

# St. Joan of Arc School Family Handbook

## Addendums

to the August 2008 Handbook

Revised 8/15/11

### **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)

### **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, parents have the ability to check student grade progress online throughout the quarter. Information about this capability will be communicated to you at the beginning of the school year.

### **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*

Parents will be notified about any necessary calamity make-up days as soon as possible. The school calendar lists days that may be used for that purpose.

### **Two Hour Delays**

If St. Joan of Arc School is on a two hour delay, school will begin at 10:00 AM, with bus and car riders permitted entrance to the building at 9:45. Dismissal will be at the normal time.

- If the district that buses your child is on a two-hour delay, have your child out to the bus stop two hours after their normal bus pick-up time.
- If the district that buses your child is closed, it is the parent's responsibility/ decision to provide transportation to school that day for the 10:00 start. There will be no bus transportation home. We are required to record all absences, so an absence due to no busing will be recorded as excused. It will not count against perfect attendance.
- If the district that buses your child is fully open, they will pick up your child at the normal busing time.
- Given the challenges that we know parents face in this situation, we will open the doors at 8:00 AM for any child who, due to parents' work schedule, may need to be dropped off before 9:45 AM.
- Morning Preschool will be cancelled.

### **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.

### **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.

### **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.

### **St. Joan of Arc School Allergy Policy** **Adopted August, 2010 (pg. 43)** *(additional Health and Wellness Policy)*

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**

### **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 1<sup>st</sup> through March 31<sup>st</sup>. On gym days from November 1<sup>st</sup> through March 31<sup>st</sup>, gym red or black (plain) 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.

Starting on the first day of school, tennis shoes will **ONLY** be allowed to be worn on gym days. Dress shoes are to be worn on regular uniform days (days that are not gym days) and should be solid in color (brown, black, navy) and appropriate and sturdy enough to wear outside at recess.

On gym days, students are now permitted to wear plain **RED** or plain **BLACK** shorts or sweatpants. Plain shorts or sweatpants means that there should be **no** visible symbols, (example: Nike Swoosh or Adidas symbol) stripes or designs. SJA t-shirts that students receive while playing sports **are not** acceptable as a gym shirt. Gym shoes should be predominantly black or white (small colored trim is allowed). Remember that shorts must be at least three inches below the fingertips when arms are straight down at side.

The 7<sup>th</sup> and 8<sup>th</sup> graders have the privilege of wearing hoodies during the colder months. Please make sure that the hoodie is clean and looks presentable when the student is wearing it. If there is an event at school students may be asked to remove their hoodies, so all students should make sure that they have a proper uniform shirt on under their hoodie each day.

### **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.