monthly activities calendar, and a monthly cafeteria menu and order form. As much as is possible, all fliers are sent home in this way. Communications to families are given to the youngest and only child of the family. “Dragon” folders should be returned to school the following day.

All materials prepared for release to the school, parish, or community must be approved by the principal, her designee, or the pastor. Any student or parental publications are subject to review and approval of the school administration prior to publication.

CLASSROOM PROCEDURES AND POLICIES

At the beginning of each school year, each classroom teacher will send home an introductory letter with information regarding classroom procedures and policies. Periodic class news updates will also be sent. Each teacher will inform parents of the class procedures for returning papers and projects for students to take home.

STUDENT PROGRESS

Parents will be kept informed of student progress through papers brought home on a regular basis, through interim reports midway each quarter, by quarterly report cards, and through the opportunity of scheduled parent/teacher conferences. Results of all standardized testing will also be communicated.

SJA WEBSITE

St. Joan of Arc School’s website address is **www.sjacanton.org**. It is designed to be an enhancement to the communication vehicles that already exist. The print communications that are sent home from the administration and faculty should be considered the primary means of communication.

COMMUNICATION

It is important to the child that lines of communication remain open between home and school. If questions or concerns arise, please go to the party most directly involved **FIRST**. Misconceptions and rumors can do irreversible damage to your child, to a teacher’s good name, and to the school’s reputation, and can often be avoided by open communication. A child’s perceptions are very real to him/her, but they often do not reflect the full story. Please make an effort to problem solve with the teachers, as they will with you.

The principal is willing to meet with parents about questions and concerns, especially ones involving administrative matters or issues that cannot be solved with other staff members. Parent perspectives are welcome, as they may help to strengthen St. Joan of Arc School.

Anonymous letters or phone calls will not be acknowledged or addressed. If there is a problem or concern, it is important that all parties work together for a solution. All staff members are concerned about all students and what is best for them. The fear that a child will suffer if a parent complains is unfounded. Your child and his or her experiences are important and do not need to be validated by, “the other parents think so, too.” In discussions with staff members about your child, only concerns that affect your child(ren) will be discussed. Professional ethics demand that school personnel not discuss another parent’s child with a parent, although we will certainly deal with situations involving other students and your child as needed.

It is inevitable that problems will arise during the course of the school year, as will differences of opinions. As we all have the welfare of the child at heart, hopefully we can resolve each issue with that as the goal. Do also pass along the things that are appreciated about SJA.

Parents are expected to keep the school updated about individual or family situations that may have a bearing on their child at school; i.e. health concerns, custody information. Forms required by the school to provide information needed by the school should be returned promptly. **Changes in addresses and phone numbers should be reported promptly.**

CURRICULUM

St. Joan of Arc Parish School is chartered by the state of Ohio and is accredited by the Ohio Catholic School Accrediting Association (OCSAA). Courses of Study developed by the Diocese of Youngstown Office of Catholic Schools and adopted from best practices in education today provide the framework for the school’s curriculum and instruction. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student’s spiritual, moral, intellectual, social, and physical development. The Diocesan Courses of Study encompass the Content Standards for the State of Ohio.

All teachers are certified by the State of Ohio. Staff development is a priority and a commitment of the school staff to insure continuous improvement in instructional strategies and programs that facilitate student growth.

As a part of the OCSAA accreditation process, SJA engages in regular self-study and develops a resulting school improvement plan. The purpose of the plan is to chart a specific course of action for continuous improvement to which the school is committed. The cycle repeats itself every six years.

FAITH EXPERIENCE

The purpose of our religious education program is to proclaim the Gospel message so that the students grow in their relationship with God and become people who are convinced of God's love and goodness and who then live to proclaim the Gospel of Jesus and witness to peace and justice in the world.

Our religion program is built upon the conviction that it is within the family that a child's faith-life must be nurtured if it is to grow. Thus, it is expected that families are active in the parish, at least through weekend worship with the larger parish community. Every effort is made to make the teaching of religion meaningful in our daily living and something teachers, parents, priests, and children work at together.

Religious values permeate every facet of St. Joan of Arc School. Religious instruction for all students is required on a daily basis to encourage a true growth in faith at all levels. Religion classes are taught daily for at least 30 minutes in all grades.

LITURGY AND PRAYER

Grades K through 8 celebrate liturgy at the 8:15 A.M. Mass on Tuesday mornings and on holy days. The liturgical seasons of the Church are observed with sign and symbol. Students are given the opportunity to celebrate the sacrament of Reconciliation at least twice per year. Classroom prayer is encouraged and children are introduced to a variety of prayer forms. Classroom "mini-retreats" are held periodically. Service is stressed throughout the year, as love of God assumes love of neighbor.

SACRAMENTAL PREPARATION

Sacramental preparation is offered to the students in the school at the appropriate grade levels through a parish-based program. Attendance at parent education programs is required for those whose children will be receiving the sacraments for the first time.

The school's religion classes during the sacramental preparation years include sacramental instruction for the children.

Children receive instructions and have the opportunity to receive the sacraments of Reconciliation and Eucharist in Grade 2. Reconciliation is usually held in January and Eucharist in May. Confirmation will be offered to students in grade 8 and is scheduled by the Bishop's office.

For children beyond the second grade who would like sacramental preparation for Baptism, Reconciliation, and/or Eucharist, the parish office should be contacted for program information.

FAMILY LIFE

A Family Life program that has as its centerpiece the respect and reverence of all life is woven throughout the curriculum. Grades 4 provides a foundation for the life concepts, and grades 5 through 8 have the opportunity to participate in a Catholic formation of sexuality. These sessions help prepare the pre-adolescent for the physical, psychological, and social maturation of these years, and provide a basis of information upon which parents can expand with their child. Parents are provided with notification and further information about the content of these programs.

INSTRUCTIONAL PROGRAM

St. Joan of Arc School curriculum includes Religion, Language Arts (Reading, English, Phonics, Literature, Spelling, Handwriting), Mathematics, Social Studies (Geography, History, Cultures), Science, Health, Art, Music, Physical Education, and Spanish.

Current textbooks, educational materials, and a variety of teaching strategies and assessments are used in all areas of the curriculum. Classroom instruction is supplemented with a variety of educational and audio-visual materials.

Students have the benefit of the expertise of physical education, art, and music teachers. Physical fitness, cooperative games, and sports skills provide the basics for a well-rounded physical education program. Vocal music, music theory and appreciation, and performance are the focus of the music program. Visual art skills and art appreciation are taught. When possible, the physical education, art, and music teachers coordinate with the classroom teachers to provide an integrated experience for students.

INSTRUMENTAL MUSIC PROGRAM

An optional instrumental music program is available to students in grades 5 through 8 that can include instrumental lessons and a band experience. An informational meeting will be held each year in the fall. There is an additional fee for this program. Students are responsible to bring their instruments to school on their designated band and lesson days. They are to follow the posted band schedule. They are responsible for any class work missed while at band or lessons, with every effort being made to minimize class interruption. It is expected that students commit to daily practice of at least 20 minutes per day. Performance opportunities are scheduled throughout the year. Progress reports are sent home with the 2nd, 3rd, and 4th quarter report cards.

LIBRARY

The St. Joan of Arc School Library has volumes of books, periodicals, and reference materials available for student and teacher use. All classes participate in a weekly library period during which they are instructed to develop, maintain, and expand basic library skills and apply them to a variety of learning tasks on their grade level. The library is automated and students have access to on-line catalogues and resources. Students are encouraged to choose good literature and develop their background of leisure reading experiences.

Additional library periods may be arranged by the teacher for classes involved in independent study or library research activities.

Students are requested to handle books carefully and to return them promptly. Lost and damaged books will be charged to the student. A student may not check out new books until ones previously borrowed are returned. After two weeks, the student will be charged for the lost book.

SJA has a positive relationship with the area public libraries. The teachers work with these libraries to borrow special collections for classroom use. The public librarian brings library story time and services to the school.

TECHNOLOGY

St. Joan of Arc School recognizes the impact of technology on society and its related impact on a curriculum that adequately introduces students to a world in which technology skills are essential. Technology is integrated throughout the curriculum in all grades. Students have access to computers, the internet and on-line resources, instructional television, CD-ROM, video, and other available forms of educational technology to enhance and aid instruction. Each classroom is equipped with a minimum of two computers and printer, internet access and age-appropriate software to

supplement and enhance the curriculum. Each student also benefits at least once per week from the school computer lab that was established to provide more student access to technology use. SJA has a technology plan that provides vision and planning for the integration of technology into the curriculum. A full-time staff member coordinates the technology program. (See “Student Use of Technology and Student Acceptable Use Policy”)

HOMEWORK

Homework is ordinarily assigned daily. For grades K-6, homework is not usually on weekends, on the eve of a holiday, or on other special occasions. Long term assignments and projects, reading, research, or assignments not completed during the week may extend over the weekend. Students in grades 7 and 8 may be assigned weekend homework.

Assignments are an outgrowth of classes and are intended to supplement learning, to reinforce what was taught in class, and to provide for opportunities to use research skills. Homework helps a student prepare for class participation. Homework can stretch student thinking and help him or her apply what is learned to real-life situations. Homework assists in developing responsibility and good study habits. These are skills that are essential to students being successful in school as well as later in life. Accepting responsibilities related to homework means the student needs to independently take direction, manage time, and complete work to the best of his or her ability.

Time allotments for homework depend on the type of assignment and on the age and grade level of the student. No definite time limit can be determined for all, since children work at different rates of speed. Homework can range anywhere from 5 - 20 minutes per night for the younger students up to an hour or two per night for middle school students. **If parents feel the homework assignments are excessive, please discuss this with the teacher.**

Teachers will communicate homework procedures and policies to parents. They will communicate clear expectations to the students and teach skills and strategies for student use in managing homework. Teachers in kindergarten and grade one communicate assignments in written fashion. Students in grades 2 through 8 will write their assignments in an assignment book under teacher direction and guidance. While all written homework is checked for completion and understanding, due to the purpose and nature of the assignment, not all written homework will be assigned a grade.

Parental support of homework includes helping the child develop a routine time and place to accomplish assigned work. Encouraging the use of an assignment notebook, checking over finished assignments, helping with math facts, listening to oral reading,

quizzing for comprehension, or taking the child to the library for resources are all areas for parental involvement. Sometimes, teachers will send home assignments that directly involve a parent. The importance of parental support of homework has shown to be significant to a child's academic success. However, generally homework is first and foremost a student responsibility and should be treated as such. Developing responsibility is a gradual process and one we encourage at St. Joan of Arc School in order to help the student gain skills necessary to function as responsible, independent individuals. The school will work with parents to try to ensure that students develop a sense of responsibility and the needed study skills for their own assignments.

FIELD TRIPS

Field trips are important educational experiences provided to enrich the curriculum. They are planned by the teachers and approved by the administration keeping financial considerations in mind. Field trips are privileges, and students can be denied participation if they fail to meet academic or behavioral requirements. Field trips are considered an extension of the school day and the code of conduct will apply. Ordinarily bus transportation will be provided for field trips. If private cars are used, all drivers will be required to complete a volunteer driver form in compliance with the Diocese of Youngstown requirements. (See appendix)

Signed parental permission forms are required before a student will be permitted to participate in a field trip. A parent has the right to refuse to allow his or her child to participate in a field trip. Written notice to that effect should be submitted to the teacher. An alternative assignment reflecting the field trip topic will be given and supervision will be provided at school for the duration of the field trip. The school reserves the right to cancel a previously scheduled field trip if safety concerns arise.

Children not enrolled in the school may not attend field trips. This prohibition includes children of parents who drive on field trips. (Special exceptions must be approved by the principal.)

CURRICULAR PROGRAMS

A variety of opportunities to broaden the educational program are available. Mini-courses designed to enrich and expand interests are available to 7th and 8th graders. Peacebuilders is used throughout the school to teach problem-solving skills and to help students focus on positive ways to treat one another. Substance abuse prevention and safety programs such as DARE for grade 5 are infused into the curriculum, many due to the generosity and involvement of the community. Assemblies, various art, science, and foreign language programs are scheduled according to availability and funding. Junior

Achievement and career awareness begin to focus students on the world of work. Use of the Accelerated Reader program expands student responsibility for independent reading.

STUDENT EVALUATION

Monitoring and Evaluating Student Achievement

Student achievement is monitored on the basis of objectives stated in the Graded Courses of Study and incorporated into the teacher's plan for daily instruction. Procedures for evaluating student achievement include the following: teacher's observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, assignments and written class work as well as other appropriate means to measure mastery of concepts and skills in a particular subject on a given grade level.

Interim Reports

Interim reports are issued mid-quarter to alert parents to the child's progress as well as suggest ways that parents may assist the student at home. Areas of difficulty as well as satisfactory progress are noted.

Report Cards

Report cards provide parents with tangible evidence of their child's growth and development and promote mutual understanding and helpfulness between home and school.

Grading System:	A	100-93	S	Satisfactory
	B	92-85	P	Progressing
	C	84-75	N	Needs Improvement
	D	74-67		
	F	Below 67		

Kindergarten students receive S, P, or N's. First grade uses the kindergarten marks for the first semester. In the second semester, the A - F scale is used.

Report cards are issued four times a year, and are distributed the week following the end of the quarter. Report cards are to be signed by the parent or guardian and returned to school. Parents of Kindergarten students keep the report and sign and return the envelope.

Parent Conferences

Two scheduled parent conference evenings during the school year (November and February) promote a greater understanding of the needs and growth patterns of the

student, as well as strengthen home-school communications. If additional conferences are needed an appointment may be made with the teacher at a mutually convenient time.

Standardized Testing

The testing program is designed to provide a systematic means of assessing student mastery of basic skills and evaluating the academic and religion programs of the school. Students in Grades 5 and 8 will take the Assessment of Catechesis/ Religious Education (ACRE).

Students in Grades 2, 4, and 7 are given the Cognitive Abilities Test to measure a student's capacity to acquire the knowledge and skills that will enable him/her to be successful in the school program.

Students in Grades K-7 are given the Iowa Test of Basic Skills to measure mastery of skills in reading language, work-study skills and mathematics, as well as the student's ability to apply these skills to the solution of new problems.

Competency Based Education

In compliance with the Standards, instruction in all subjects is given in terms of pupil performance objectives. Assessment and intervention in Reading, Mathematics, and English Composition are implemented according to the directives and provisions of the Office of Catholic Schools. Students in grade 3 and 5 are given reading, writing and mathematics competency evaluations.

Students in grade 8 take an off-grade proficiency test in writing, reading, math, science, and citizenship.

Promotion and Retention

Assignment of students to specific grade levels and classes is determined by the principal in consultation with the parents and teachers after reviewing the student's academic history, and individual learning needs. Promotion is based on the satisfactory completion of grade level work.

As soon as a student is identified as having academic difficulties, the teacher will notify the parents and begin intervention and special assistance procedures to enable the student to succeed. These include but are not limited to tutoring, individual educational programs, individual testing by the school psychologist, and parent conferences. Retention is considered in individual cases after thorough discussion between the teacher, principal and parents.

If retention of a student is being considered as an option, the teacher will initiate either a phone or in-person conference, and a "first notification form" will be sent as a follow-

up. A formal parent conference will then be held to outline intervention strategies that have been and will be employed. A recommendation for a Multi-Factored Evaluation and/or the designing of a Minor Adjustment Plan will take place at this time if it has not already been put in place.

When all intervention procedures have been employed and the student still does not meet the criteria used for promotion, the principal will set up a conference in the spring with parents, teacher(s), psychologist, and counselor to discuss the student's educational progress and program (Intervention Assistance Team). All data will be discussed and plans for the next year will be made. At that time, a recommendation for retention may be made. If it is determined that additional educational support may enable the child to be placed in the next grade, a program will be developed and agreed to that may include tutoring, summer school, and/or instruction at a learning center. Satisfactory completion of this program serves as the condition for placement into the next grade.

If, however, the parent(s) does/do not agree with the educational decision of the school for retention or summer school tutoring, the parents may have the child placed in the next grade but must sign a waiver that states this is a parental decision. The parents accept the responsibility for the placement of the student in the next grade.

Students who are struggling academically and have not successfully completed summer school or another program approved by the principal, but it is determined by the Intervention Assistance Team that the student would not benefit from being retained, may be placed in the next grade. The school will prepare either an Individual Service Plan or a Minor Adjustment Plan if one does not already exist.

If a student fails in three core subjects (reading, religion, math, English, social studies, science), the student must attend summer school or provide documentation of intensive tutoring pre-determined by the school before being promoted to the next grade.

PROVIDING FOR INDIVIDUAL DIFFERENCES

At each grade level children are assigned to classrooms of mixed skill and ability groups. In such an environment students are able to develop the skills necessary to interact with a wide variety of achievement levels. Students are challenged to reach or exceed their ability levels.

A variety of instructional techniques and strategies are used to meet individual student needs. Examples include, but are not limited to, small group instruction, large group instruction, multi-level* classes, departmentalization, self-contained classes, team teaching, computerized instruction, cooperative learning, individualized learning

contracts, and peer tutoring. (*Grouping by learning needs is a teaching strategy. It is not a reward, a punishment, or a status symbol.)

St. Joan of Arc School is fortunate to have the services of teachers and aides who help support the special needs of our students. An Intervention Assistance Team plans for student interventions and support as needed. A student experiencing difficulty with the academic program may be referred for an Intervention Assistance Team conference by a teacher or parent. Individual educational/psychological testing by the school psychologist may be recommended. Special education needs that may be identified through this Multi-Factored Evaluation will be addressed in compliance to the rules of IDEA B as apply to chartered nonpublic schools in the state of Ohio. Students with disabilities are expected to follow the school's policies.

AUXILIARY SERVICES

In the summer of 1974, the U.S. District Court in Columbus, Ohio, upheld the constitutionality of an Ohio law providing Auxiliary Services and materials to non-public school students.

The services of a school psychologist, school counselor, a speech and language pathologist, an intervention specialist, a nurse, a remedial teacher, and an auxiliary services clerk are available through Auxiliary Services Funding. Testing materials, textbooks, and science and math materials are also purchased through auxiliary services. Federal funding assists with the salary of the intervention specialist, and Title I funds provide a primary reading tutor.

Speech, Language, and Hearing Services

All children new to St. Joan of Arc School (Grades K - 8) are screened for language/speech problems, and routine screenings are done at specified grade levels. Children referred by the professional staff, parents, or physicians are given a threshold hearing test.

For students identified with speech, language or hearing problems, the therapist plans an individualized follow-up program and maintains on-going parent and teacher contact.

Psychological Testing and Counseling

A school psychologist is available for individual testing and diagnosis. The administration, parents or teacher may refer a student for testing. Testing can be done after other interventions planned have not caused the desired results. Written parent permission is required in order for the psychologist to proceed with formal testing or intervention.

Intervention Specialist

Individual and small group instruction is provided for children identified with special learning disabilities through a formal multi-factored evaluation on all grade levels. A resource room setting is also available to qualified students. A teacher certified in special education gives remedial and supportive instruction in the mobile educational unit based on an Individual Service Plan (ISP) that has been written for the student and agreed to by the parents. Periodic evaluations and parent conferences are held.

Remedial/ Enrichment Tutor

Individual and small group services are provided for students who need support in reading or math. These services can be either short-term or long-term.

Title I Services

Small group tutoring is provided for students in grades K through 4 in reading and/or math who qualify on the basis of standardized tests.

Parental permission is needed for most special services whether these are provided through St. Joan of Arc School or Auxiliary Services personnel.

School-Based Counselor

A school-based clinical counselor is available to work with students, teachers, and parents in a variety of ways. Some of the services in the school counseling program include:

- Individual sessions to help children adjust to school, and to address behavioral, academic, or emotional concerns.
- Small groups to help children learn new skills and discuss theme issues.
- Classroom psycho-educational lessons.
- Consultation with parents about general adjustments, academics, parenting strategies, etc.

Students, parents, teachers, and the principal can request the use of guidance services for a child. Guidance services are a part of the school curriculum and support all students at St. Joan of Arc School. The school-based counselor may see a student twice without parental consent unless there is an annual written request to the contrary on file. If the child or the counselor feels that the child would benefit from extended sessions, parental permission will be sought.

STUDENT RECOGNITION

St. Joan of Arc School attempts to recognize individual achievement and effort of all students in order to enhance self-esteem. Individual classroom teachers develop ways

of recognizing children in their own classrooms. PA announcements and the school newsletter report on achievements of students. Quarterly awards and recognitions for academic achievement, effort, and citizenship are awarded.

An annual classroom awards assembly at the end of the school year recognizes academic achievements as well as participation in extra-curricular activities, service, and outstanding effort.

Academic and participation recognition are intended to be motivational. It is not included in the permanent record. Parents are reminded to keep these honors in perspective, giving recognition to their child's best efforts.

Self-confidence is gained through learning and using skills, feeling appreciated, and being responsible. St. Joan of Arc School believes that self-esteem is not only about "feeling good." A person with good self-esteem is able to feel good about himself or herself, knowing that he or she is not perfect. Good self-esteem does not mean "never failing." It means that when things do not go as well as planned, best effort is still given and the person keeps trying. Self-esteem is built in a person as he or she comes up against the challenges of life and discovers that those challenges can be met. Nothing builds self-esteem like a sense of accomplishment, especially when the accomplishment does not come easily. Being able to successfully take on responsibility is a tremendous self-esteem booster. A person with good self-esteem has healthy self-respect, self-awareness, and self-acceptance. As Christians, we have the advantage of knowing of the immense love our God has for each of us. With the arms of God around us, it is easier to face both the successes and failures in our lives.

GRADUATION REQUIREMENTS

In order to qualify for 8th grade graduation, students must satisfactorily complete all courses in the school's academic program, satisfy their financial obligations, and comply with all school regulations and policies.

The principal shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to other schools if there is a failure to meet financial obligations.

The graduation ceremony is characterized by dignity and the creativity of the graduating class under the direction of the teachers and administration.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular opportunities exist for the enrichment and growth of students. While optional, they require parent permission for participation. Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students must successfully meet the school's academic requirements and adhere to the code of conduct. Out of consideration for the staff and volunteers that make these available to students, parents are asked to be prompt in picking up their child(ren) at the conclusion of the activity.

Available extra-curricular activities will be communicated through newsletter and the Thursday folder.

Athletic Program

St. Joan of Arc students may participate in the athletic programs sponsored by the St. Joan of Arc School Booster Club. The purpose of the athletic program, with the support of the Booster Club, is to encourage students to participate in athletic games, thereby fostering physical and moral growth. In addition to the competitive inter-scholastic sports for grades 7 and 8, the Booster Club encourages and supports intramural competition in the fourth, fifth and sixth grades. This program is organized by the Athletic Director. The development of a good intramural program depends upon assistance of volunteer parents. Accordingly, St. Joan of Arc School welcomes the help of any St. Joan of Arc parent in intramural activities. School students in grades five and six are made aware of parish team and intramural opportunities.

ATHLETIC POLICIES Grades 7 & 8

Program Goals and Objectives

To provide an atmosphere of fun and enjoyment for all participants, cultivate wholesome team and school spirit, teach fundamentals of the sport, and encourage good sportsmanship and high ideals of Christian character.

Program Structure

Interscholastic sports for students in grades 7 & 8 are available through the Stark County Parochial School League. Girls' sports offered include basketball, volleyball, track, golf, and cheerleading. Boys can participate in football, golf, basketball, and track. The program falls under the jurisdiction of the school principal and the designated athletic director. The St. Joan of Arc Booster Club exists to support the 7th and 8th grade sports' program and other school athletic and physical education needs. 7th and 8th grade sports are governed by the Ohio High School Athletic Association (OHSAA) rules and policies.

Participation

It is the philosophy of St. Joan of Arc Parish School to have player participation in its sports' programs. Students who desire to participate and are willing to commit to practice are placed on a team. SJA does not "cut" players from its sports' teams, unlike most public schools at this grade level. This means that there will be players with difference experience levels on the same team. At times, two teams may be formed at one grade level to maximize playing time. The athletic director will work with the coaches to divide teams if necessary. Team division is the prerogative of the school. Teams will be considered for division only if at least 14-16 players sign up and stay to play. All players in all sports on the bench and in uniform play in all league regular season games according to Diocese of Youngstown and league rules. The league does not set a minimum playing time, as do community teams that sponsor athletics below 7th grade. While SJA encourages as much playing time as possible, the coaches will play team members according to game circumstances and ability and commitment evidenced in practice. All team members are not required to be played in tournament games.

Athletic Participation Fee

The fee for athletic participation is \$30.00 per sport, with a family maximum of \$100.00 per year. Since the fee does not totally cover the cost of the sport's expenses, families are urged to participate in the Booster Club's fund-raisers. The athletic participation fee and Booster Club funds cover the basic uniform, league fees, necessary gym rental, and team and coach equipment. Shoes, kneepads, and other miscellaneous clothing items are the responsibility of the players.

The Booster Club provides the basic team uniform. If teams wish to purchase team tee-shirts on their own they may do so if the parents agree. Parents are responsible for the cost. However, in order for the tee shirts to be able to be worn as a part of the school gym uniform, they must be gray in color with red or white ink, black ink only in conjunction with the other colors, and "nick-names" may not be imprinted on them.)

A student may not practice until the fee has been paid or alternative arrangements have been made with the Booster Club and/or school principal. Prompt payment is a MUST to enable the Booster Club to meet its obligations in a timely manner. The SJA Booster Club is committed to raising the funds necessary to supplement and sustain the athletic program. A family enduring financial hardship should indicate such a need to the school principal or Booster Club president, as no student will be denied the opportunity to participate due to an inability to pay the fee. All such information is treated confidentially.

Athletic Program Eligibility and Responsibilities

The following must be on file **in the school office BEFORE** a student may **BEGIN PRACTICE**: (All are available in the school office- return to the school office or coach):

- Physical Form (OHSAA requires one annually.)
- OHSAA Athletic Eligibility form
- Proof of Insurance and Release form (Because participation is voluntary, the Diocese of Youngstown requires that each player be adequately insured through his/her parents by an acceptable insurance program. SJA School, Parish, or coaches are not responsible for injuries sustained in practices or games. Information on the school supplementary insurance program is available in the school office.)
- Emergency Medical form
- Registration form for the sport
- Participation fee
- Signed SJA Athletic Policies (by both parent and athlete)

The Ohio High School Athletic Association requires a pre-season meeting with the school administration, coaches, parents, and players. Scheduled meetings will be announced.

St. Joan of Arc Parish School and the Diocese of Youngstown follow the academic eligibility requirements of the OHSAA. In addition, SJA has an extra-curricular eligibility policy for the 7th and 8th grade students.

Student participation in athletics is a privilege. Players are expected to conduct themselves in an exemplary manner at all times. Misbehavior, unsportsmanlike conduct, disrespect to a coach, non-cooperation with the coach, and/or inappropriate language can result in suspension or dismissal from the team, as can damaging the social hall or its contents. Students are under the responsibility of the coach during practices and games. They are to abide by any rules set forth by the coach with the approval of the principal. The players should only be in the social hall before, during, and after practice and not on other parts of the property. If a practice is scheduled at a community facility, the same rules of respect apply.

Parents **MAY NOT** drop their child off more than five minutes before the start of practice and are to **BE PROMPT** in picking up their child at the end of practice. Students **MAY NOT** stay at school to wait for any sports' practice that begins later than 3:00 PM. Special arrangements can be made on an individual basis with the 2:45 Club director if this policy presents a hardship to the child's participation. A student may not

be on the school or parish premises unsupervised. The school staff is not responsible for after hour supervision except through the above arrangements.

Team uniforms and equipment are the property of the SJA Booster Club and are to be immediately cleaned and returned upon request. If a uniform is damaged before its “lifetime” of use, the player will be asked to replace it. Please follow all washing and care instructions for uniform pieces. Report cards may be held at the end of the school year for any outstanding fees or uniforms if special arrangements have not been made.

SJA is fortunate to run the strong sports program it does with the generosity of volunteer coaches. The athletic director interviews prospective coaches and makes selections and recommendations to the principal. Head coaches may choose assistant coaches to help, but the athletic director and principal must be informed to insure that all paperwork for coaches is in order.

Parents are expected to treat coaches with respect and to conduct themselves in an appropriate manner before, during, and after a game. Nothing is ever accomplished though screaming at a player or coach, another parent, another fan, or an official. While different opinions will always exist about coaching styles and officials’ calls, please keep in perspective where this activity fits in the big picture of life. Parents are welcome to instruct their child at home in a sport, but they are asked to refrain from “coaching” their child in practice or a game unless specifically asked by the coach. A child should not be put in the position of having conflicting instructions being given him/her in the course of a game. The coach is the designated person to handle disputes with officials in the game setting. Parents may address concerns to the coach, athletic director or principal. Our coaches are volunteers, and have the emotional, physical, and spiritual well-being of the players at heart. Parents are asked to provide positive support and encouragement to all players and to the coach. If a concern does exist, please handle it directly with the person in a calm manner. The official in charge has the right to expel anyone from a sporting event who violates good sportsmanship.

POLICY FOR EXTRA-CURRICULAR ELIGIBILITY Grades 7 & 8

The primary goal for students of St. Joan of Arc School is to develop their abilities to their fullest potential in a Catholic Christian atmosphere. It is the responsibility of the school staff to assist students in attaining these goals so that they may reach their potential. Students are encouraged to become involved in many school sponsored activities.

Participation in school-sponsored activities is both a privilege and responsibility. Therefore, two eligibility standards will determine a student’s participation in all extra-

curricular activities. These two standards are the character and academic growth of each participant.

Character

If, at any time the behavior of a student of St. Joan of Arc School is substandard, either during school or during a school sponsored activity, the student may be removed immediately from participation in extra-curricular activities for a period of time. The Junior High Behavior plan also provides for temporary removal from an extra-curricular for a period of time if warranted.

Academic

If a student is failing one subject or is doing D work in two subjects, he/she will be placed on probation for two weeks. If the situation does not improve, a student may then be removed from participation in the activity. This includes participation at practice as well as the event.

Determination and Notification

Eligibility will be determined bi-weekly and notification will be given on Tuesdays. Parents, teachers, coaches, advisors, and students will be notified when a student is placed on probation. It is the hope of the school that with a concerted effort of all involved parties, this process will not prevent students from participating in extra-curricular activities. However, if the student's grades have not improved during the two-week probation period, the student will be ineligible. After a week of ineligibility, the student's grades will be checked. Improvement will move the student off of the ineligible list.

ADMINISTRATIVE PROCEDURES

OFFICE HOURS

St. Joan of Arc School office hours are from 7:30 to 3:30 daily during the school year. Summer hours will be announced.

Phone messages for teachers will be accepted from 7:30 A.M. to 3:15 P.M. Teachers will return calls during the day when they are free or after school hours. Teachers cannot leave their teaching and supervisory duties to take a phone call from a parent. Parents are also asked to be considerate of a teacher's time immediately before and after school. Please limit your conversations to teachers at these times, as they are busy supervising the arrival and dismissal of their students. They are not able to be as present

to parents as they would like at these busy times. Please set up a conference or arrange for a phone call at a later time. The teachers will be happy to speak with you.

The school answering machine is generally activated at all times for after-hour messages.

SCHOOL HOURS

Classes begin at 8:00 AM, with the school doors opening at 7:45 AM. Children should be in their classrooms by 7:55 to allow them enough time to make preparations for the day. All children are to leave the building by 2:45 P.M. unless under adult supervision (i.e., teacher, coach) or enrolled in the 2:45 Club. Any child who is present in the school building or on the grounds either before or after hours unsupervised will be placed in the early morning program or 2:45 Club and the parents will be billed for the services.

EARLY MORNING PROGRAM

The early morning program is available for families who need drop-off before 7:45 AM. To enroll in the early morning program, a family completes a registration form and pays the one-time registration fee for the year. The door of entry for this program is the main school breezeway door off the parking lot (#1), which will be opened at 7:15 AM. Registered students proceed directly to the assigned room and stay there until dismissed by the supervisor at the 7:45 AM bell. This is NOT part of the 2:45 Club program. While a child must be registered to use the program, attendance, other than to know that the child is a part of the program, will not be taken.

EXTENDED DAY PROGRAM

To provide parents whose work schedule demands hours beyond the school day with peace of mind in knowing their children are in a safe, secure environment, St. Joan of Arc School has instituted an extended day program. This service will be available each day that St. Joan of Arc School is in session. The program is held from 2:45-5:30 p.m. Families who wish to enroll their children in this program must register two weeks prior to the first day of school. IF there is space, students may be admitted into the program after that time. A registration/snack fee per student is required at the time of registration and is non-refundable. Parents are billed separately for these services. Students enrolled in 2:45 Club are under its jurisdiction once the 2:42 bell rings. 2:45 Club members who wish to participate in other extra-curricular activities during 2:45 Club make those arrangements with the supervisors according to 2:45 Club policy. 2:45 Club takes its responsibility to provide proper supervision to the students in its care seriously.

SCHOOL ARRIVAL

The school doors open at 7:45 to greet students for the day. Bus riders arrive on Bordner Avenue and enter by the south school doors (# 3 by the parish center). Car riders and walkers enter by the middle school doors (#2). No student is to be unsupervised on the campus before 7:45. Students must either be under the care of the early morning duty teacher, their parents, or their bus drivers.

DISMISSAL/EARLY DISMISSAL

2:45 Club members are dismissed to check into their after-school rooms at the 2:41 bell. Walkers and car riders are dismissed at the 2:43 and 2:44 PM bells. They exit through the middle school doors (#2) to the playground area. Parents picking up their children should either meet them outside the middle school doors (#2) or at the car. Parents who need to do business at school at this time are asked to stay out of the school halls at this very busy time. Parents may wait on the landing by the breezeway parking lot doors (#1) so that they are out of the way of the flow of traffic.

Bus riders exit at the 2:45 PM bell through the Bordner breezeway doors. Students staying after school for extra-curricular activities stay in their own classrooms until the 2:45 PM bell rings. They walk down to the social hall with the bus riders and wait there to meet their club advisor.

A student may be excused early from school if the school has received a written statement from the parent or guardian. The parent or guardian reports to the office and signs the child out. If the child leaves for an appointment and returns before the end of the school day, the adult must sign the child back in or send in a note with the child.

It is very important that the parents inform the school office if a change of dismissal plans is to take place from the normal means home. While it is preferred that the information be given in writing to the office in the morning, the information will be taken over the phone **in an emergency. Please try to have any dismissal changes communicated to the office by NOON if at all possible.**

TRAFFIC PATTERNS FOR CAR RIDERS

Morning Arrival

Car riders enter through the middle parking lot doors beginning at 7:45 AM. Supervisors are on duty to oversee the safety of the students. Cars may approach from either West Tuscarawas or Klinefelter Blvd. Cars should “loop” the playground by slowly driving from the social hall in the car lane closest to the school building. Cars should pull into a parking space to unload students, whether or not the parent plans to walk the child in. Once the car is unloaded, the driver should wait until he/she is able to

pull forward out of the parking space. Drivers should never “back out” their cars as a means to insure the safety of the students. Please drive slowly and defensively in the SJA parking lot. **In compliance with the Ohio Revised Code, cars are to be turned off if a parent is in the parking lot longer than a quick student drop-off. Vehicles are not permitted to idle for any extended period of time in the parking lot.**

Afternoon Dismissal

The traffic procedure for dismissal is similar to the morning. Supervisors bring the car riders and walkers to the playground area out the middle doors (#2) when the 2:44 bell rings. After a reasonable amount of time, supervisors will bring any children not picked up to wait in the school office. Circumstances sometimes prevent the driver from being on time. Parents are encouraged to call the school office if possible if they know that they are running late.

BUS TRANSPORTATION

St. Joan of Arc School children are transported under the provisions of the Ohio Fair Bus Law. The law provides elementary school pupils who live more than two miles from the school which they attend must be transported to that school by the public school district in which they reside. Several school districts serve St. Joan of Arc School. SJA does not have control over the buses. Specific questions regarding busing should be addressed to the bus coordinators of each district:

Perry Local	330-477-1300
Plain Local	330-492-1918
Canton City	330-456-6710
Massillon City	330-830-1849
Jackson Local	330-830-8042
Canton Local	330-484-8006
Fairless Local	330-767-4259
North Canton City	330-497-5615

Any parents who provide their own transportation because they live outside the districts that do provide transportation to SJA are eligible for reimbursement from the school district in which they live. This reimbursement must be claimed in writing according to the directions of the superintendent of your local school district.

Each district notifies parents of routes and schedules in August. As soon as they are supplied, SJA posts the bus schedules on the school breezeway doors.

If a student is a regular bus rider within a district, he/she may ride another bus from the same district only with a written request from the parent and with the principal's

knowledge and approval, if seating is available. Most bus districts will not transport students from another district unless special arrangements have been made. Parents will need to contact the appropriate bus coordinator if out-of-district transportation is desired.

Bus regulations vary by district; therefore, parents and students should familiarize themselves with the policies that apply to their specific district. A copy of these regulations can be obtained through the districts.

There is staff supervision during the arrival and departure of buses. To increase safety and to provide accountability for younger students, 8th grade safety patrol members escort younger students to buses and assist in keeping order on the buses.

While riding a bus, students by state law fall under the supervisory responsibility of the bus driver, whose authority is the same as that of any school official.

Students are to be at their bus stops five minutes before the scheduled pick-up time and wait in an orderly manner, off the highway, and without destroying, damaging, or littering public or private property.

Proper bus behavior is of extreme importance to the safety of all riders. The drivers have a great responsibility, and each student must do his/her part to assist them. Parents are urged to reinforce proper bus behavior with their children. Strong parental support and cooperation are needed for the maintenance of good bus conduct.

St. Joan of Arc School fully supports the bus regulations of the local districts. When a driver files a misconduct report, disciplinary action will be taken as stated in the STUDENT CODE OF CONDUCT.

WALKERS

Children who walk to and from school should arrive on school property no earlier than 7:45 and are dismissed at 2:43 or 2:44 through the middle school doors (#2). Walkers should go directly home and not linger on school property. Parents should file a note in the school office at the beginning of the year granting permission for their child to be a walker.

BICYCLES

A note from a child's parent or guardian must be on file in the school office. Bicycles are to be parked and locked at a spot designated by the principal during the school day. NO skateboards or skates are permitted.

VISITORS

All visitors are to enter by the breezeway door off the parking lot and report to the school office immediately upon arrival. While we welcome visitors to our school, for the safety of all, we have established certain procedures.

Visitors or volunteers planning to stay for any length of time must sign the visitor log and receive a visitor's tag to wear. Sign-out at the time of departure is also required. (Library or technology volunteers may go directly to the library and sign in and out there.)

Anyone bringing an item for a student should bring it directly to the school office. The office staff will make sure that it gets to a student. No one is to go directly to a student's classroom unless given permission by the school office. If a parent needs to speak with a child, the office will get the student and bring him/her to the office.

BUILDING ACCESS

All school doors are locked during the school day. Parents and other visitors having business with the school should go to door #1, push the buzzer, and wait for entry instructions. The playground area is blocked off from 9:30 AM - 2:15 PM to insure a safe playground area. Visitors during those hours will need to park behind the church or by the parish center.

ATTENDANCE

School is normally in session for students no less than 178 days as required by the Ohio Department of Education and the Office of Catholic Schools. In order to achieve the goals and objectives of the curriculum, regular attendance is mandatory and a serious parental obligation. Irregular attendance may cause the student to miss important lessons and may result in poor grades and lack of enthusiasm for school.

Parents are to contact the school each day a child is absent by 9:00 AM. There is an answering machine available to take messages during non-school office hours. The school will call the home if it has not been notified of the child's absence. Please let the office know what symptoms or illness the child has when staying home sick. SJA cooperates with the Stark County Health Department and daily tracks and reports the number of students out with a communicable disease.

A student who has been absent from school is required to present a written excuse stating the date, reason for absence, and the signature of a parent or guardian upon his/her return to school.

A student is considered present for the morning if he/she arrives before 10:00 AM or goes home after 10:00 AM. A student is counted present in the afternoon if he/she arrives before 12:30 PM. A student out of school more than two hours is counted a half day's absence.

Excessive absence will result in a conference with parents, student, and principal. Referral to outside authorities may be made.

No student who is absent from school may attend practice sessions, play in a game, or attend an event on that same day. If a student is ill on Friday, he or she may participate in Saturday or Sunday activities.

It is the position of the Office of Catholic Schools that there is ample time when school is not in session for arrangements to be made for students to go to their parents' work places. While discouraged, participation in "Parents Take Their Children to Work Day" is an excused absence from school. The school is to be notified in advance in writing if this is occurring.

TARDINESS

Beginning at 7:45, students are to report directly to their classrooms upon arrival. Any movement out of their classroom from that point on is done with the permission of the classroom teacher.

Since tardiness interferes with the child's progress in school and disrupts the classroom teaching, parents are requested to see that their children cultivate the habit of punctuality. Students not in their classrooms are considered tardy after the first bell at 8:00 A.M. If a child is tardy, he or she is to go to the school office upon arrival. A note of explanation written by the parent is to be presented to the office. A Tardy-Admit slip is required for class admittance. A child arriving to school by 10:00 is marked tardy. According to the Discipline Code for grades 6-8, conduct points are issued for tardiness.

Excessive tardiness will result in a conference with the student, parent, and principal with other possible disciplinary action. (Also see Medical/Dental Appointments)

MEDICAL/ DENTAL APPOINTMENTS

When at all possible, please schedule appointments outside of the school day. If a before-school appointment is made and the child arrives at school by 10:00 AM, the tardy entry is removed from the record. If the child leaves school in the middle of the

day and is out less than two hours, the child is not marked tardy or absent. Students out more than two hours will be counted a half a day's absence.

MAKE-UP WORK DUE TO ABSENCE

If a child is absent one or two days, assignments can be made up when he/she returns to school. It is the student's responsibility to request the work that was missed due to absence.

If a child is absent for two or more days, parents may request take-home work. Please make the request to the school secretary by noon of the day you plan to pick up the work. The work will be ready by **2:30 PM** in the school office. Homework or assignments must be completed and returned to the respective teacher(s) within the time specified by the teacher. The general guideline is that the work should be returned in the same amount of days missed, up to a maximum of a week. (i.e. if absent two days, the work should be returned in two days.) Individual circumstances should be worked out with the teacher.

At the close of a grading period, it is assumed that all work for the quarter is turned in. An incomplete instead of a grade in a particular subject area may be given in extreme circumstances (i.e. excessive absence) with the approval of the principal.

FAMILY VACATIONS

Vacations taken during school time are discouraged. Much learning on the elementary level takes place through oral communication and experiences in the classroom. However, if vacations are taken, parents should give the Principal and homeroom teacher written notification of the child's impending absence. After the vacation the student should contact the teacher to get the missed work. Students are responsible, under the supervision of their parents, for the mastery of material presented during their absence. Work is to be completed within one week of the student's return unless other arrangements are made with the teacher. Teachers **MAY** choose to give the student anticipated work before the planned absence. But it is impossible to accurately predict ahead of time exactly how much material will be covered over a period of time.

Parents going out of town should notify the school office in writing describing the length of time the parents expect to be gone and the name, address, and phone number of the adult responsible for child care in the parents' absence.

PERFECT ATTENDANCE

School time missed due to funerals or the school bus not operating will not count against perfect attendance. Tardiness (except for medical or dental tardiness) does count against perfect attendance. While good attendance is extremely important for school success, please do not send a child who is ill to school.

EMERGENCY MESSAGES DURING SCHOOL HOURS

In an emergency a message may be given to a child through the office. Parents should not call a student from the classroom or interrupt the teacher during school hours.

Children may not use the office telephone during school hours without permission, and then only in case of emergency. Students are not permitted to use the pay phone or a cell phone during school hours. Students forgetting things such as lunches, homework, gym clothes, etc. are usually not permitted to phone home. The office staff will make a judgment about the urgency of the child's request. Arrangements to go home in a manner other than the student's normal means should be made ahead of time.

During school hours or on school-sponsored trips, children are not permitted to have or use a cell phone. This includes their time on the school bus. If a parent feels a child should have possession of a cell phone for after school-hours use, the parent is asked to notify the office in writing. The cell phone is to be turned off and kept in the backpack and is NOT to be taken from there. Cell phones will be confiscated if the above guidelines are not followed.

EMERGENCY CLOSING

Within the 178 student attendance days, Ohio law provides for five calamity days (inclement weather or other non-weather related emergencies) which a school does not need to make up. The school calendar lists possible days to be used if the school exceeds its five days.

In case of inclement weather, if the **PERRY LOCAL SCHOOLS** close, St. Joan of Arc School is also closed. Please listen to **WHBC 1480 AM or MIX 94.1 FM** for the closing announcement. While the principal will get a school listing on the station as soon as possible, parents can assume that SJA is closed if Perry Local is closed due to weather. **DO NOT CALL THE SCHOOL OR THE RECTORY.** The message will also be relayed to TV channels 3, 5, and 8.

If there is an emergency affecting St. Joan of Arc School only, an announcement to that effect will be carried on radio station WHBC 1480 AM and MIX 94.1 FM.

On any day on which classes are canceled due to severe weather conditions or any other reason, all other school-related activities (e.g. school-sponsored social events, meetings, extra-curricular activities, or athletic practices/ events held on or away from school property) shall be canceled on that day and evening. **This is mandated by diocesan policy.**

MILK AND LUNCHESES

All St. Joan of Arc students are generally expected to remain in school for lunch. Students may either purchase a hot lunch or carry a lunch from home. Parents are discouraged from bringing in fast food lunches. It is strongly recommended that soda pop not be packed as a lunch beverage.

Milk, orange drink, and water are available for purchase for the convenience of those who choose to pack their lunches from home. In addition, chips, cookies, and a selection of “healthy” snacks such as fruits and vegetables are available. Students in grades K-6 are limited to the purchase of two snacks per day in addition to a drink purchase. Students are expected to bring their snack money to the cafeteria with them.

St. Joan of Arc School’s cafeteria participates in the government subsidized lunch program. A hot lunch is available for purchase every day except for the first and last weeks of the school year, menus are sent home by the month. By the guidelines of the federal lunch program, milk is provided as a part of the lunch. Lunch prices may not be discounted if the child chooses not to drink the milk. Lunches may be ordered for the entire month, or they may be ordered by the week. Orders are to be sent in to the school office by **Wednesday** for the next week. Orders past Friday will not be accepted unless the child was absent Wednesday, Thursday, and Friday. Last minute orders make it impossible to order food properly.

An alternative lunch is available for students who forget a lunch and did not order for the day. A peanut butter sandwich, fruit, and another side will be given (unless the child is on the allergy list for an item).

The prices for all items available in the cafeteria will be announced each year.

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap, or national origin. Reduced or free lunches (through the Federal Program) may be applied for by contacting the Principal. Applications will be approved or denied according to Federal guidelines. Detailed information will be provided all St. Joan of Arc School parents at the beginning of the school year. Please be assured that all information is treated confidentially. No child will be “known” or singled out in the

lunch line by the fact that they are getting a free lunch. **Families are urged to take advantage of this opportunity that may help to ease a family financial burden. Some of the school's federal and state funding is based on these forms. So the family is also helping the school if they qualify.** Families approved for free or reduced lunches are expected to complete the lunch order form as above.

Students are not permitted to use the pop machine during the school day.

RECESS

At least one recess is scheduled per day. When the temperature or wind chill is below 20 degrees Fahrenheit, it is raining, or the playground conditions are judged not suitable, the students will remain indoors for recess. Otherwise, students should come dressed for the weather including coats, hats, gloves, and boots.

Generally, if a child is well enough to be at school, he or she should be well enough to participate in outdoor recess. When it is necessary for a child to be excused from outdoor activities, a written request signed by the parents must be given to the teacher.

SCHOOL SUPPLIES

A basic list of supplies for each grade will be sent home in the spring for the following school year. The list will also be available in the school office during the summer and posted on the school website. Some items on the lists will be available at school for purchase. Teachers will make any addendums to the list at the beginning of the school year.

CARE OF BOOKS AND PROPERTY

All books are to be covered throughout the school year be and clearly identified. Please do not use contact paper on hardbound books. Students are financially responsible for the loss or damage of textbooks and other materials provided for their use during the school year.

One of the basic practices of Christian Community is respect for property- both one's own and that of others. Students are encouraged to take pride in their school building and classrooms. They are to handle equipment and materials with care.

Students will be required to make financial restitution for any damage caused to school property or the belongings of others.

PERSONAL BELONGINGS AND LOST AND FOUND

St. Joan of Arc School does not assume responsibility for personal belongings. When money is brought to school it should be in an envelope with the child's name and grade and the purpose of the money clearly marked. A lost and found is placed near the school office. **Each student should have all belongings marked with his or her name, especially uniform and other clothing items.** Lunches and school supplies should also be labeled.

Toys, skateboards, skates, tape/CD players, cameras, walkmans, cell phones (see section on "Emergency Messages During School Hours"), pagers, hand-held computer games, and similar items should not be brought to school by a student unless special teacher permission is given for a special event with corresponding parent permission. There is generally no need for these items on the bus or during the school day, plus the temptation for other children to use the items sometimes leads to broken or lost items or hard feelings. At times, other popular items that disrupt the academic community may need to be addressed and either prohibited or regulated.

Students are asked not to buy items from each other at school. Gambling is not permitted.

The school reserves the right to monitor the music listened to by students on school property and at school functions.

Student lockers, desks, and storage facilities provided by the convenience of the students are the property of the school and may be searched at any time. Searches of students' personal possessions (purses, backpacks, etc.) may be conducted when there is reasonable suspicion that a student has violated the law or school rules regarding threats, the possession, manufacture, distribution, sale, or dispensation of illicit substance, drug paraphernalia, weapons, or any devices that are accessory to alcohol or other drug sales or transfers or of suspicion of possession of any item deemed a weapon. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

BIRTHDAYS

A student may have an "Out of Uniform Day" on their birthday. Parents who wish may send a simple treat for the class on the occasion of their child's birthday. (Please no gum.) An alternative treat could be the donation of a book to the library in honor of the occasion. The special gift will be acknowledged with a special label of donation placed inside. The media coordinator will be happy to give ideas for selection.

Students with a birthday on a day that school is not in session may choose to celebrate an “unbirthday” with the class. Arrangements should be made with the teacher.

Our Catholic school considers itself to be a special community in which each student shares a unique fellowship with other students. With this in mind, we ask that invitations to private birthday parties not be distributed at school unless ALL of the boys or ALL of the girls in the class are invited. There are very good reasons why a parent may not want to invite all of the boys or girls of the class. It is the school’s policy that partial invitations simply be distributed to the children outside of school.

CLASS ASSIGNMENT

Classes are formed each year mainly on the recommendations of the previous year’s teachers. Several factors are taken into account to balance the new classes. Teachers look for a mixture of ability, student work habits, behavior, and student ability to work interpersonally with each other for learning.

Parents who wish to make any request regarding their child’s homeroom placement for the upcoming school year must schedule an appointment with the principal between May 1st and May 20th and complete an official request form. **In the best interest of all of our students, requests for the new school year will usually not be considered after May 20th.**

While there are some legitimate reasons to make a request, they are really few and far between. And for the above reasons, the requests may not be able to be honored. The staff is qualified and dedicated to work with each child in his or her class. At most grade levels, both teachers teach every student, and some classes are mixed for instructional purposes at times. All grades can socialize with each other during lunch and recess, so new friends can be made and old friends still enjoyed, regardless of the class to which a child is assigned. It should also be noted that staff changes may need to be made over the summer months.

RELEASE OF DIRECTORY INFORMATION

In compliance with FERPA (Family Educational Rights and Privacy Act), this school considers the following to be FERPA Directory Information: student’s name, student’s parent(s) / guardian(s) name(s), address, phone number, dates of attendance, honors, organizations and teams to which a student belongs, and pictures taken of the student participating in school activities. This directory information can be released without prior consent of the holder of FERPA rights. Nonetheless, the school will withhold such information upon written request of the parents, except where other state or federal law may require disclosure to legitimate authorities.

Annually, the school will give parents a *Waiver/Right to Object Form* to indicate preferences for student videotaping, audio recording, school pictures, other photography, or internet.

STUDENT CUSTODY AND GUARDIANSHIP

At the time of school entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a certified copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

FAMILY CUSTODIAL SITUATIONS - DIOCESE OF YOUNGSTOWN POLICY ON RELATIONSHIP WITH THE SCHOOL

St. Joan of Arc School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been recently changed. For this reason we find it necessary to clarify procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Joan of Arc School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to which ever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. St. Joan of Arc School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent

home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has a right to the same access as the custodial parent. St. Joan of Arc School will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" includes official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Custodial parents should also realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching the children.

In cases of 'joint custody'(shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled 'jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding, misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services.

Visitation should generally be at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this statement of procedures or circumstances you feel necessitate other arrangements, please contact the principal personally.

DIVORCE COMMUNICATION POLICY

Divorce is a situation that intimately impacts families. It is the school's desire to be a support to children and families who are experiencing divorce.

The above policy is the Diocese of Youngstown policy, for dealing with the legal and school ramifications of divorce. The spirit of the policy is that when it comes to the children, it is the school's hope that the parents can rise above their differences and work together for their children. It is the school's policy to send home all communications with the child. It is up to the parents to share information with each other. The involvement of both parents in the educational process is most desirable. It is understood that sometimes circumstances make this more difficult. On the other hand, it is very burdensome and costly for the school to send double information to both parents.

First, **THE PARENTS** must be the ones to keep the school updated. Unless the school has copies of the certified, current, proper, official documents, it will not be known that there might be restrictions to access of records and information.

Secondly, for the convenience of all parents, there is a literature rack outside the office. Extra copies of all of the general school communications that are sent home are placed there. Anyone is always welcome to stop in and pick these up, as they are general public information.

Thirdly, the school will still send information (if there is nothing to prohibit us from doing so in the divorce decree) to the non-custodial parent upon request with these guidelines:

1. Written requests must be made each year.
2. Teachers will be given a list of names of parents who have asked for this service so that they will know to have extra copies run to send to the office. The office staff will do its best to keep up-to-date with this. It must be realized that **MANY** things go on in a school office during a day that require immediate attention. Patience and tolerance are expected.

Special circumstances should be discussed with the school principal.

ACCESS TO RECORDS

Every student has a record in the school office containing attendance, academic and testing information, registration information, and health records. Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during school hours. Parents who wish to inspect their child's permanent record must make an appointment with the principal. The school shall

respond to reasonable requests for explanations and interpretations of the records. If the parent challenges educational data, a signed copy of the challenge will be included in the student folder.

According to the regulations of the Family Privacy Act, no student's records can be released to another school or agency without the parent or guardian's written permission. When requesting records, a release form must be signed by a parent or guardian. Records copied for parents will be marked "unofficial."

WITHDRAWALS

The school must be notified in writing by the parent(s) of a student who will be transferring to another school. At least two weeks notice is requested, and the last student date of attendance should be stated. All school-owned materials including textbooks and library books must be returned.

When a student transfers to another school, a copy of the permanent record, standardized test scores, and health records are sent to the new school when the school or parents request the records on an appropriate form signed by the parents. Psychological testing records, whether done through the public school-employed psychologist or originating from a private psychologist, must be requested to be sent from these sources. Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records will be placed in a sealed envelope and marked "hand-carried."

If a withdrawal occurs in the middle of the school year, all tuition and fee balances must be paid. Only the health record and standardized test scores will be sent to the new school until all outstanding balances are paid. (See Financial Policies)

HEALTH AND SAFETY POLICIES

St. Joan of Arc School Clinic is staffed by a part-time registered nurse. The nurse is responsible for maintaining all health and emergency records needed for students, for managing and distributing student medication, for conducting routine health screenings, and for providing care for student accidents and illness.

Parents and guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for their children's health.

ACCIDENTS AND FIRST AID

The school staff will administer basic first aid as needed. If beyond a simple scrape or bump, the parents of an injured student will be notified of the accident/injury by the administration or the administration's designee as soon as reasonably possible, given the severity of the injury and priority of providing assistance to the student. In addition, the staff may secure professional diagnosis or treatment if such action appears to be reasonably warranted. The school shall be expressly held harmless from any expenses associated with the professional diagnosis and /or treatment provided (including but not limited to the cost of transportation), such costs being the responsibility of the parents of the injured student.

EMERGENCY MEDICAL INFORMATION

All parents **MUST** complete an emergency medical form for each child during the first week of each school year. In an emergency, parents are notified, or, if they cannot be reached, the person listed on the emergency medical form will be contacted. If the nature of the emergency warrants it, the child will be transported to the hospital via an emergency vehicle, accompanied by a school staff member. **It is essential that a parent notify the school of changes of phone number, address, employment, or baby-sitters throughout the school year so this data is always up-to-date.**

HEALTH RECORDS

State regulations require specific immunizations according to the current Ohio Board of Health requirements found in the Ohio Health Guidelines. This information must be on file by September 15th or the child will be excluded from school by state law until immunizations are up-to-date. Parents or guardians who object to immunizations for their child on the grounds of health or religious reasons must complete a form that can be obtained from the school office. This documentation will be kept on file.

Parents should inform the school of any serious ailment or health problem on an annual basis as needed. If there is concern about a child's health or physical condition, the school has the right to request written information from the child's doctor.

If a child cannot participate in a physical education class or other regular school activity, a note is required. Prolonged absence from a class requires a doctor's note.

HEALTH SCREENINGS

As recommended by the Ohio Department of Health, vision and hearing screenings are routinely given to all students in Grades K, 1, 3, and 5 and postural screening for Grades 6 - 8. Any test may be given upon parent or teacher request. While these screenings are

conducted by our school nurse, they are SCREENINGS and will not uncover all possible problems. If concern exists because of the screening results, parents will be notified and asked to follow up with the family physician.

COMMUNICABLE DISEASE

Students with fevers or communicable diseases will be sent home to reduce the risk of infection to the student body. Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes strep throat, chicken pox, and head lice, among others. When a child has been home with an illness, the child should not return to school until free of symptoms and temperature has been normal for at least 24 hours. If a child has had a throat culture one day, he/she should be kept home the following day until the results of the culture are known or the antibiotics have been taken for at least 24 hours and there is no sign of fever.

Notification of communicable diseases will be sent to parents upon the recommendation of the state and local health departments in compliance with their regulations.

All students infested with head lice are excluded from school until the head is completely free of lice and nits. Re-admission is permitted only after examination by the school nurse reveals the head to be clear of lice and nits.

DISMISSALS DUE TO ILLNESS

When a child becomes ill or injured during the school day and needs to go home, the child is sent by the teacher to the Clinic to wait until a parent or other responsible party can be reached. Students cannot dismiss themselves by calling home, and an ill child may not go home alone.

MEDICATION

In order to insure proper administration of medication, all medication must be brought to the school office or clinic and dispensed from there.

According to the Diocese of Youngstown and the Prescription Drug Medication Act, no prescription or non-prescription medication will be administered to a student without a “request for the administration of medication” form on file. Forms must be obtained from the Office or nurse to be signed by the parent and physician requesting medication to be given. If any of the information stated on the permission form changes, the parent is asked to furnish the school with a revised statement signed by the physician prescribing the medicine. Medication must be delivered by the parent to the school in a properly labeled container from the pharmacy containing the child’s name, the name of

the medication, the dosage to be given, the time it is to be administered, and the name of the physician. Parents should not send in medications with the child to be administered in school. Parents are responsible for notifying the school in writing if there is a change in dosage or time of administration or if the administration of the medicine is to be terminated.

It is the responsibility of the parent to claim any unused medication within one week of the school year end or within one week after the medication is no longer needed. Any unclaimed medication will be destroyed. Empty containers may be returned home with students.

Inhalers are an exception to the medication regulations. While a signed medication form is still required to be on file, a student may keep an inhaler in his/her possession if necessary.

HIV/AIDS - HBV (HEPATITIS B)

Based on the Diocese of Youngstown policy available in the principal's office, decisions concerning children infected with HIV or HBV virus will be made on an individual basis.

CHEMICAL USE/ ABUSE

Parents will be notified immediately if a student is found to have possession of or be under the influence of tobacco, alcohol or drugs, or to have drug paraphernalia in his/her possession on school property, on the bus or during off-campus activities sponsored by the school. This includes non-prescription drugs (with exception of registered inhalers). Individualized testing may be required when there is reason to suspect that a child may be under the influence of alcohol or other drugs. A mandatory conference with both parents will be arranged before the student returns to school.

Intervention by trained professionals may be required as a condition for the student to remain at St. Joan of Arc School. Lack of cooperation by either the student or the parents in this matter will result in a student's suspension or expulsion. If a student gives evidence of signs of chemical abuse or dependency, parents will be contacted by the principal and teachers, and an appropriate course of action will be decided upon. Parents who are aware of similar problems with a student are to inform the school so that together we can assist the student in overcoming this dependency. (See DOY Statement Regarding Alcohol/ Drug Abuse under SCHOOL POLICIES AND PROCEDURES.)

HEALTH AND PREVENTION PROGRAMS

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the pastor and/or principal. These may include but are not limited to, D.A.R.E, guidance programs, special assemblies and guest speakers, parent education programs, social activities that foster positive group identification and behavior, and parish-based youth ministry activities.

CRISIS MANAGEMENT PLANNING

St. Joan of Arc School has a current crisis management plan that is periodically reviewed and updated. The school takes seriously its responsibility to provide a safe environment for students, staff, and visitors. All school doors are locked during the school day. **The Crisis Plan Information for Parents** can be found in the handbook addendum and on the school website.

DRILLS

Fire, tornado, lockdown, evacuation, and rapid dismissal drill procedures are explained to all students. These drills are practiced at regular intervals as required by law. All drills will be handled as if there is an actual emergency.

SCHOOL POLICIES AND PROCEDURES

STUDENT CODE OF CONDUCT

St. Joan of Arc Catholic School is called to be a faith community based on the shared acceptance of the message and challenge of the Gospel. With this in mind, the faculty, staff, and administrator seek to establish positive behavior patterns in students with emphasis on developing within the student responsibility for his/her actions and on fostering quality relationships among students, teachers, and parents. A positive learning environment is one in which the dignity of each individual person is recognized and respected because of God's great love for all of his creation.

The Code of Conduct covers appropriate behavior for creating a Christian learning environment within St. Joan of Arc School. Each teacher develops a related classroom code of conduct to establish and define appropriate conduct in each classroom.

In requesting registration at St. Joan of Arc School, both students and parents agree to comply with and support the discipline policies and regulations.

The rules in the School Code of Conduct apply to all school situations during school hours, on the bus to and from school, and at any school-sponsored activity outside normal school hours. Because it is impossible to foresee all problems which may arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior, within or outside of the school community, which violates the spirit, philosophy, and code of conduct of the school, even though not specified.

St. Joan of Arc students are characterized by:

- appreciation for the opportunity of a Catholic education,
- reverence during times of prayer and religious activities, participation in the Liturgy, openness and effort in learning their Catholic faith,
- an attitude of service to others,
- an effort to develop Christian leadership,
- personal responsibility for learning,
- respect for the right of the classroom teacher and fellow classmates to an atmosphere that is conducive to teaching and learning,
- cooperation, consideration and respect for others in speech and actions,
- respect for and cooperation with teachers, school authorities and other adults who assist them throughout the school day,
- honesty in speech and in school work,
- respect for school and parish property and the personal property of others,
- playground behavior that ensures the safety of all students,
- good study habits that lead to life-long learning, namely effort, confidence in their ability, punctuality, completeness and quality of assignments and class work,
- regular attendance and punctuality,
- appropriate behavior on school buses or walking to and from school, cooperation with bus drivers, safety patrol guards, crossing guards and other safety personnel,
- self-care, e.g. good grooming, personal appearance, cooperation with dress code.

The students are supported and encouraged to develop a mature Christian character by all faculty and staff members by:

- personal attention and interest in each student,
- discussion with the student about their growth in character, appropriate behavior and self-discipline,
- notification of parents when there is a concern about character development, self-control or cooperation with school rules,

- parent conferences, both as regularly scheduled, or as requested by either the teacher or parents,
- behavior and/or learning contracts,
- conferences with student, parents, and other school support personnel,
- conferences with the principal.

So that each teacher and student has a safe environment where learning can take place and each person's dignity and property are respected, all students are asked to observe the following rules:

1. Show obedient, courteous, respectful behavior towards faculty, staff, visitors, and students.
2. Speak kindly and respectfully to and about others.
3. Use appropriate language. (Vulgar or obscene language and/or gestures are not permitted.)
4. Be in the right place at the right time.
5. Wear the full uniform at all times as stated by the dress code.
6. Refrain from chewing gum in the school or on the school grounds.
7. Respect school property and the property of others.
8. Refrain from deliberate disruption in the classroom or on school property.
9. Walk at all times in the school building. (with the exception of gym class)
10. Be silent in the halls out of respect for others.
11. Use bathrooms appropriately and return immediately to class.
12. Maintain silence during all tornado, fire, and safety drills.
13. Be regular and punctual in attendance.
14. Do not leave the school grounds during school hours without permission.
15. Bring necessary paperwork and items to school in a timely manner. (homework, required forms).
16. Do not bring dangerous items such as the following to school: Knives, sharp objects, matches, lighters, firecrackers, firearms, alcohol, drug or drug paraphernalia, tobacco.

Recess Rules and Procedures

1. Students exit by the middle school doors.
2. Students are to stay in the fenced-in area. If a ball goes out of the area, the student should tell the playground monitor; students are not permitted to leave the fenced area without permission.
3. No rough play, pushing, fighting, or name-calling is permitted.
4. No tackle tag, no tackle football, no throwing stones or snowballs, no sliding or climbing on snow piles.
5. No eating, drinking, or gum-chewing permitted on the playground.

6. Students are not permitted to go into the building during recess except in case of an emergency. Permission must be given by a playground monitor.
7. Students are to stay away from the cars and from the mobile classroom unit and recycling bins.
8. Student games should be played with students in their own grade unless otherwise granted permission from the playground supervisors.
9. Playground equipment and specialized areas will be used on a rotating basis according to the directions of the playground monitors.
10. The playground monitors have the right to establish any guidelines that will enhance the safety of the playground.
11. At the end of lunch recess, students line up at the cafeteria doors in alphabetical order when the playground monitor blows the whistle twice.
12. When inside recess is necessary, students must be seated somewhere in the room. Other guidelines may be established by the classroom teacher and the playground monitors.

Cafeteria Rules and Procedures

1. Students enter the cafeteria in lines according to packers and buyers. Buyers should be in alphabetical order and are to wait patiently in line. Packers get their lunches and proceed to their classroom tables to sit down. They may go to purchase a snack and/or drink. Buyers get their lunches after being checked in by a lunch supervisor and sit down. They may purchase a snack if desired.
2. Students are to walk at all times.
3. Students are encouraged to use good table manners.
4. Students may talk in a conversational voice with the students near them at their table; no loud noises should be made in the cafeteria.
5. Students are to stay seated unless purchasing snacks or given permission to get up for another reason.
6. Throwing food or using food for games is not acceptable.
7. Students will be dismissed from their tables at the end of lunch when the classroom teacher comes to the tables. Students are responsible for thoroughly cleaning up and throwing away all trash.

Bus Rules

1. Students are to be seated at all times. The driver has the prerogative to assign seats for order or evacuation purposes.
2. Students may speak quietly to the other students around them.
3. All parts of the body are to be kept inside the bus, and feet should be on the floor.
4. Nothing is to be thrown on the bus or out of the bus windows.
5. Hands and feet are to be kept to oneself; there is to be no pushing, shoving, or hitting.

6. There is to be silence at all railroad crossing and other danger points designated by the driver.
7. Students may not eat or drink on the bus.
8. Students may not damage the bus or litter.
9. Students are to speak respectfully to the driver and to follow all directives given by him/her.

Students who lack self-control to practice self-discipline or who violate the rights of others can expect to meet disciplinary action. These offenses will be dealt with according to the seriousness and frequency of the offense. Because of the wide grade span in the school, the grade level of the child may be taken into consideration. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

Consequences that may be employed for lack of cooperation with school rules:

- supervising adult/ teacher talks with the child (warning)
- loss of minor privileges and/or recess
- temporary removal of the student from the classroom or activity to another supervised area
- lunch detention
- contacting parent by phone call or letter
- detention after school with parents' prior knowledge
- loss of privileges (ex. special video or class event, assembly, field trip, etc.)
- student conference with the principal
- request for student to be taken home from school early and/or not attend for a day
- development of a disciplinary or attendance contract
- extra-curricular probation/ ineligibility (gr. 7 & 8)
- principal/teacher/parent/child conference
- community service (supervised)
- Saturday detention
- pastor/principal conference with the teacher, parents and child
- request for counseling services/ intervention by trained professionals for the student
- suspension for a period of time, either in-school or out-of-school, at the discretion of the principal and/or pastor and in accordance with the policies and procedures of the Office of Catholic Schools
- expulsion used only in a serious matter when deemed absolutely necessary in accordance with the policies and procedures of the Office of Catholic Schools with the authority of the superintendent in consultation with the principal and/or pastor

- judicial proceedings if offense warrants

Situations with specific consequences:

St. Joan of Arc School supports and cooperates with the procedures of the local school districts regarding **behavior on school buses**. These procedures include parent notification, suspension for a time from transportation, and loss of transportation privileges. Parents are required to sign and return the conduct slip to the principal. Unless the seriousness of the offense warrants otherwise, the usual sequence for dealing with bus conduct slips is as follows: first, warning; second, lunch detention; third, after-school detention; fourth, suspension from bus transportation for five days. If additional conduct slips are received, bus transportation privileges may be suspended indefinitely up to a year after consultation with the district.

Truancy is understood to include leaving school without permission, being absent from school without parents' knowledge, and being absent from class without permission. Being absent from class without permission will warrant an after-school or Saturday detention. Other truancy will result in an in-school suspension and/or the case will be referred to Juvenile Court and/or Children's Services.

Action will also be taken on **continuous high absenteeism** from school, ranging from parent conference to request for counseling to after-school and Saturday detention to make-up excessive loss of school work. In extreme cases, the case will be referred to Juvenile Court and/or Children's Services.

Students responsible for **stealing, destroying, or vandalizing** St. Joan of Arc School or Parish property or the property of others are financially responsible, with their parents, whether the damage is accidental or intentional. Deliberate infractions will merit detention or suspension. The police will be notified if the situation warrants it.

Students are prohibited from the **use, possession, or sale of drugs, drug paraphernalia, alcohol, tobacco, explosive materials or weapons** on St. Joan of Arc property, at St. Joan of Arc-sponsored events whether held during or outside of school hours, and on public school buses. Violations warrant notification of the police, immediate suspension, and mandatory conference with parents before the students return to school. Intervention by trained professionals may be required as a condition for the student to remain at St. Joan of Arc School. Lack of cooperation on the part of either the student or parents in this matter will result in the student's expulsion.

Students may not verbally violate others, or write **threatening notes or letters**. Using the words, "I was just kidding," is not an acceptable excuse. Consequences may include

conference with the parents, detention, suspension, intervention by a counselor or trained specialist, or notification to the police.

Physical fighting, whether a student provokes or partakes, will result in loss of recess, lunch detention, after-school detention, suspension, or, in extreme cases, expulsion.

Extraordinary Disciplinary Measures:

1. St. Joan of Arc School officials will at any time search student lockers and/or desks if there are reasonable grounds to believe that a student is using the locker or desk to store and/or conceal illegal substances, weapons, stolen property, or other items related to a violation of school rules.
2. Exclusion from class or school: A student may be excluded from class or school, without academic penalty, to maintain and/or to restore an orderly environment during the investigation of a disciplinary incident.
3. Suspension: Serious or repeated misconduct may lead to suspension from class or school. It is within the authority of the principal or his/her designee to suspend a student from class or school. All privileges, academic and extracurricular, are withdrawn until the expiration of the suspension period. Missed academic work may be made up in a reasonable amount of time designated by the principal. A suspension period may consist of one to five school days (DOY policy). If the suspension is for an offense which can only be addressed through counseling in substance abuse or anger control or requires the assistance of an outside agency, the suspension may be of a duration to allow such counseling to occur. Suspension may be in-school or out-of-school.
 - In-School Suspension: In-school suspension isolates the student from the mainstream of school activity, but does not relieve the student of the obligation to continue daily studies and assignments. Reflection on the reason for the suspension is a part of the time spent in suspension.
 - Out-of-School Suspension: Out of school suspension is the removal of a student from school for a specified period of time.

Suspendable Offenses include but are not limited to:

- A serious offense involving the use of violence, force, threat, coercion, sexual harassment, or other conduct which violates the safety of others.
- The use or possession of a weapon.
- Vandalism, destruction or theft of school property.
- Unauthorized absence from school.
- First offense involving possession, use or being under the influence of drugs, alcohol or other chemical substance.

- Repeated disregard for school rules or regulations.
 - Other serious offenses which violate the spirit and philosophy of the school.
4. **Expulsion:** Expulsion is the most serious disciplinary action taken by diocesan schools and may be used for serious disciplinary infractions, when public behavior affects school morale, safety, and/or when the student remains incorrigible. Only the Superintendent of Schools may expel a student. In diocesan schools, expulsion is the permanent removal of a student from the school community. When a student is expelled, official school records and withdrawal papers will so indicate that. Unless directed otherwise by the diocesan Superintendent of Schools, no principal shall admit to his or her school a student who has been expelled from another Diocesan or Public school.

The following are grounds for expulsion:

- Possession of, use, or attempt to use a weapon at school or a school-related activity.
- The repeated use of physical violence, force, threat, coercion or other aggressive behavior that threatens the safety and well-being of others at school or a school-related activity.
- Selling or distributing drugs or other chemical substances at school or at school-related activities.
- Involvement in a felonious act or other criminal behavior that causes public scandal or adversely affects the reputation of the school.
- Repeated incidents of incorrigibility or the repeated refusal to comply with school rules and regulations.
- Other behaviors deemed sufficiently serious by the principal in consultation with the Superintendent.
- Please also see the Diocese of Youngstown Statements on Student Acceptable Internet Use, Sexual Harassment and Violence, Youth Gangs and Gang-Related Behavior, Weapons and Firearms, and Alcohol/ Drug Use.

Conclusion:

In all cases of disruptive behavior, the authority takes into consideration the whole child and makes decisions based on the Gospel values of love, respect, and justice. Each situation will be viewed with the growth of the student being the primary goal. Consideration must also be given to the common good. Any behavior which threatens the physical/emotional well-being of any child is considered serious and will be addressed accordingly.

PROBLEM-SOLVING

Students who are experiencing problems with other students should seek the help of teachers, the guidance counselor, or the principal. Students are not to take situations into their own hands or solve a problem in a physical way. Nothing is gained by having two students hitting each other. Authority has an important place in our lives. One way for children to solve their problems effectively is to use authority for their own protection or for help when needed. When children express genuine concern regarding misbehavior of other students that they are unable to handle in a peaceful way, parents are urged to encourage their children to report misbehavior to the appropriate person at school.

St. Joan of Arc School is committed to helping students learn problem-solving skills, as our children are growing into a society that will need creative cooperation among members. Our commitment to talk with children about conflict resolution and the way we treat one another comes from both our Gospel values and our concern for academic achievement. Jesus is very clear as to how we are to treat one another. Plus research supports the fact that teaching social and emotional skills can have a long-term positive effect on academic achievement. School safety is also enhanced as the students learn constructive ways to deal with conflict. “Rules for Fighting Fair” are taught and include the following:

1. Identify the problem.
2. Focus on the problem.
3. Attack the problem, not the person.
4. Listen with an open mind.
5. Treat a person’s feelings with respect.
6. Take responsibility for your actions.

“Fouls” include name-calling, blaming, sneering, not listening, getting even, bringing up the past, threats, pushing, hitting, put-downs, bossing, making excuses, and not taking responsibility.

Developing and maintaining friendships and relationships is an important part of growing up. Students learn how to “talk out” a problem with another person. Ultimately, the problem belongs to the children, and they are the best ones to figure out the solutions. The role of the adult is to serve as a facilitator to provide structure for children to solve their problems and opportunities to practice these skills. It is the tendency of adults to want to “fix” problems for the students, but they are in the best position to come up with workable solutions to their own problems with the support of the adults.

While these skills and practices will help to minimize and solve some discipline problems, they do not replace the rules and consequences from the Code of Conduct.

Treating others with respect is a theme that is always a priority. The world our students live in often does not model that value; thus, our job as parents and as a Catholic School Community is challenging. In addition to curriculum materials available to help to teach and process the above skills, staff development to support the teachers continues to be provided annually. The guidance counselor serves as support to students, teachers, and parents. Special programs provide different perspectives. We will never be done working with children in helping them treat each other well. But we will continually work to find ways to state our expectations and help them learn to be more sensitive, caring human beings. It is possible to make a difference in this world in how we live our lives.

Peacebuilders

The Peacebuilder Pledge frames our days and is a constant reminder of what we want out school to be for all.

I am a Peacebuilder

I Pledge...

To praise people

To give up put-downs

To seek wise people as advisors and friends

To notice the hurts I have caused and make amends

To right wrongs

To help others

I will build peace at home, at school, and in my community with acts of kindness and compassion.

Parent Partnership

Parent cooperation is needed in this area outside of school. Often things that happen outside of school are brought into school and affect life at school negatively for some students. We would ask that parents reinforce with their children talking about others and treating others with respect. It is expected that a child will not always like or get along with every child or adult with whom he or she comes in contact, but there are positive and kind ways to handle these situations. If a parent hears a child pass on a rumor or disparaging remark about a child, a staff member, or other adult, please reinforce with the child that passing on such a thing is hurtful to that person and often unfair and false. If a parent has a serious concern about what a child has said about another, the parent is invited to share that concern with the principal.

DRESS CODE

St. Joan of Arc Dress code is motivated by the following: 1.) All children, no matter what their economic status, are treated fairly and equally. We know that sometimes our culture makes this difficult. 2.) Uniforms contribute to placing attention where it

belongs- on academics, not clothing. It is not unusual in today's work place for a dress code to be in effect at a place of business that is in keeping with the image the business wishes to project. 3.) All persons are respected for who they are, not for what they wear. 4.) Safety at school is a factor in the design of the uniform code.

The school dress code is in effect for all students in grades K-8 beginning the first day of school. Any "special dress" days will be announced when applicable.

Girls' Skirts and Jumpers

Jumpers: Grades K-5 Black Watch Plaid (from Schoolbelles only)

Skirts, Split Skirts: Grades 5-8 Black Watch Plaid (from Schoolbelles only)

Plaid Walking Shorts or Skorts: Grades K -8 Black Watch Plaid (from Schoolbelles)

All of the above should be of appropriate length, no more than 4 inches above the knee. **No** navy blue jumpers, skirts, or skorts. Skirts are not to be rolled at the waist.

Boys' and Girls' Attire

Slacks: Dress "uniform style" slacks only. Black and Navy Blue in color. Solid cotton or cotton blend twill, or corduroy material. No knit or sweatpants material. **Not form-fitting.** Jeans, jean styles, or slacks with rivets are not acceptable. No elastic ankles. No leg pockets. Belts must be worn on slacks with belt loops. Belts should be of the leather or canvas variety with a simple belt buckle of solid colors appropriate to our dress code.

Shorts: Navy blue or black walking shorts of cotton or cotton blend twill. Shorts may be worn from the first day of school to the last day of school. Must be purchased from Schoolbelles or other uniform apparel store. The shorts must be of appropriate length (no higher than 4 inches from top of knee) and color and "uniform style". No decoration or trim. Belts must be worn with belt loops (see above).

Socks: Solid white, black, navy blue or red in color. No decoration or trim. Must be visible above shoes by at least an inch.

Shirts, Blouses, and Turtlenecks: Solid white, powder blue, or red in color. Sleeves may be long or short. Blouses and shirts must have a collar (oxford for boys, oxford or peter pan for girls). May be cotton knit combination material or 2-3 button down knit shirt. Blouses, shirts, and turtlenecks must be tucked inside slacks at all times. **No decorative trim** (lacy collars or sleeves, etc.). Under shirts worn should not be visible (should be white with no imprint). Modesty must be considered.

Sweaters: Solid white, navy blue or red in color. Styles: pullover, v-neck, or buttoned cardigan. Long sleeves or sweater vest. Must be worn over a uniform shirt or turtleneck with the collar showing. Must be of traditional sweater material and waist/hip length. No fleece or knit material. No hoodies or zippers on the sweaters. No fads.

Sweatshirts: Red sweatshirts with a St. Joan of Arc Logo may be worn in lieu of a pullover sweater. Must be worn over a uniform shirt or turtleneck with the collar showing. Uniform sweatshirts may only be purchased through St. Joan of Arc school office. No exceptions.

Shoes: Dress shoes of any color or oxford leather or suede athletic shoes of different colors. No canvas, hightops above the ankle, lights, characters (movie/ cartoon) of any kind. No sandals, open-toed or open-heeled shoes, or crocs. No narrow heels, no high heels above 1 inch. Hiking or snow boots are not to be worn to classes.

Hair Styles/ Jewelry: Hair must be a natural color. It must be out of students' eyes. Fads in hair styles are not permitted. (Examples: Steps, tails, or spikes are not permitted.) Hair should be off/above the collar and earlobes for boys. Boys should be clean-shaven with sideburns no longer than the bottom of the earlobe. No earrings are permitted for boys; girls may wear button-type earrings only with only one earring per ear. No fad necklaces or bracelets. The necklace and bracelet must be simple, thin, with a small medallion only. No choker-style necklaces. Only one necklace, bracelet, and ring may be worn at a time. Make-up, fingernail polish, and fake nails are not permitted.

Boys' and Girls' Gym Clothes

On gym days, students may wear their gym uniforms all day. Eliminating the changing of clothes saves significant instructional time. All students must wear **plain** red shorts or sweat pants, no leg pockets permitted, no white or other colored stripes permitted, must be at least three inches below fingertips when arms are straight at sides. Students may not wear only gym shorts to school when the weather is cold. (November through March.) Sweat pants may NOT be-form-fitting or of the "leggings" variety.) Tee shirts worn **MUST** be the St. Joan of Arc dragon tee shirts (short or long-sleeved) purchased through the office. A red St. Joan of Arc logo sweatshirt or hoodie purchased through the office may also be worn. There should be no writing on a tee shirt or sweatshirt other than the St. Joan of Arc logo. Because the gym uniform serves as a school uniform, parents are asked to monitor the clothing for rips, tears, and other "wear" marks. Sweatpants are not to be cut at the ankles or worn dragging on the ground. We offer these clothing items at a very reasonable price so that it is easy to keep the clothing neat. Shorts and sweatpants are not to be rolled or worn low. "Wind pants" may not be worn as gym attire. They could be worn to school as "leggings," but

must be taken off for classes. They could be worn outside for recess. These can be purchased through the school office.

Casual Dress Days

Jeans or casual dress pants (No rips, holes, excessive length, or worn with a droop), tee shirts, or sweatshirts. NO logos for music groups, drugs or alcohol, violence, or inappropriate language. No sweatpants. No stirrups. Jeans or casual dress shorts or skirts of an appropriate length may be worn. No halter tops, tank tops, spaghetti straps, or bare midriffs.

Dress Up Days

Dress slacks and shirts; no jeans, sweatpants, tee shirts, or sweatshirts. Dress shoes or school shoes; please watch the size of heel or any other feature that may cause a safety hazard. Girls may wear dresses or skirts of an appropriate length and style. No spaghetti straps. Modesty always.

Grades 7 and 8 Dress Code Alternatives

Grades 7 and 8 students may purchase special hoodies and sweatpants in addition to the standard code. The hoodies may be worn with the regular uniform except on Mass days. Tan-colored dress pants and walking shorts may also be worn. Boys should have one white or light blue collared shirt to wear with a tie on Mass days. Girls may wear light make-up (defined at the beginning of the school year).

Consequences

Because the dress code is clear, well-defined, and given with ample advanced notice, failure to appear in regulation dress can result in a note home and disciplinary action on the first offense. A student is expected to correct a dress code violation on the spot if possible: shirt tucked in, non-code earrings and jewelry removed, non-code sweaters or sweatshirts removed.

In grades K-2, parents will be notified through notes home to inform parents of anything that needs to be corrected. Follow-up phone calls for repeated violations will be made.

In grades 3 through 8, dress code violation slips for uniform code infractions will be sent home to be signed by a parent and returned. Follow-up phone calls for chronic, repeated violations may be made. Three dress code violations in a quarter results in non-participation in an upcoming casual dress day. For continued or extreme dress code violations, parents may be called to bring correct clothing items to school and/or to attend a conference with the principal.

Conclusion

If in doubt, parents should check with the office before buying an item of clothing in question. Parents are responsible for seeing that their children are dressed according to code. We ask your cooperation in fairness to all. Please do not put the school in the awkward position of telling you that a child can't wear a certain item that you have already purchased because it doesn't fit the code. The decision of the principal is final. **If there is an extenuating situation that prohibits a child from being in uniform, the parent or guardian should send a note of explanation to school with the child. SJA understands that emergencies can arise.**

Schoolbelles supplies everything that is listed in our dress code. Books are available each spring from which parents can order. Schoolbelles can accept toll-free phone ordering, and maintain a website. There is a Schoolbelles' store in North Canton on the corner of No. Main and Applegrove. Some items are also available at certain department stores. If you do not shop at Schoolbelles, please be sure that you purchase items that look like those items and that you choose the correct colors. Gym clothes and uniform sweatshirts can all be purchased through the school office. **Please label everything!**

TECHNOLOGY

The use of technology is an asset to the school curriculum. Its use must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools. The school makes every attempt to secure the system for safe student use. Firewall software is installed on the system to block undesirable sites. Search engines are used only with restrictions and under adult supervision. Using school facilities for internet and e-mail is a privilege, not a right. Inappropriate use includes, but is not limited to, attempts to log on to the system administration site, unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the internet, or any agencies or networks connected to the internet. Students are to immediately notify the technology coordinator or a teacher if they suspect that a security problem within the system or the internet exists or if they inadvertently ended up in an inappropriate site. Messages to other shall be polite and not abusive, with appropriate language. There shall be no links from the school home page to a student's personal home page.

Home Internet/ Website Use

The internet has expanded the availability of knowledge and communication and has had a very positive impact on society. There can be a down side, in that some of the internet sites available are not appropriate for children. Many of our students have

access to e-mail and instant messenger capabilities. E-mail and instant messenger and chat rooms can become very hurtful and public forums for damaging the feelings and reputation of others. While the monitoring of a student's home use of the internet is the responsibility of the parents, there are times when the results of home usage materially disrupts class work or involves substantial disorder and negatively impacts the teaching/learning process.. The school will use the normal disciplinary procedures to deal with such situations. If the school becomes aware of criminal activity, the administration will report such activity to the appropriate authorities.

STUDENT USE OF THE INTERNET: EDUCATIONAL USE POLICY Diocese of Youngstown

Students using the internet will abide by the Internet Acceptable Use Policy:

Student use of the Internet on school computer hardware, on school premises, or through school obtained accounts, both on-site and through remote connections, is governed by the policies of the Board of Catholic Education, the procedures of the Administrators' Handbook of the Diocese of Youngstown, and this Handbook.

- Where applicable, student use of Internet accounts is governed by the Account Policies and Procedure of the DA-site providers.
- Student use of the Internet is also governed by principles of ethical use and current law governing copyrighted materials, etc. Each user is responsible for all material sent and received under their user account.
- The use of Internet accounts is a privilege and may be revoked by the principal, internet coordinator, teacher, or internet provider at any time for violations of these policies.
- All telecommunications access on school computers is limited to school-obtained accounts and is restricted to educational business and school related projects. (Personal accounts on commercial services or other internet providers may not be used in school.) Student use must be supervised by the teacher, internet coordinator or network administrator.
- An internet use consent form must be signed by the student, parent, and sponsoring teacher before a student account is established. This form must be kept on file and renewed annually.
- Computers, including all information, programs, software, and use privileges belong solely to the school and are subject to review and inspection at any time without suspicion or cause. The school reserves the right to inspect, copy, and/or delete all files and records on school computers or accessed through school accounts.
- Account holders are responsible to safeguard passwords and access protocols, and insure their account is protected from unauthorized access. Account holders will be held accountable for all activity logged on their account, regardless if they

were personally the user. All users are required to adhere to the following password controls:

1. Passwords shall be non-meaningful terms. Passwords should not be of a common nature such as last name, street name, etc.
2. Passwords should not be displayed, divulged, accessible or shared. If there is reason to believe that a password has become known, it should be changed immediately.
3. Passwords should never be written down, attached to the terminal, placed under the keyboard, or any other insecure place.
4. Account holders should notify the teacher aide or the teacher of the class if unauthorized access to their account is detected or suspected.

Student use of the Internet is governed by the student behavior code as included in this handbook. Inappropriate computer behavior/use includes, but is not limited to the following:

- Academic misconduct including the transmission of unauthorized academic information.
- Theft, including copyright infringement and unauthorized copying, and unauthorized use of another's password, account or files.
- Damage or Destruction of Property including the alteration of or deletion of files, and knowingly introducing viruses or otherwise disrupting others' use of the computer.
- Forgery including hacking into unauthorized computers, sites, or information databases.
- Attempting to access restricted computer nets or usergroups or databases.
- Failure to cooperate with agreement regulations, supervisors' directions, or school procedures for computer use.

Consequences of inappropriate computer use are stated in this handbook.

- In general, penalties for minor infractions are determined by the teacher, internet coordinator and/or network administrator, e.g. loss of computer privileges for a period of time. Students receiving the loss of privileges will have their password changed during the penalty time. Teachers may request reinstatement of privileges for a student only for the purpose of completing a required assignment. A student reinstated under this provision must be supervised at all times.
- For major infractions, or at the discretion of the principal in discussion with the teacher, student computer privileges may be revoked for the remainder of the academic year. Suspension and/or expulsion may result according to the procedures in the Administrators' Handbook
- Notification of parents of a student's inappropriate computer use may be made at any time.

STATEMENT REGARDING ALCOHOL/ DRUG USE

Diocese of Youngstown

St. Joan of Arc School recognizes that the problem of drug and alcohol abuse does not respect any group or age, and that the dependency stage of alcohol and drug abuse constitutes a treatable illness. It is further recognized that health and social problems of youth are primarily the responsibility of the family and that parents have the primary responsibility for assisting their children with such problems.

As educators in the church, we, in an effort to provide a drug-free environment, call ourselves to charity and compassion for those in need while at the same time ensuring a safe and productive environment conducive to learning. Alcohol and other drug-related activity endangers the ability to learn and teach; disrupts classrooms; threatens safety; contributes to a climate of fear and disregard for authority; and may put non-users at risk of becoming involved (inadvertently) in illegal acts.

It is forbidden for any student to manufacture, distribute, dispense, possess, use, or be under the influence of, in the school setting, any alcoholic substance, any intoxicating or auditory, visual, or mental altering chemical or substance, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by federal or Ohio law, or any counterfeit of such drug or substance; all being collectively referred to as drugs.

School setting includes any school building or any school premises up to a thousand feet away (Ohio Law); any vehicle used to transport students to and from school and school activities off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event where students are under the jurisdiction of the school. In the event school officials believe that a student is under the influence of an illegal substance, parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials.

Students who violate this policy will be subject to disciplinary procedures which may result in suspension or expulsion from school. While each student is expected to comply with the school's standards for performance, school authorities may hold penalties in abeyance if students and their parents demonstrate willingness to seek appropriate assistance and if acceptable progress and satisfactory performance is observed. Where violations of the law are involved, law enforcement agencies will be notified.

St. Joan of Arc School will promote, enhance, and maintain a drug-free school through a systematic program of coordinated student assistance services, prevention through instruction, intervention, administrative (enforcement) procedures and recovery support.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

Diocese of Youngstown

Purpose

St. Joan of Arc School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. Joan of Arc School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual Harassment defined:

For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds; continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all the following:

- verbal warning/reprimand and apology to the victim,
- a parent/student/principal conference,
- written warning/reprimand & parent notification, entered in the student's file,

- detention or removal from selected school activities and/or extracurricular activities,
- behavior/probation contracts, possibly requiring professional intervention,
- suspension,
- expulsion.

Sexual Violence

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident (O.R.C. 2151.421). The Department of Human Services and the police will be contacted immediately if there is any “reason to believe” (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Office of Catholic Schools will be contacted immediately in this situation.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender’s sexual gratification; or is the victim of sex offenses under Ohio law, including gross sexual imposition, sexual battery, rape, importuning, voyeurism, public indecency, or felonious sexual penetration. In these cases, the Department of Human Services will be contacted immediately or police if warranted.

STATEMENT ON WEAPONS AND FIREARMS

Diocese of Youngstown

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person’s control, convey or attempt to convey a deadly weapon or dangerous ordnance onto these premises. O.R.C. SEC. 2923.1212. A valid concealed carry permit does not authorize the licensee to carry a weapon onto these premises.

A “weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy.

Dangerous objects include, but are not limited to, clubs, brass knuckles, knives, butterfly knives, stun guns, and billy clubs, firecrackers or other explosive devices that would bring potential harm to people or property...

Possession includes bringing a weapon onto school property, to school-sponsored events either on or off school property, storing a weapon in one's locker or other area of the school property, or having a weapon on one's person.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator will immediately contact the police department and the Diocesan Office before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

Disciplinary action may include immediate in or out-of-school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, exclusion from extracurricular activities, and any other conditions deemed appropriate by the administration of the school.

STATEMENT REGARDING YOUTH GANGS AND GANG-RELATED BEHAVIOR

Diocese of Youngstown

Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school-sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, - initiation, - a manner of grooming, hair style, and/or wearing clothing, jewelry, head covering, or accessories which, by virtue of color, arrangement, trademark, or other attribute denotes membership in a gang, - displaying gang markings or slogans on school or personal property or clothing, - having gang tattoos, - possessing literature that indicates gang membership, - fighting, assault, hazing, - extortion, - establishing turf, - use of hand signals, gang vocabulary, and nicknames, - possession of beepers or cellular phones, - possession of weapons or explosive materials, - possession of alcohol, drugs, drug paraphernalia, - attendance at functions sponsored by a gang or known gang members, - exhibiting behavior fitting police profiles of gang-related drug dealing, - being arrested or stopped by police with a known gang member, - selling or distributing drugs for a

known gang member, - helping a known gang member commit a crime, - or any other action directly resulting from membership or interest in a gang.

Consequences

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs is involved.
6. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
7. Students may be suspended and/or expelled as already outlined in the school discipline policies.
8. Parents/students will be held liable and financially responsible for all forms of vandalism.

Jurisdiction

Realizing that gang activity is a community concern, communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang-related incidents occurring outside the school or off parish/school property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

FINANCIAL POLICY

TUITION

Since the inception of tuition at St. Joan of Arc School, parish families have paid a “fair share” based on what it costs to educate a child and the amount the family can afford to pay. Guidelines have been set by the Diocese of Youngstown and the parish, and it has

worked admirably in accord with Gospel values, Everyone is not endowed with the same financial resources; some families can afford to pay as much or more and some can afford to pay less than the per pupil cost. The fair share concept is effective because each family pays according to the gifts God has given them. Guidelines to help families arrive at a fair and equitable tuition are given each spring with the tuition and registration agreement. It is expected that each family prayerfully considers and gives accordingly. This policy is in effect for students in Kindergarten through 8th grade.

TUITION POLICY

1. Three options for families who are parishioners are presented on the annual tuition agreement to facilitate the determination of fair share tuition. Families choosing Option C are required to file an annual Private School Aide Service Form by a specified date to provide an objective piece of information used for determining the tuition paid. Options A or B tuition amounts will automatically be accepted. Tuition for option C families will be negotiated between the parents/guardians and the principal and/or pastor until a fair share commitment is made.
2. According to diocesan policy, for families who are parishioners of a parish that does not have a school, the per pupil cost (minus administrative cost reimbursement, student fees, and fund-raiser profit average) is charged to the parish. It is up to the parents to talk with the pastor of that parish to arrange tuition amount and payment to that parish.
3. Non-Catholic students and Catholic students from a parish with a parish school are charged a set amount to be determined each year based on the above formula.
4. Families with students from Parishes without a Catholic school notify the pastors of their home parish. Generally, families can expect to pay the same tuition rates as a St. Joan of Arc parishioner. Tuition assistance needed for tuition should be discussed with the home parish pastor. It is expected that families from Parishes without a Catholic school participate in school fundraising. Payment of the family tuition responsibility will be made either to St. Joan of Arc School or to the Parish without the School, depending on parish practice.
5. A tuition and registration contract must be signed by the parents/ guardians and accepted by the pastor and/or principal before a child is officially placed on the class list for the new school year. There is a contract form for all school families regardless of the tuition structure that they are on.
6. Payments of Ten (10) or Twelve (12) even monthly installments beginning August 1st and concluding on May 1st (or July 1st and concluding on June 1st) may be

made. Families can also choose to pay the cost up front in August. **Any other payment plan must be noted in writing on the tuition and registration agreement form and approved by the principal.** Information about an optional electronic fund transfer choice for paying tuition will be provided to families.

7. The signed tuition and registration agreement is a contractual agreement between family and the school. By signing the agreement, a parent promises to follow all policies and procedures of St. Joan of Arc Parish School as outlined in the handbook.
8. It is understood that a parent's obligation to pay the charges for tuition, student fee, and other school fees for the full academic year is unconditional and that no portion of such charges so paid or outstanding will be refunded or canceled notwithstanding the subsequent absence, withdrawal, or dismissal from St. Joan of arc School of the student. It is understood that enrollment may be canceled in writing, without penalty (except the registration fee) prior to August 1st. If enrollment is canceled after August 1st, parents or guardians financially responsible for the student are obligated to pay the full tuition, student fee, and any other fee incurred for services for the full academic year. In extreme circumstances, the school *may*, in its sole discretion, adjust the parent's or guardian's liability for tuition and fees for the full academic year.

STUDENT FEES

A nonrefundable educational student fee will be charged to each student to partially cover the cost of textbooks, miscellaneous instructional materials, diocesan fees, and technology. The amount is determined annually. This fee is payable by September 1st of each year. Monthly payments may be made as specified on the annual tuition agreement.

Other fees as needed will be charged to families. They include, but are not limited to, band, field trips, 2:45 Club, and athletic participation fees. A one-time registration fee is due with the family's initial child registration.

FUND-RAISER SUPPORT

Tuition, fees, and parish support do not cover the entire cost of a child's education at St. Joan of Arc Parish School. Budget dollars must include fund-raising income. There are a variety of fund-raisers that occur throughout the year that support the school's operational budget.

In addition, dollars raised by Home and School and Booster Club enhance the school program in ways that stretch beyond the capacity of the operational school budget.

We expect family support for fund-raisers, but it is not expected that each family participate in every fund-raiser equally. We do ask parents to choose the fund-raisers that best fit their family's capabilities. Fund-raisers enable families to keep tuition costs more affordable. As much as possible, fund-raisers will be chosen that enable the fund-raiser dollars to come from sources outside of school families.

A fall cash raffle fund-raiser is held as one of the major school operational budget fund-raisers. Families are required to sell a minimum of \$100.00 worth of raffle tickets for this event or choose a different alternative found on the family tuition agreement.

Any program of fund-raising at the school must have the approval of the administration. Fund-raising activities are to be conducted in such a way as the school program is not interrupted, as required by the Diocese of Youngstown. Students may participate in and cooperate with worthy collections and fund-raisers projects conducted by the school or parish.

DELINQUENT TUITION AND FEES

Prompt payment of all tuition and fees is important for the health of the school budget. Parents experiencing any difficulty making tuition or fee payments should contact the principal at once. Every effort will be made to work with parents; however, the school needs to be informed of and understand the situation in order to help. All information will be held in strict confidence. While cases of non-payment will be handled on an individual basis, the following guidelines are in effect:

1. Report cards will be held each quarter for any student whose family is not current with tuition and fees until payment is made or acceptable arrangements have been made. Parents may be asked to fill out a revision form for payment intentions.
2. "Fees" are defined as student fees, outstanding library book returns or fines, 2:45 Club or Summer Program fees, textbook charges for lost or damaged texts, band fees, outstanding athletic equipment, athletic participation fees, fees owed for property damage, fund-raiser money, NSF checks, and other outstanding fees.
3. If a tuition or fee balance remains at the end of the academic year, report cards, diplomas (if applicable), and student records for those moving out of the school will be held. If satisfactory payment arrangements are not made for the unpaid balance, the children will not be permitted to return to St. Joan of Arc Parish School for the following school year.
4. Failure to meet financial obligations is a breach of the material condition of the contract between the school and family. Records (except for the health record

and testing results obtained through state or federal funds) will not be sent to the new school until all financial obligations are satisfied. If all efforts to work with the family in tuition and fee collection are unsuccessful, the school may explore legal action or turn the account over to a collection agency.

5. A fee of \$25.00 will be charged for any check returned for non-sufficient funds. After a second NSF check is returned, a family may be asked to pay in cash or by certified check or money order.
6. Post-dated checks written to the school are done so at your own risk.

TUITION ASSISTANCE

St. Joan of Arc Parish School offers “fair share” tuition for families that are parishioners. This has been St. Joan of Arc’s tuition policy from the time it was necessary to begin charging tuition so that it would be affordable to send a child to SJA. Families not able to pay the established tuition baseline must complete the PSAS form in the spring of the year to assist in the fair determination of a tuition amount.

A tuition assistance fund exists from donations made by parishioners. This fund is used to assist parish families who are not able to pay the established tuition baseline or meet their contractual pledge due to unexpected situations in their family finances.

The Youngstown Diocese Scholarship Fund in honor of Mary Ellen Cushwa Wolsonovich is open for annual application by all families whose children attend a Diocese of Youngstown school, regardless if the family is Catholic or non-Catholic. These scholarships are based on financial need. Application information will be made available to parents in the school newsletter. Funds from the program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

TUITION REDUCTION PROGRAMS

Over the years, St. Joan of Arc School administration and the Consultative Council have worked to find ways to help keep SJA affordable for parents while continuing to deal with the rising costs associated with operating a quality school. There are several programs in effect that parents can utilize. These programs can also be used by prospective SJA families before their child is enrolled in SJA to bank tuition credits. Specific opportunities and details are published each year, with information in the school office.

GUIDELINES AND IMPLEMENTATIONS

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that may arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Youngstown, or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Changes may be communicated in a separate communication or as a part of the regular school newsletter. Any section heading in this handbook is for convenience of use and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and that they agree to abide by this handbook. Signing the annual enrollment/ tuition agreement indicates that the family intends to abide by all provisions in this handbook. Failure to have a signed form on file will not prevent the school from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing to enroll) in the school.

APPENDIX

CRISIS PLAN INFORMATION FOR PARENTS

St. Joan of Arc Parish School has a full Crisis Management Plan in place that is reviewed and updated on a regular basis. It defines the line of decision-making in the event of a crisis as well as procedures that will be used in case of an emergency. While procedures for many kinds of crises are listed in the plan, each situation is unique and will be handled in accord with the circumstances that are presented. Regular updates with the local public school district, the Office of Catholic Schools, and county safety and emergency officials are made to insure that our plan remains viable. In an emergency, the above offices will be notified and consulted as needed.

Our first concern in an emergency will be to secure the safety of the students. Communication to parents will take place as soon as possible. **Any message that the school needs to get to parents will be broadcast on WHBC 1480 AM and 94.1 FM.** Unless the situation prohibits it, parents will then be called to pick up their children or be given other specific information. Room parents may be enlisted to assist with calling parents. **If possible, the school will also attempt to get the message on channels 3, 5, and 8. If circumstances allow, a message will be posted on our website under the “Safety Plan” section.** Parents are asked not to phone the school if at all possible to avoid tying up the phone lines.

If called to pick up their children at school or at another location, parents will be asked to park their cars and enter the building. If at SJA, parents should enter by the breezeway door. Each teacher will have a sign-out list for parents or the designated adult who is making the pick-up. If parents send someone other than themselves to pick-up their child, that person’s name must be on the emergency medical form. **It is the responsibility of the parent to keep emergency information up-to-date in the school office to insure accuracy in an emergency.**

Evacuation procedures, should a situation warrant one, are detailed in the crisis plan. Parents are advised to stay tuned to the radio as above for directions and information. Depending on the nature of the emergency, we will evacuate to:

1. A particular section of the school building
2. The church
3. Central Catholic High School
4. If the emergency is such that we are advised to leave the area, we have arranged with Perry Local Schools for transportation to take us to St. Michael’s. **If circumstances permit, we will have the busses pick us up directly at school.** Otherwise, we have made plans to walk to Perry Christian Preschool and have the

busses pick us up there to take us to St. Michael's. Parents will most likely be notified to pick up their children from that site.

If an emergency situation arises in which it is advised by safety officials and the Stark County Emergency Preparedness Office for students to remain in the school building, all safety precautions possible will be taken for a **Shelter in Place - Lock Down:**

1. All building entrances will be locked.
2. Building ventilation systems will be disabled as possible and needed.
3. All exterior windows will be locked and curtains/ blinds may be closed.
4. Children will be confined to classrooms unless the situation warrants otherwise.
5. School personnel not otherwise occupied with a group of students will report immediately to the school office for assignment.

IF possible, parents will be notified as above. Parents should always turn to WHBC 1480 Am or 94.1 FM as the official area disaster information source. **IF emergency officials are advising parents to not be on the roads or attempt to pick up their children at school, we would advise parents to comply and to follow directions being given on radio and TV.** However, if a parent does come to school to pick up their children during such a situation, they are asked to park their car and go to the breezeway door (DOOR #1). An adult will be monitoring that door. A parent may be asked to show a driver's license before being admitted. If the situation is such in which the breezeway door is not the best point of entry, a sign will be posted indicating an alternative entry. Once admitted, the parent should follow directions about signing out their children. School personnel will retrieve students from classrooms and escort them to the designated parent area. Adults and children will exit through the designated door.

In the event that a state of **Red Alert** is declared, school will remain on as normal a schedule as circumstances allow and will remain in session unless directed otherwise by emergency personnel.

Staff and students are inserviced in emergency preparedness procedures each year and appropriate drills are conducted.

ST. JOAN OF ARC SCHOOL VOLUNTEER HANDBOOK

Welcome

Thank you for volunteering! A main strength of SJA is the involvement of many people willing to share their time and talents with the school. Catholic education and formation are the responsibilities of all members of a school community, not just paid staff. Volunteers can make the difference by enabling SJA to offer a wide variety of educational and extra-curricular programs. They help to stretch our resources- both

“people” and “financial”. And the ones who benefit are the children! SJA has as one of its goals to make the best possible use of volunteer services. Your involvement is desired, needed, and greatly appreciated.

This handbook is intended to insure that volunteers have a good experience in our school. The following information will hopefully make you feel comfortable in your volunteer position at SJA.

Jesus gave totally of himself. Prayer to Him will help to insure that the ministry of Catholic education continues to make a profound difference in the lives of young people through the efforts of the adult community members, paid or volunteer. Thanks for the gift of yourself to SJA.

Philosophy

Our school mission and belief statements define who we are as a school. Please review the philosophy that is printed in the parent/student handbook.

Application Policies

The school makes known the many ways people can volunteer through a volunteer letter sent to parents at the beginning of the school year, and through the school newsletters.

The following information **may** be necessary, depending on the volunteer capacity. This information is intended to protect the safety of the students and to satisfy diocesan policies on volunteers:

1. Address and phone number (if not a school family member)
2. Religious affiliation
3. Names and addresses of three people who can provide a personal reference
4. Age (In some cases, a volunteer must be 18 years or older; drivers must be 24 years or older to comply with insurance requirements)
5. Information needed to comply with the Diocese of Youngstown Child Protection Policy, including a fingerprint check **if** a volunteer comes into regular contact with students

Volunteer Activities

Some of the volunteer activities at SJA are listed below. If specific training or information is required for a volunteer to do a job, it will be provided by the school either through inservice meetings, written job descriptions, or verbal instructions by the appropriate staff member.

Lunch Room Volunteer: assist the staff to serve lunch and supervise the lunch room activities

Classroom Aide: under their direction, assist the teachers through clerical work and small group or one-on-one activities planned by the teacher to support the students.

Library or Computer Aide: assist in the library and computer lab as needed

Office Aide: work under the direction of office personnel in clerical work including lunch money tabulation, fund-raising activities, and other needed tasks

Room Parent: assist the classroom teachers with parties and with other special class projects (Special Home and School orientation)

Coach/ Advisor: work with students in an extra-curricular setting (see coaches' handbook)

Resource Person: Many people have different skills or talents to share. Areas include but are not limited to, gardening, sewing, carpentry, painting, advertising/design, drawing, and other artistic abilities, calligraphy, dancing, a language, or a special career skill. Resource people can be guest speakers, work with a small group of children, or teach a "minicourse".

Social Concerns: help plan and carry out outreach projects to get the students involved in service

There are also lots of ways that volunteers can help after school hours and in their homes. Home and School, the Booster Club, and the Consultative Council are a few ways to volunteer "after hours." Home and School and the Booster Club will keep parents informed of the many ways they can assist these organizations through newsletters, meetings, and personal contact. Participation in fund-raisers, clerical and other work done at home, school maintenance projects after hours, and prayer for the school are also vital ways to lend a hand.

Volunteer Rights

You are a valued member of our school community. You have the right to be treated with the respect due any staff member, whether paid or not. You have the right to worship with us. You have the right to the tools and information necessary to perform the tasks you were assigned. You have the right to ask questions.

Volunteer Duties

If working at school, volunteers are asked to arrive on time or report any delays or absences to the school office or the person in charge. So that the office is aware of who is in the building at all times, a volunteer staying for any length of time is asked to sign in and out of the office. (Due to the distance from the office, volunteers in the preschool, library, or computer lab may sign in at those locations.) You are asked to wear a button signaling that you are an approved adult in the building. All visitors are required to report to the school office upon arrival. If your volunteer activity brings you to school BRIEFLY (as a field trip chaperone for example), please stop in the office so that we are aware of your presence. The volunteer must respect and support school rules. Volunteers should ask for instructions or assistance as needed. If the volunteer activity

requires the use of the school building after school hours, keys can be obtained through the school or parish center offices.

You are asked to keep to your scheduled times, unless other arrangements have been made. It takes time for a teacher or staff member to plan to use you effectively. If you come in unexpectedly, the teacher or staff member may not be able to stop what he or she is doing to plan for your best use. Please let the office know if you are unable to keep a scheduled time.

Discipline Code

The school discipline code appears in its entirety in the parent/student handbook. You may remind students about school rules. If more than a friendly verbal reminder is needed, or if a student is disrespectful to you, please consult with the staff member for whom you are working. We ask that you leave the discipline in a situation up to a paid staff member. Please let the teacher or the immediate adult know of a situation or concern and allow her or him to handle it. Please do not allow a child to leave the room without teacher or supervisor permission.

Field Trips

When a person volunteers to drive on a field trip, he or she must have a completed, current form in the school office stating his/her insurance liability. Each driver will be given directions to the site as needed and procedures for student behavior in the car. Drivers are not to deviate from the planned trip itinerary. Please do not hesitate to insist that the students talk quietly in your car so that you are able to concentrate on driving. Inform the teacher of any problems not quickly resolved by a reminder from you.

The following conditions must apply for volunteer drivers:

- Drivers must be at least 21 years of age or older.
- The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- The vehicle must have a valid registration.
- The vehicle must be insured for a minimum limit of \$100,000 per person/\$300,000 per occurrence. The vehicle's owner's insurance must be primary; the diocesan insurance is secondary. The driver must complete a Volunteer Driver Information Form and provide a copy of proof of insurance which will be kept on file. (Insurance follows the car.)
- No driver may take more children than the number of seatbelts in a car.

When chaperoning a trip, remember that all school rules are in effect, unless the principal or teacher has explicitly stated otherwise. Chaperones are to stay with their assigned groups. If your child is on the field trip, he or she cannot be treated differently

than any other child. We hope that you enjoy the outing, but we are grateful for your remembering that your first responsibility is the safety of all students. While we are aware that your preschool children may enjoy the field trip you would like to chaperone, preschool children (or older ones as well), are not permitted to attend the field trip with their parents. This rule is motivated by safety and liability.

Emergency Procedures

State law requires that everyone evacuate a building when the fire alarm rings, even if it is a drill. If you are in the building during such a time, please leave the building as quickly as possible. This adds another dimension to the importance of signing in and out in the office, so that we can keep track of the volunteers that might be here in an emergency situation.

Child Protection Policy

Any volunteer who comes into regular contact with students is bound by the Diocese of Youngstown Child Protection, revised May, 2008. Each volunteer will be given a copy of the policy. If applicable, the volunteer must also sign a questionnaire and statement regarding child abuse, plus be required to be fingerprinted. The fee will be paid by the school. The safety of children was the motivator behind this diocesan policy.

State law also requires that suspicions of child abuse be reported. Please inform the principal of any suspicions of abuse.

Loyalty to Church and School

When you volunteer at our school, you are a representative of the church and school. You are asked to support the directions given by the staff and administration. If you disagree with a school policy, the principal will be happy to hear your concerns and discuss them with you. Since you are serving in a Catholic School, you are expected to support the teachings of the Catholic Church and to live in a manner consistent with them.

Confidentiality

In the course of your volunteer work at our school, you may learn confidential information about students or faculty members. **You are expected to keep this information confidential in any setting inside or outside the school**, just as you would wish you or your child's privacy rights respected. Rumors and gossip and negativity are damaging to individuals and to the overall reputation of the school. However, any information which, if shared with parents and/or administrators may save someone from harm must be shared (i.e. a child confides a desire to commit suicide). The principal is always glad to discuss any concern with you. Any information about a child's behavior or academic situation should be communicated to parents by the classroom teacher or principal. That is the fairest, most ethical way for the child and

family. It is also recommended that volunteers be conscious of “fairness” issues if they serve in any capacity that brings them into contact with their own children.

Supervision of Volunteers

The principal is responsible for the total school operation; thus, the principal supervises all who serve in any capacity in the school. A volunteer may be more directly responsible to a teacher, staff member, or other volunteer with whom he or she is working.

School’s Right to Amend

The school reserves the right to amend this handbook at any time. Volunteers will be notified of changes through the school newsletter or other written communication.

Volunteer Commitment

By accepting a volunteer service position at St. Joan of Arc School, a volunteer demonstrates his/her willingness to be bound by the principles, policies, and procedures contained in this handbook.

ST. JOAN OF ARC

Patroness



St. Joan of Arc, the patroness of our school, was a young woman who lived in the early 1400's. Listening carefully to God's call to her, a gentle young girl from a poor family in France became a leader in her country during a time of war and turmoil. Joan's background and life model for our students that all have the potential for faith, leadership, service, good example, courage, and commitment that can make a positive difference in our world.

The spirit of St. Joan of Arc is embedded in our mission statement which says that St. Joan of Arc Parish School "...promotes and lives Gospel values, fosters respect for self and others..." One of our belief statements is, "We believe Christian service empowers students to a commitment to a stewardship way of life motivated by compassion and understanding of all people."

We invoke the intercession of St. Joan of Arc as we strive to faithfully carry out our school's mission.

Prayer

***O, God, I pray that you will be my shield
As I fight against ignorance, cruelty, and injustice.
Through your unending love,
I pray that you will deliver me from my enemies,
And that you will grant me goodness and steadfastness,
So I might lead others to do your will
And glorify your name,
Through the power of Christ, our Lord, Amen.***

- Contemporary Prayer

St. Joan of Arc School Family Handbook

2009 Addendums

to the August, 2008 Handbook

Revised 8/09

Interim Reports and **Report Cards** (pg. 17) *addition*

The school uses the Diocese of Youngstown report card. Both the report card and interim report are generated electronically. The school uses a company, Option C, to provide this capability. In addition to the standard reporting, new this school year for parents will be the ability to check student grade progress online throughout the quarter. Information about this capability will be communicated to you.

Standardized Testing (pg. 18) *change*

Grade 8 students will now take the Iowa Tests of Basic Skills in October to replace the off-grade proficiency Reading, Math, Social Studies, and Science Tests.

Students in grades 3, 5, and 8 will continue to take a writing competency test in the spring.

Providing for Individual Differences (pg.20) *addition*

Students with disabilities are expected to follow the school's policies *unless otherwise specified in the Individual Service Plan.*

Athletics (pg. 26) *clarification of policy already in place*

Coaches are bound by the Diocese of Youngstown Child protection Policy, rules, and all Ohio High School Athletic Association expectations.

Medical/ Dental Appointments (pg. 34) and **Perfect Attendance** (pg. 35) *record-keeping change*

All medical and dental appointments are excused absences and tardies. Our practice is not to count these against perfect attendance. While that practice will continue, all tardies and absences, regardless of the reason, will be recorded on report cards. These have always been recorded on the master school absence and tardy list; they will also be recorded on report cards so the records match.

Emergency Closing (pg. 35) *change in Ohio Law*

Calamity/ bad weather days permitted before make-up is required has been changed from five days to three days by Ohio law. We will notify you about any necessary make-up days as soon as possible. Our school calendar lists days that may be used for that purpose.

Personal Belongings and Lost and Found (pg. 38) *clarification*

We realize that there is a "cell phone revolution" in our world. Many parents are choosing to provide a cell phone to their child for safety reasons. But it is for safety reasons that we do not allow cell phones at school from the very beginning of the school day until the child officially leaves the school at dismissal from the property. We try very hard to keep account of all of the comings and goings of our students here. Thus, we cannot have them making phone calls without our knowledge and changing plans unbeknown to us. Policies of the different bus districts on this matter must also be followed.

Recognizing parent concern for safety outside of the school day and premises, a parent may certainly allow a child to pack a cell phone in the book bag. However, it is to be turned off and kept in the book bag the entire day.

The only electronic device permitted during the school day is a separate calculator fitting the specifications of the teacher. Ipods, cd players, game boys, and the list grows longer by the day..... are not permitted. Again, they can be stored in the book bag with parental permission if needed for after hours use, but they should not be seen or used at any time during school. On the first

offence, the item will be taken for the remainder of the day and returned to the student at the end of the day. For other subsequent offences, the parent will be asked to pick the item up from school. The school is not responsible for the safety of these items.

Student Code of Conduct Conclusion (pg. 54) addition

The administrator reserves the right to waive and/or deviate from any or all disciplinary regulations for just cause at his or her discretion.

Dress Code (pg. 57) addition

Students may not wear walking shorts to school from November 1st through March 31st. On gym days from November 1st through March 31st, gym red sweats must be worn. If a child prefers to wear shorts for gym class, the shorts may be worn underneath the sweats, and the sweats removed just for gym class.

Appendix: Crisis Plan Information for Parents (pg, 75) addition – This has also been added to the school website.

Health Emergency

In the event of a **health emergency** such as a flu pandemic, the school principal and nurse will work with the Stark County Health Department to coordinate with their pandemic plans and procedures. The school will follow the directions of the Stark County Health Department, which networks with the national agencies for disease control. Information will regularly be communicated to parents via newsletter and website, and if needed, media vehicles used for other calamities will be activated.

How parents can help:

1. Teach your children to wash their hands often with soap and water (sing Happy Birthday to self 2 times) or use a sanitizer gel.
2. Teach your children not to share personal items like drinks, food, unwashed utensils.
3. When coughing or sneezing, children should learn to cover their mouths with a tissue or an elbow; never an uncovered hand.
4. Know flu symptoms: Fever (100 degrees F or higher, cough, sore throat. A runny or stuffy nose, body aches, headaches, and feeling very tired. Some people also vomit or have diarrhea.
5. Keep sick children at home for at least 24 hours *after* they no longer have a fever (without the use of fever-reducing drugs).
6. Do not send children to school who are sick.

**Don't forget our website, www.sjacanton.org!
There is much information there at your fingertips!**

St. Joan of Arc School Family Handbook

2010 Addendums to the August, 2008 Handbook

Revised 8/10

Re-Registration (pg. 5) *addition*

The school reserves the right to refuse admission or readmission, to suspend or to expel any student who does not cooperate with the policies established in this Handbook. Policies in this handbook apply to after school hours as well. If any student refuses to follow these policies, then he or she places his or her privilege to attend this school in jeopardy. If any parent refuses to support or follow these policies, the parent places his or her child/children's privilege of attending this school in jeopardy. (per DOY)

Family Custodial Information (pg. 40-42) *(addition and emphasis)*

It is state law (ORC 3313.672) that we have a certified copy of the court order in our files as opposed to the front and last page of the custodial agreement. This order must include the first page with the identifying information on it, all the pages in between, and the last page with the official signature and stamp which says: "This is a true document" and the embossed seal. This procedure is for your protection and ours. If there is information you do not want known (i.e. financial), free free to blacken it out or to use whiteout to eliminate the information. Thank you for your cooperation. If you have a change to the document, we must have a certified copy of the changes in our file or we will abide by the copy that we already have. Please understand the importance of having current, accurate copies on file in our school. No documents mean that both parents have equal rights.

Nutritional Lunches (pg. 36) *(addition)*

With the increased attention to the importance of good nutrition to support optimal learning, our cafeteria staff continues to evaluate and offer lunches that meet these standards. Since we are a national lunch program, we have the obligation to follow all regulations regarding national nutrition standards. One requirement is that milk be served with the lunch. (Please see the Milk Substitution Policy below.)

As always, parents have the right to choose to use our lunch program or send a packed lunch from home. We do offer snacks and beverages for individual purchase, and attention is given to providing healthy choices. We ask that pop not be sent as a lunch beverage.

Substitution for Milk in the National School Lunch Program (pg. 36) *(addition)*

According to the policies for schools that participate in the National School Lunch Program, milk is the beverage that must be supplied with the meal. For any other beverage to be substituted, the following are required: The school must have a note from a parent or medical authority on file to provide a milk substitution for children with a medical or special dietary need that is not considered a disability. In these cases, the substituted product must be of the same nutritional equivalency as fluid milk. The only milk substitute allowed under this rule are nondairy beverages that meet the established nutrient standards and lactose free milk. Water, juice, iced tea, and lemonade are not acceptable substitutions. For children with an extreme milk allergy that is considered a disability, a physician's note must be on file that indicates an acceptable substitution. Thus, unless these conditions are met we cannot make a substitution to the beverage that comes with the lunch. Of course, parents are free to have their child refuse the milk and send in their own beverage or purchase another beverage from the snack area.

Since food allergies can be life threatening, the risk of accidental exposure to foods can be reduced in the school setting if the school, student, parents, and physician work together to minimize risks and provide a safe educational environment for food-allergic students.

Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a **Food Allergy Action Plan**.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form. (available from the school nurse)
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - safe and unsafe foods
 - strategies for avoiding exposure to unsafe foods
 - symptoms of allergic reactions
 - how and when to tell an adult they may be having an allergy-related problem
 - how to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide **updated** emergency contact information.
- Work with the district transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.

Student's Responsibility

- Should not trade food with others.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should always **LOOK** at the food being served.
- Should not trade food or beverages with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

School's Responsibility

- Comply with federal, state, and district laws and policies as applicable in the administration and storage of medicine and supplies required by students.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- The school nurse will manage the individual school plan in conjunction with the principal. The plan will be monitored by the school nurse and any changes made to the plan will be the joint responsibility of the nurse, parents, and principal with input from the physician as needed.

- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Designate school personnel who are properly trained to administer medications in accordance with the State regulations.
- Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to
 - administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Assure the rights of students without allergies are respected to avoid reverse discrimination.

Adapted from: School Guidelines for Managing Students With Food Allergies

All families should have a copy of the 2008 Family Handbook as well as a copy of handbook addendums communicated last August 2009. You may contact the school office for another copy, or you can visit our website at www.sjacanton.org to find a copy of all of these online.