

*Family Handbook*

2019-2020



Saint Joan of Arc  
CATHOLIC SCHOOL

*Believing in the **difference** faith makes.*

**Academic excellence | Responsibility to self | Service to others**

***498 E. Washington St.  
(440) 247-6530***

***Chagrin Falls, Ohio 44022  
[www.stjoanofarc.org/school](http://www.stjoanofarc.org/school)***



## FREQUENTLY ASKED QUESTIONS

### 1. Do I need to make an appointment to see my child's/children's Teacher?

*Yes. The teachers are available one half hour before school and one half hour after school. We do ask that if a parent wishes to speak to a teacher during this time, that an appointment is made.*

### 2. Is it possible to request that work be given to my child/children to work on while they are out of school on a vacation?

*No, as described on pages 3 & 6, teachers are not expected to make assignments for students who will miss school under these circumstances. It is difficult to make individual plans for a student for a long period of time.*

### 3. How long after an illness does my child/children have to turn in make-up work?

*In the case of a child's absence, the child will be given one day for each day he/she is absent to make up his/her work. A student should inquire with his/her teacher what he/she has missed upon returning to school. However, if a student is present on the day that a long term assignment is given, he/she is responsible for the work on the due date regardless of any absences in between.*

### 4. What is the proper procedure in the event of my child's absence?

*If you know in advance that your child will be absent from school (i.e. shadowing, vacation), please send a note in with your child to inform his/her teacher of the upcoming absence. If your child is absent due to an illness, be sure to contact the school office between 8:15 and 9:15 each day a child is ill and will be absent from school.*

### 5. How are tardies reported on the report card?

*If a student arrives after 8:25 AM, he/she is given an unexcused tardy. If the student is late due to a doctor's appointment, he/she should have a written doctor's excuse in order for the tardy to be considered excused. Please remember that both excused and unexcused tardies are represented on report cards.*

### 6. May I bring forgotten items to school for my child/children?

*As described on page 10, any parent needing to drop off forgotten items for their child (i.e. lunches, uniform, permission slips) may do so by leaving the item on the table in the foyer. Students are directed to check the table for forgotten items or we will make sure that they get them. Homework is the student's responsibility and, in an effort to strengthen that sense of responsibility, we ask that parents do not bring in forgotten homework; the student can bring it the next day.*

### 7. When may my child/children begin wearing "summer uniforms"?

*As described on page 9, summer uniforms may be worn on any day from the first day of school until October 1st. They may also be worn after May 1st until the last day of school.*

### 8. May I request a change in my child's/children mode of transportation over the phone?

*You may not request a change in transportation over the phone, by fax, or by email. In the case of an emergency, a parent, guardian, or parent representative must come to the office to sign the student/students out.*

### 9. May my child/children be picked up by another parent?

*Another parent may pick up your child if your child/children present a note in the morning stating that they will be going home with that parent. Students will also be allowed to go home with another parent if that parent's name appears on their Transportation Card. Please do not take a child home with you without prior proper parental permission.*

### 10. May I bring my child back after 4:00 PM. to pick up forgotten materials?

*No; please refer to page 10. School doors are locked at 4:00. PM School staff working in the building are not permitted to let you in. Please do not put anyone in a position of breaking school policy.*

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**Be it known to all who enter here that Christ is the reason for this school. He is the unseen but ever present Teacher in its classes. He is the Model of its faculty and the inspiration of its students.**

## **INTRODUCTION**

Welcome to our St. Joan of Arc School Community! The handbook provided is a guide for you to know the rules and regulations of our school. It is our hope that through these policies, we will maintain a learning environment conducive to the vision of St. Joan of Arc School.

### **Vision of St. Joan of Arc**

Our vision for St. Joan of Arc is to see an excellent Catholic school that provides outstanding opportunities for both educational and spiritual growth for all students reached in cooperation with parents and staff.

The education of our students will help them to respond to the intellectual, physical, social, cultural, moral and faith challenges of life in a technological and global society. Special emphasis is to be placed on the development of Christian principles, reverence for life, self-worth, leadership, cooperative problem-solving and service to those in need.

## **ST. JOAN OF ARC SCHOOL PHILOSOPHY**

Since Christian education is intended to make man's faith become living, conscious, and active through the light of instruction, St. Joan of Arc School becomes a unique setting within which this ideal can be realized in the lives of our parish children.

The parents are the first to communicate the faith to their children and to educate them.

St. Joan of Arc School concentrates on the formal education of each student. The school is concerned with the spiritual development of the student, the development of the intellectual powers which are the basis for the moral formation of a person, the social life which will enable her/him to work for the common good of the human and the Christian community, and the physical and emotional growth of each student as it relates to the developing and maturing of the whole person.

## **ST. JOAN OF ARC SCHOOL FACULTY AND STAFF 2019-2020**

Principal	Mr. Dan Mitchell
Pastoral Assoc.	Sister Ann Marie Kanusek, SND
Pastoral Assoc. /Rel Ed	Sister Judith Bucco, SND
Kindergarten	Mrs. Allison Coulson
Grade 1	Mrs. MaKaela Lapso
Grade 2	Mrs. Caitlin Bias
Grade 3	Miss Suzanne Dean
Primary Aide	Mrs. Mary Vincenti
Primary Aide	Mrs. Michelle Chiacchiari
Grade 4	Miss Christine Elliott
Grade 5	Mrs. Susan Bondra
Grade 6	Mrs. Gina Huber
Grade 7	Mrs. Nancy Ball
Grade 8	Mr. Joseph Nieves
Math Teacher	Mrs. Leslie Jo Rugerio
Computer Specialist	Mrs. Modic Urban
Media Specialist	Mrs. Angie Kajfasz
Band/String Program	Mr. Dan Anderson
Physical Education	Mrs. Claudia Lund
Music Teacher	
Art Teacher	Mrs. Pamela Rickard
Spanish Teacher	Mrs. Marxa Navez
School Secretary/Bookkeeper	Mrs. Barbara Aquila
Day Custodian	Mr. Warren Gilbert
Cafeteria Manager	Mrs. Christine Mahoney
Auxiliary Services Clerk	Mrs. Gina Huber
School Nurse	Ms. Carol Straniero
Health Aide	Mrs. Antonia Yap
School Psychologist	Mrs. Lisa Jackson
Learning Disabilities Tutor	Mrs. Jamie O'Brien
Intervention Specialist	Mrs. Bonnie Blane
Speech and Hearing Therapist	Mrs. Darcee Cohen
Remedial Tutor	Mrs. Katie Flynn

## ADMISSIONS AND READMISSIONS POLICY - FEES

The following factors will be used to determine admissions and readmission on an annual school year basis.

- **Active St. Joan of Arc parishioners [see below] with other children already enrolled.**  
[Length of time registered in the parish will also be taken into consideration.]
- **Active St. Joan of Arc parishioners**  
[Length of time registered in the parish will also be taken into consideration.]
- **Catholics from parishes which do not have a Catholic School.** Tuition will be equal to the prior year's total cost per student, without any St. Joan of Arc parish subsidy.
- **Catholics from parishes which have a Catholic School.** Tuition will be equal to the prior year's total cost per student, without any St. Joan of Arc parish subsidy.
- **Non-Catholics interested in a Christian education.** Tuition will be equal to the prior year's total cost per student, not including the St. Joan of Arc subsidy.
- **An active St. Joan of Arc parishioner is one who is registered at the parish office, regularly attends Mass and contributes to the support of the parish [at least \$650 per year].**

### Tuition

A tuition scale is provided each year. Tuition payments are due at the end of each month, beginning in August so that the final payment is made no later than April 26th. The choice of payments is made monthly, quarterly, semi-annually, or annually.

If you choose the annual or semiannual payment options, there is no charge. If you choose the monthly or quarterly payment option, you will be required to sign up for the ACH (automated clearing house). Under this plan, your checking account will be drafted automatically on each payment date for the amount of each payment.

No child whose family is undergoing financial hardships will be asked to leave the school. If you cannot make a payment due to the loss of a job or similar circumstance, please contact Father Gary J. Malin in advance of the payment due dates.

The tuition charged each student represents only a percentage of the actual cost per student. Per pupil cost for 2019-2020 is \$7,150.00 Please consider our full-funding option. If your family has been blessed with adequate financial resources, perhaps you will consider this option. You can benefit from this full-funding option through the available tax deduction that applies (PER PUPIL COST - TUITION = GIFT and your gift is tax deductible).

The pastor should be notified of any delay in payment due to unexpected financial burdens. Transcripts, diplomas, release of school records, report cards, and letters of recommendation may be withheld if tuition and fees are not current.

## School Fees

1. The Application Fee for each child in grades K - 8 is \$160.00. This is non-refundable and assures each student a place in the school the following year. Without this payment, your child is not guaranteed a place at St. Joan of Arc School.
2. The pastor should be notified immediately of any delay in payment due to unexpected financial burdens.
3. At the Orientation Day in August, a non-refundable Technology Fee of \$60.00 per family, an Activities Fee of \$30.00 per family, and a \$60.00 per family playground fee are required. Also, a fee is paid for P.T.O. dues. These fees are not always stable, but a yearly revision to this handbook will include this information.

## Kindergarten and First Grade Admissions

In conformity with the State of Ohio Standards, a child must be five years old.

Younger children may be screened through the Public School testing program for early entry into kindergarten and successfully pass the test for admission.

Children who have been accepted into St. Joan of Arc Kindergarten are tested in April prior to their entrance. The testing is conducted by personnel trained to administer the series of tests.

## Transfers, Withdrawals and Expulsions

Should a family change their place of residence within the parish, the principal and the teacher should receive the new address and telephone number.

If a child is transferring to another school, the parents should send the new address and the name of the new school to St. Joan of Arc school office. It is necessary for parents to get their child's report card and personal possessions along with a transfer on the last day of attendance. It is also necessary for parents to sign a release of information form so that the child's records can be sent to the new school.

Refund of tuition for transferring, withdrawing, and expelled students will be computer according to the following table:

Days in class	% tuition refunded
< 45 days	75%
45 to 89 days	50%
90 to 134 days	25%
>135 days	0%

**No school records will be released until all tuition/fees are paid in full.**

## SCHOOL HOURS AND ATTENDANCE

St. Joan of Arc School students will attend school for 178 days during the 2019-2020 school year. The school day begins at 8:25 AM and ends at 3:00 PM.

### Tardiness

When a student is not present in their classroom when the 8:25 AM school bell rings, he/she is considered tardy. The student must report to the office with a parent who must sign him/her in, give a reason for the tardiness, and obtain a tardy slip which is presented to the teacher when joining the class. Students are not considered tardy due to the lateness of any bus transportation. If a student is late due to a doctor's appointment, he/she must have a *written doctor's excuse*.

### Attendance

Children between ages of six and eighteen are required by law to attend school punctually and regularly, and classes are held each day from 8:25 AM to 3:00 PM.

Absent students miss valuable class instruction, discussion, and the continuity of work. If a student misses two consecutive hours of instructional time, he/she will be considered absent for 1/2 day. Regular attendance in school is compulsory according to State Law (Ohio Code 3321.01 and 3321.03). Irregular attendance is investigated and reported to the proper authorities. The parents and students must accept full responsibility for regular attendance.

Parents should contact the school office between 8:15 and 9:15 AM each day a child is ill and will be absent. This is a safety measure to protect your child from mishap. The school will call parents of an unreported absentee. If the family cannot be reached by 2:00 PM, police will be notified in accordance with the Missing Child Act.

Students are responsible for making up all work missed because of absence. Teachers will be glad to give help needed, but it is the duty of the student to seek it and be willing to put in the extra time. Missed work will not be sent home.

However, if a student is present the day a long term assignment is given, he/she is responsible for the work on the due date regardless of any absences in between. It is advised that vacations should be taken during break periods from school, including Christmas, Easter, and summer breaks.

## Personal Illness of Students During School Hours

Students who are ill are to report to their teachers. They must inform the nurse, the health aide, the secretary, or the principal before calling the parent. If medication (prescription and/or over the counter) needs to be taken during the school hours, it must be in its original container and be accompanied by the Signed Physician and Parental Permission Forms. These forms and the medication will remain in a locked drawer in the Nurse's Office. All students must take their medication in the Nurse's Office. Every family should have an emergency card on file in the office. In case of illness or accident, adequate provision can be made for the child.

Any student having a fever or having vomited must be fever free and have no reoccurrence of vomiting for a full 24 hours before returning to school (without the aid of Advil, Tylenol, Bayer, etc.).

### Dismissal Due to Injury or Illness

In case of illness or an accident, and if the student needs to be sent home:

Parents will be notified as soon as possible and should come to school to pick up the student. If the parent cannot come, he/she is to send a representative to take the student home. A release form is signed in the school office when a student is taken home.

The Emergency Medical Authorization form must indicate the names of the persons to contact should it be impossible for the school to reach the parent.

### Lice Policy

The following is our policy regarding head lice:

1. Upon being informed a child has lice, we will check the heads of the students in that class.
2. If any cases of lice are found in that class, we will send notices home to all of the students in that class, as we do for any other communicable disease.
3. A student with an active infestation must be "nit free" in order to return to school. The student may either be checked by our nursing personnel or present a certificate from a certified lice removal center.
4. We will institute a school-wide "Head-check" as part of Orientation Day and again after Christmas break.

There is no cause for alarm; head lice are fairly common among school-aged children. A case of lice does not mean the infested person has poor hygiene. Lice infest both clean and dirty heads alike and actually prefer clean hair.

Please reiterate to your child/children the importance of avoiding head-to-head contact and of not sharing combs, hats, headbands or other personal items commonly worn on the head.

## Emergency Information

It is very important that parents notify the school of changes of address, telephone numbers, and place of employment throughout the school year. This includes the persons listed on the emergency card who are to be notified in case of emergency. If a child is to be released only to a particular adult in cases of court appointed custody, the custodial parent must provide this information both to the Principal and to the child's teacher. A description or even a photograph of the person to whom the child is to be released is very helpful.

## ARRIVAL, DISMISSAL, TRANSPORTATION

### Car Transportation

#### Arrival

- The East Washington Street entrance will be an exit only during morning drop off. [Enter the school parking lot from Pheasant Run Drive.](#)
- Cars should follow a single file line to the front door.
- All children should exit out the passenger side of the vehicle.
- Be as timely as possible when dropping off children.
- When you have multiple things to unload, pull forward near grass and unload, so the line keeps moving.
- If you have to walk your children inside of the school, stay in a single drop off line, then proceed and park in Side Lot between church and gym. Walk on sidewalk into school; **do not cut across drop off line traffic.**
- Please be patient, and wait your turn to drop off.



#### Things to Avoid

- Do not form another lane to drop off around other cars or buses.
- Do not pass vehicle in front of you on the left if your children exit your vehicle before others in front of you.
- Please do not park and have your children walk in front of or behind the drop off lane to beat the time in line.

## Dismissal

Parents are to wait for their children outside of the school building. NEVER park up near the school building since busses need room to park and to come in and out.

### Dismissal will begin at 3:00 PM.

- Bus riders will line up by the library doors and board their respective buses there.
- Teachers will walk the car riders out the main entrance and the students will remain with their teachers until a parent comes to get them. In order for this procedure to run smoothly, please be here by 3:00 PM to pick up your child/children.
- **New for 2019-2020:** Do not drive from the parking lot until you see the green sign being held by Mr. Mitchell or another staff member. This will be held up once all families and children are in their cars.
  - A. Please refrain from socializing in the parking lot during this dismissal period.
  - B. If you arrive after, park your car at a distance from the school and dismissal procedure.
  - C. Dismissal procedures must be followed by all families to ensure the safety of our children.
- Do not put your car in reverse to exit the parking space.
- Do not let your children run to the car or walk between vehicles.



## Transportation Home

Students should have a written note in the morning informing the teachers as to whether they are car or bus riders for dismissal. We will not accept calls, faxes or emails in the office for changes in transportation. In the case of emergency, a parent, guardian, or parent representative must come to the office to sign the student/students out. This is not only a safety issue, but a legal issue as well. This will be strictly enforced.

**Bus Passes:** If your child/children want to ride the bus home with a friend or get off the bus at a friend's house, they must have a bus pass (a note signed by the parent). Bus Drivers are required by law to have a signed bus pass verified by the school. If your student does not have a bus pass, he/she will be taken home to his/her regular destination. Again, this requirement is for the safety of your children.

### Bike Riders

Those children who ride bikes to school should WALK THE BIKE off the property unless there are no buses, cars, or children around.

**For ALL districts we have established the following:**

- First bus report: warning by the principal and notice mailed home to parent or a special phone call is made to the parent.
- Second offense: three-day suspension from bus transportation
- Third offense: two-week suspension from bus transportation
- Fourth offense: bus transportation denied to the student
- In serious cases: transportation may be immediately denied.

**ACADEMIC PROGRAM**

**Instructional Program**

The instructional program at St. Joan of Arc School reflects its belief in Catholic education. The following subjects are taught daily: religion; language arts including reading, spelling, writing, handwriting, grammar; mathematics including algebra for qualifying 8th graders; social studies; science. Subjects taught weekly include: Spanish; art; music; physical education; computer science, library. All subjects are taught according to the guidelines of the Diocese of Cleveland, the State of Ohio and the needs of St. Joan of Arc students. Classroom and resource teachers will develop their own requirements and procedures based on the grade level/subject they teach.

**Liturgies**

School liturgies are celebrated weekly on Tuesdays at 9:00 AM. Special Holy Day liturgies are also celebrated at 9:00 AM. Any parent who wishes to attend is encouraged to do so and sit with your child/children.

**Library**

Each class is provided time to use the library each week. Library skills are taught in the language arts program.

All books must be signed out. A fine is charged for damaged books and materials. Lost books or materials must be paid for in full. Report cards will be held if fees are not paid in full.

**Special Services**

The following services are provided for our children through State funding:

**Remedial Tutoring:** Children who can benefit from such a program receive special instruction to supplement their regularly scheduled classroom instruction.

**Speech Therapy:** Screening tests for articulation and other speech problems are conducted. All new students are tested each year. Those who can benefit from speech therapy are eligible for the program.

**School Counseling and Testing:** The school psychologist is trained to assist the parent and teacher in detecting the source of a learning or developmental problem through appropriate testing. The psychologist is also available for counseling and guidance work.

**Health Services:** The school nurse and health aide are responsible for the following health services in the school:

- hearing and vision screening for grades 1, 3, 5, and 7, all new students, and students referred by parent or teacher
- posture defect screening for grades 6, 7, and 8
- accurate record keeping of immunization, etc.
- other health assistance as the need arises

**Learning Disability Tutor:** Assistance in areas of weakness for students who qualify for this program.

**Instructional Music Program**

The instrumental and band lessons are available from a trained music instructor who is hired for our school. Information for joining the program can be obtained from the school office.

**Testing Program**

We participate in the Diocesan Testing Program in order that we may better meet the needs of the students. The following tests are administered:

- Grades 1,3,5,7: Cognitive Abilities Test
- Grades K-8: MAP Testing
- Grade K-3: Dibels Testing

**Field Trips**

Class field trips are taken as part of the academic program. They must be arranged in advance with the teacher and the principal, as is any trip taken under the auspices of the school. A written permit from the parent is necessary before the child may accompany his/her class on the field trip.

Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements. Students who fail to submit the proper school field trip form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of the proper forms. Parents also have the right to refuse their child to participate in a field trip. The refusal to participate does not give the student the right to be absent from school on the day of the scheduled field trip. Any field trip considered that would involve parent drivers requires the filling out of a volunteer driver statement that would be kept on file in the principal's office.



## HOMEWORK POLICIES

### Homework

Teachers assign appropriate home study to reinforce and supplement the lessons presented in class. All written work is to be neat and accurate, as well as complete. Homework is the responsibility of each student. We ask that parents check homework and provide assistance while allowing the child to accept responsibility for the task. Students will be provided with either an assignment book or a homework folder.

The "10 minute" rule should be used to gauge time spent on homework. Multiply the grade level of the student by 10 and that should be the approximate time (in minutes) spent on written assignments each night. Reading should be done after that and will be determined by the teacher depending on the type of reading incentive program being used.

In the case of a child's absence, the child will be given one day for each day he/she is absent to make up his/her work. Also, it is the child's responsibility to find out from his/her teacher what he/she has missed.

Students are responsible for making up all work missed because of absence. Teachers will be glad to give help needed, but it is the duty of the student to seek it and be willing to put in the extra time. Missed work will not be sent home.

However, if a student is present the day a long term assignment is given, he/she is responsible for the work on the due date regardless of any absences in between.

### **TEACHERS WILL NOT PROJECT AND DISTRIBUTE ASSIGNMENTS FOR PLANNED ABSENCES, SUCH AS VACATIONS.**

Consequences for incomplete assignments will be handled according to policies set forth by individual teachers in grades K-5.

### **Homework Policies for Grades 6-8**

The policies for grades K-5 also apply to grades 6-8. However, in the junior high, the following homework policy also exists:

#### **Turning in Homework:**

Students are responsible for turning in homework to the appropriate teacher on the appropriate day. Homework will not be collected as it is the responsibility of the student to turn in homework before announcements the morning it is due.

#### **Late Homework:**

No late homework will be accepted. Late homework will be a zero. Students will receive a homework ticket, which must be signed and returned by the next day with the completed assignment. If the homework ticket is not returned with the completed assignment, a parent will be contacted.

### **Absences**

If a student is absent the student must ask all Junior High teachers what was missed. The student will have as many days to make up the work as the student was absent. If the student does not turn in this work in the appropriate amount of time the student will receive zero credit. This includes tests, quizzes, class work and homework. If a student misses a test or quiz it is the student's responsibility to schedule a time to make up the test. The teacher will not schedule this time. If the test or quiz is not made up in the appropriate time it will be counted as a zero.

It is up to the student to approach the teachers the morning of the day s/he returns before the start of the teaching day at 8:30. The teachers will not approach the student. This is an attempt to foster independence and responsibility.

### **Lockers**

The students are allowed to visit their lockers between classes to get their supplies. However, they may not leave during class to go to the lockers to get something they forgot. They may not return to the classroom under any circumstances to get forgotten items to prevent disruption of the class that is in that room.

### **Being Prepared for Class**

Any student not possessing required materials for a class will receive a demerit.

### **HOMEWORK CENTRAL**

Homework for all subjects will be posted on the Gradelock website. ([www.gradelock.com](http://www.gradelock.com))

### **EVALUATION**

#### **Report Cards:**

These are given at the end of each quarter. The quarterly report card informs you of the progress of your child. Each student is evaluated according to performance, progress, and ability, including daily class participation, home and classroom assignments, tests, study habits and effort to improve. It is important to keep these grading components in mind when reading your child's report card. The grade on the report card is not based on tests or written work only. The grading system is explained on the report card itself. Parents are asked to sign and return report card envelope promptly.

### Grading Scale:

St. Joan of Arc School follows the grading scale set forth by the Diocese of Cleveland.

- A+ (100-98)
- A (97-95)
- A- (94-93)
- B+ (92-90)
- B (89-87)
- B- (86-85)
- C+ (84-82)
- C (81-79)
- C- (78-77)
- D+ (76-75)
- D (74-72)
- D- (71-70)
- F (69 and below)

NI is used in grades 1-3 for any student whose grade falls below a 77% average

### Honors Qualifications (Grades 6-8):

In grades six through eight, the following guidelines are used to determine a student's qualifications for honors:

All calculations will be based on grade point averages.

**3.89 AND UP (in major subjects)=FIRST HONORS**

**3.72 AND UP (in major subjects)=SECOND HONORS**

**3.55 AND UP (in major subjects)=THIRD HONORS**

**Honorable Mention** - Children who exhibit outstanding effort, but do not receive honors will be acknowledged with the Honorable Mention Award

**A letter grade of C, D, OR F in any subject (including specials) as well as a U in conduct or effort automatically disqualifies a student from receiving Honors.**

We are proud of our academic excellence at St. Joan of Arc School and we will continue to provide your child/children a quality education, academically and spiritually. As always, we expect your continued support of our efforts in the home. Together we can achieve great success for each student.

**Progress Reports:** These are sent home mid-quarter. Grades 4-8 Progress Reports and e-Grades may be accessed online.

### Parent-Teacher Conferences

There will be one assigned parent-teacher conference each school year. Our goal is to have a face-to-face conference with each parent. A good parent-teacher relationship enables both to have a better understanding of the child. During the school year, parents are encouraged to

keep in touch with the child's teacher as often as necessary. Appointments must be made in advance. At no time may a parent go to the classroom to speak with a teacher during the school day or during arrival or dismissal. Contact the teacher by note or call the school office and a message will be given to the teacher.

School personnel are not to be contacted at home about your child unless they specifically give you their permission to do so. Some faculty/staff have children at St. Joan of Arc and have published their numbers in the school directory so that their own children can be contacted by classmates. Please respect our faculty/staff as the professionals that they are.

### Conflict Resolution

If a problem arises with a faculty/staff member and your child the procedure to follow is:

- 1. Contact the faculty/staff member to discuss and resolve the problem. if the problem is not resolved...**
- 2. Contact the principal to discuss and resolve the problem. if the problem is not resolved...**
- 3. Contact the pastor to discuss and resolve the problem.**

If this procedure is not followed, the problem will be referred back to the teacher or staff member for discussion before any further efforts at resolution will be made.

### Retention

The final decision not to promote a child to the next grade is made by the placement team, consisting of the principal, school psychologist and any other involved school personnel. Retention can be considered for the following reason:

#### Retention can be considered for the following reasons:

1. Failure in three or more major subjects. The major subjects are: language arts, mathematics, social studies, and science. (Failure in an individual subject is defined as receiving a grade of F for more than two quarters.) Daily work should consistently show failing marks
2. Failure to master fundamental skills of reading in the primary grades.

### EXTRA CURRICULAR ACTIVITIES

#### Athletics

The CYO (Catholic Youth Organization) Program provides a variety of activities to interested students. Participation is optional, but encouraged.

**Fall: Volleyball (girls/Grades 5-8)**  
**Football (boys at neighboring parishes)**  
**Cross Country (boys & girls/grades 4-8)**

**Winter: Basketball (boys & girls/grades 4-8)**

**Spring: Baseball (boys/grades 4-8)  
Softball (girls/grades 4-8)  
Track (boys & girls/grades 4-8)**

### **Parent-Teacher Organization**

Parents of the school children and the staff of St. Joan of Arc School are members of the Parent-Teacher Organization. This organization exists for mutual support and as a means of communication between home and school. Board Meetings are held monthly to which any member may attend. Announcements for these meetings are included in the school monthly calendar. General Meetings are held periodically throughout the year. **Parents serve the school in the following ways:**

<b>teacher aides</b>	<b>library aides</b>	<b>field trips</b>
<b>C.Y.O./ sports</b>	<b>magazine drive</b>	<b>hospitality</b>
<b>room mothers</b>	<b>correspondence envelopes</b>	<b>newsletter</b>
<b>kitchen servers</b>	<b>needs &amp; assessments</b>	<b>social events</b>
	<b>lunchroom &amp; playground supervision</b>	

**Each year the P.T.O. requests each family to participate in one or more of these services.**

### **SCHOOL POLICIES**

#### **Contacting the Faculty**

The principal can be contacted daily from 8:15 AM to 3:15 PM by calling 247-6530. The principal will be willing to make an appointment to confer with any parent. Since it is the duty of the principal to supervise instruction, he cannot always be reached by telephone immediately. A message will be given to return your call at her earliest convenience.

Communication with parents is a priority for us. If ever you have any concerns, please feel free to contact the teachers. The teachers are available one-half hour before school and one-half hour after school. However, we do ask that if you wish to speak to a teacher during this time, please make an appointment. The time the teachers have before and after school is precious time used either in helping students or in preparing for the day. When a teacher is approached by a parent without an appointment, it takes time and focus away from the children who are "our" primary concern. You may schedule an appointment by contacting the school office at 440-247-6530. You may also e-mail the teachers by clicking [here](#) (you will be directed to the school website's teacher directory).

### **Electronic Devices**

All personal electronic devices are not permitted in the school. These items may include but are not limited to cell phones, iPads, iPods, Kindles, laptops, or computer games.

### **Lunchroom Procedures**

1. Students are seated at their classroom's assigned tables.
2. Students remain seated for the entire eating portion of their lunch period. Students with problems or illness raise their hand for attention and a supervisor will help them.
3. Students talk quietly. Loud voices, talking disrespectfully, and use of unacceptable language is not permitted.
4. Students line up in front of their table when that table has been cleaned. Their supervisor will escort them outside after they have put their lunch boxes in the classroom's basket.
5. Students obtain written permission from their teacher if they are to remain inside for their recess.

### **Playground Rules**

1. No food outside.
2. No throwing of sticks, rocks, and stones, etc.
3. Running is not permitted on platforms or wood chip area.
4. Students do not leave the playground area for any reason without permission of the head supervisor.
5. When the bell rings, students line up quickly and quietly at their designated area.
6. One person on the slide at a time and feet first.
7. No student is to walk up the slide.
8. One person at a time on the monkey bars.
9. No tackle football!
10. No throwing snowballs

### **Playground Safety**

Playground balls are provided by the school during the play periods. Nerf balls and sponge balls may be used on the playground. **NO LITTLE LEAGUE BALLS** may ever be used during the school play periods. Snowballs or ice balls as well as ice slides are prohibited for the safety of all of the children.

### School and Personal Property

Students are expected to care for school and personal property in all proper manner. Lockers are school property and are under the jurisdiction of the school. The school personnel reserves the right to inspect any locker at any time. The student need not be present for the locker inspection.

### Supplies

A supply list is given at the end of each school year listing supplies required by each student to bring for the coming year.

### Telephone

The school telephone will be used by the children for emergency purposes only. If a child should forget a bus pass, he must have the school office verify the information verbally over the phone with a parent.

### Textbooks

All books must be covered with book covers during the year. No textbooks should be taken home without a book bag. Textbooks are loaned to the students. The students assume full responsibility for the careful handling of them. If the students mark, tear, or ruin a book in any way, they will be charged a fee. If the book is badly damaged, the complete and original cost of the book is required.

### Uniform Code

**An Aug. 2019 note on SJoA school uniforms:** *The 2019-2020 school uniform as outlined in this document is, for the most part (see "Spirit Days" for variants), a continuation of what was printed in last year's handbook. Over the years, various practices not outlined in the handbook came to be permitted as tradition, exceptions for older students, and so on. The end result is a uniform that is difficult to navigate.*

*In the Spring of 2020, the school dress code will be reassessed for continuity and clarity; parent input will be sought in the process. Once implemented for the 2020-2021 school year, there will be a phase in process over two school years that will allow for consideration to parents who have recently purchased options that will be phased out by 2022-2023. The end goal is a sharp, attractive, and clearly decipherable school uniform. What follows is a continuation of last year's school uniform code.*

The school uniform navy or khaki walking shorts for boys and girls may be worn on any day from the first day of school until October 1st. No cargo shorts are to be worn. They may also be worn after May 1st until the last day of school. Students may wear white or powder blue knit shirts with the SJA logo only. Please be sure that shirts are long enough to be tucked in at all times. Undershirts may not have logos.

**Belts:** solid color--navy, black or brown.

**Tennis shoes:** may be worn with walking shorts only (*Beginning of school through Sept. 30 and May 1 through the last day of school*).

### **Socks:**

INavy, dark green, white or black. Crew, anklets, footed tights or knee socks may be worn. Solid colors only.

### **Shoes:**

Height of shoe heel should be no more than two [2] inches high. Shoes must be solid brown or black dress shoes - no wooden heeled boots, tennis shoes, metal cleats, or ankle boots. The top of the shoe must be below the anklebone. Anything higher is considered an ankle boot. Shoes must have a back to them. Slip-on shoes are not appropriate for school wear. NO SANDALS OR CROCS.

### **Boys: Grades K - 8**

**Pants** - Navy blue dress pants or corduroys with a solid color belt in navy, black or brown

**Shirt** - Powder blue or white dress or 3-button knit.

### **Boys and Girls: Grades 6,7,8 only**

Khaki pants may be worn but they must be dress pants. They may not have rivets or excessive pockets. They must have belt loops and should only have the two side slash pockets (as in "Dockers"). A good place to purchase appropriate pants is SchoolBelles, Old Navy or Lands End.

### **Girls: Grades K-8**

Blouse - white with peter pan or pointed collar; long or short sleeves. Please be sure that shirts are long enough to be tucked in at all times.

Girls in grades K-8 may also wear navy blue pants.

### **Girls: Grades K - 5**

Jumper - plaid from Schoolbelles Uniform Company and Lands End.

### **Girls: Grades 4 - 8**

Girls may wear the uniform skirt if a larger uniform is needed. Plaid skirt or wrap-around purchased from Schoolbelles. As an option girls may order the Pleated Skort from Lands End. Skirts should be a modest length, no shorter than 2 inches above the knee.

### **Turtleneck Shirts**

White turtleneck shirts may be worn from October 1st until April 30 with the regulation sweater, a long sleeve blouse or shirt, or the school sweatshirt. Please be sure that shirts are long enough to be tucked in at all times.

### **Sweaters and Sweatshirts**

White, navy, or dark green sweaters may be worn. Sweaters must be ordered from SCHOOLBELLES. No other sweaters will be acceptable. Sweatshirts may be ordered from KMK Promotions or LandsEnd. No other sweatshirts are allowed! St. Joan of Arc fleece vests may be worn.

### **Boots:**

Boots, or an extra pair of shoes, must be worn in wet, snowy weather. Gloves and hats should also be worn in cold weather. Boots are to be removed before entering the classroom.

### **Jewelry:**

If girls wish to wear earrings, only small ones are acceptable and no dangling ones should be used. Necklaces for both boys and girls are limited to one--religious medals preferably. (Any more than one, the student will be asked to remove it.)

**Make-up:**

NO MAKE-UP is to be worn.

**Hair:**

NO unusual hair styles, bleaching or dying of hair. Hair must be neat, out of the student's eyes, and boy's length must be shorter than the collar and shaped around the ears.

**Periodically the students are permitted to dress down for "Spirit Days."** During "Spirit Days," students are permitted to wear professionally printed St. Joan of Arc spirit wear tops with jeans, athletic pants, or, for the warm months (*start of school through Sept. 30 & May 1 through the end of school*) knee length shorts. General spirit wear tops can be purchased through **RDP** in Twinsburg. Students will have received various St. Joan of Arc themed shirts throughout the years; these, in addition to SJoA CYO team shirts, jerseys, and other professionally printed tops may be worn on "Spirit Days." Tennis shoes may be worn on spirit days. If the student does not have specific "spirit wear" tops, gym uniform tops may be worn.

In keeping with tradition, **once 8th graders receive acceptance letters from the high school they will be attending, that student may then wear that high school's spirit wear top over their uniform top with school uniform bottom.**

**Physical Education:**

St. Joan of Arc gym uniforms can be purchased from **RDP** in Twinsburg and be worn with tennis shoes and athletic socks. Students are required to have gym shoes which are to be kept at school. All gym attire should be clearly marked with the student's first and last name.

**Visitor Policy**

Anyone entering the school building must first come to the school office to sign in and receive a Visitor's Badge. Before leaving the building, please sign out and return your Visitor's Badge to the school office.

**Interruptions during and after the School Day:**

1. Parents should not call a child from the classroom or interrupt the teacher during class time. If an emergency arises, a message to an individual may be sent through the school office.
2. Any parent who needs to pick up their child early for a medical appointment or other approved reason is to go to the school office to sign your child out and to sign them back in if they return during the school day. Only the secretary will go to the classrooms to get the student.
3. Any parent needing to drop off forgotten items for their child/children (i.e. lunches, uniforms, permission slips) may do so by leaving the item on the table in the foyer. Students will check for forgotten items or we will make sure that they get them. Homework should not be dropped off; instead, have the student bring the work the next school day.
4. School doors will be locked at 4:00 PM.

**DISCIPLINE POLICIES - CODE OF CONDUCT****Rules**

St. Joan of Arc School has the authority to make reasonable and necessary rules governing student conduct. Our code of conduct is a guide for Catholic, Christian behavior. Its purpose is to create an atmosphere of respect for self, others, and the environment which we share each day. It is the responsibility of each student to contribute to this positive environment. Students will be awarded for their contributions. Students who choose otherwise will accept the consequences outlined below. Individual teachers and teacher teams have the approval of the administration to establish rewards and consequences which are age/grade level appropriate and to communicate these to parents by the 10th school day. All students are considered under the jurisdiction of these rules while on school grounds or off school grounds at a school sponsored club/activity. We can discipline children for conduct within or out of school if the behavior is detrimental to the reputation of the school. Also, we reserve the right to search anything brought on the property.

The following rules govern the behavior of students when they are in/on: classroom, hallways, cafeteria, playground, church, field trips, extra curricular clubs, teams and activities.

1. Students will be respectful to clergy, faculty, staff, volunteers, and each other by using appropriate language and showing a cooperative attitude. Students should use Jesus as their role model of behavior.
2. Students will promptly and politely obey any request or direction made by an adult affiliated with St. Joan of Arc School without discussion or argument.
3. Students will demonstrate self-control by keeping hands, feet, objects, to themselves. They will refrain from disturbing others, remain seated, refrain from talking out, walk through the building in a quiet and orderly manner, and wait for a teacher to be present in the room before entering.
4. Students will be responsible for completion of homework; wearing full uniform; being prepared for class; returning signed test papers, report cards, Thursday envelope, permission slips, etc. in a timely fashion.
5. Students will follow safety guidelines especially at recess and during arrival and dismissal. Horseplay/fighting will not be tolerated.

## METHOD OF HANDLING INAPPROPRIATE BEHAVIOR

### Demerits

A demerit may be given for inappropriate behavior.

- Three demerits = one detention (20 minutes after school for grades 1-3)  
(45 minutes after school for grades 4-8).
- If a student receives three detentions in one quarter, he/she will receive one [1] in-school suspension.

The following acts of misconduct by a student on school premises, or off school premises at a school-sponsored activity, shall constitute sufficient cause for disciplinary action. Disciplinary action includes, but is not limited to, written or verbal warning, demerit(s), detention(s), parent meeting, behavioral contract, suspension (either in or out of school), an/or expulsion. All detention forms must be signed by the parents or guardians.

### Demerit may be given for the following reasons:

1. Talking that is disruptive to others.
2. Failure to follow classroom rules.
3. Abusing or damaging people's property. (Restitution is required)
4. Leaving or absent from the room without permission from supervising adult.
5. Behavior which interferes with the learning environment of the class.
6. Not presenting self in appropriate school clothing as outlined in the dress code.
7. Unauthorized use of the telephone during the school day.
8. Chewing gum in the school building.
9. Verbal abuse toward another student.
10. Throwing of an object in any areas of the building except where permitted.

### Detention may be given for the following reasons:

1. Failure to cease disruptive behavior upon receipt of a demerit given on the same day.
2. Vandalism on any school or personal property. [Restitution is expected.]
3. Any horseplay, combative behavior or physical threat against a student or staff member.
4. Use of profane, obscene or abusive language, whether spoken, written or gestures, or the possession of vulgar materials.
5. Playing with or throwing dangerous objects (sticks, stones, etc.) or throwing an object that results in injury.
6. Receiving four demerits in any given quarter.
7. Disrespectful behavior toward any adult staff member or volunteer.
8. Cheating on tests or homework, lying to persons in authority, stealing, or plagiarism.
9. Failure to serve a detention.
10. The forging of any parent/guardian or school staff member signature on any school communication paper requiring a signature.

### THE FOLLOWING BEHAVIORS, INCLUDING BUT NOT LIMITED TO, MAY RESULT IN: IN-SCHOOL SUSPENSION - PROFESSIONAL EVALUATION - SUSPENSION FROM SCHOOL PROBATION:

1. Inflicting bodily harm of any kind to any person to and from school or during school hours, or at school related activities.
2. Vandalism.
3. Possession of tobacco products, matches, lighters on school premises.
4. Possession of alcohol, drugs, inhalants or any other addictive substances.
5. Possession of cell phones, electronic devices, firearms, weapons or explosives (refer to weapons policy).
6. Leaving school premises or activities without permission.
7. Immoral behavior.
8. Skipping school- truancy.
9. At discretion of the principal.

The principal, after consulting with the pastor, will notify the parents regarding the reason and duration of the suspension, and make arrangements for further professional evaluation if deemed necessary by the principal.

Expulsion of a student from school is a serious matter. In some cases the principal and or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and or pastor.

Because of the seriousness of expulsions, the principal in consultation with the pastor may decide to place the student on probation. The student is given the chance to improve. Record of academic progress and general behavior is kept by the administration and the faculty involved. Any student failing to remove his or herself from behavioral or academic probation will be asked not to return the following semester.

### Suspension

1. The pupil will be removed from the classroom setting until a conference is held with parents and arrangements are made regarding the type of suspension.
2. A phone call to the parents will be made immediately upon suspension. A conference will be arranged before and after the suspension.
3. The child may be required to do regular school work during the suspension.
4. Suspensions may be in-school or at-home suspensions at the discretion of the principal. An in-school suspension will require the family to pay a regular substitute teacher salary for the person employed to supervise the student.
5. Some causes for immediate suspension include but are not limited to the following:--
  - leaving the school grounds without permission of the parent AND the principal during the school hours from arrival at school to dismissal, including the lunch period.
  - smoking or carrying smoking materials, fireworks, knives, firearms, weapons, possession of drug or alcohol or drug paraphernalia.

- disruption in class, playground, lunchroom, or any other place on the school property. This would include any student who would disrupt by ignoring or using bad language in the classroom setting, especially if other students are prevented from learning because of this.

**Expulsion:**

1. The pastor will be advised of the problem.
2. Notification of the event will be made to the parent by the principal.
3. A conference will be held with the parents and principal.
4. The principal and the pastor will be the persons responsible for the decision to expel a student.

**Elastic Clause:**

Because it is impossible to foresee all problems which arise, this clause empowers faculty and administration to take disciplinary action for any behavior which violates the spirit and vision of St. Joan of Arc School even though not specified under conduct and discipline.

**EMERGENCY PROCEDURES**

**School Closing/Delays**

If it is necessary to close school due to weather conditions, the announcement will be made over the local radio stations. Parents will be notified via phone and e-mail when school is cancelled. If the Chagrin Falls School District or the Kenston School District announce a "snow day," St. Joan of Arc School is automatically closed. If the Chagrin School District is on a 2 hour delay, St. Joan of Arc is also on a 2 hour delay.

**Fire and Tornado Drills and Lock Down Drills**

Drills will be conducted as required by the Ohio Revised Code or as special trainings are scheduled by local emergency responders, (9 drills or rapid dismissals/ 1 tornado per month between April and July when school is in session/ 3 safety drills during the school year plus one theoretical.)

**Bomb Threats**

In the event of bomb threats, the building must be evacuated. Teachers must stay with the children and follow directives of the local police.

**Safety-Child Abuse**

According to the Ohio Revised Code, section 2151.421, school employees will report to the principal or the pastor any case of child abuse that is known or suspected.

The report shall be made to County Department of Children Services.

Failure to report known or suspected abuse and/or neglect is a misdemeanor of the fourth degree (O.R.C. 2151.99). It is punishable by law. Therefore, any case brought to the attention of the mandated reporters will be reported to Children Services.

**Reporting Child Abuse**

According to the Ohio Revised Code, section 2151.421, and...licensed school psychologist, school teacher, school employee, or school authority....that a child less than eighteen years old of age....has suffered any wound, injury, disability, or condition of such a nature as to reasonably indicate abuse or neglect of the child, shall immediately report or cause reports to be made of such information to the children's services board of the County Department of Human Services exercising the children's services function, or a municipal or county peace officer in the county in which the abuse or neglect is occurring or has occurred.

If a member of the staff suspects child abuse, they must report it to the principal, and to the County Department of Children Services.

**GENERAL POLICIES**

St. Joan of Arc has adapted the policies on the following issues, which can be obtained through the school office:

1. Aids
2. Pregnancy
3. Youth Gangs

**Weapons Policy**

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, St. Joan of Arc policy expressly prohibits the use, transmission, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

This policy includes, but is not limited to, any firearm, knife, deadly weapon, weapon or look-alike weapon or any object that can be used as a weapon to inflict serious harm, or explosive or incendiary device. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon". (O.R.C. 2923.11A) Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

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 should immediately contact the police department. 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.

A model disciplinary process should 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, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school.

### **Custody**

#### **FAMILY/CUSTODIAL SITUATIONS - RELATIONSHIP WITH THE SCHOOL**

Laws governing divorce settlements and custody have been recently changed. For this reason we find it necessary to clarify and restate the usual 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 whichever 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 entire 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.

We 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 parents. This avoids time-consuming duplication of services.

Further, parent should 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 your 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 parent.

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, and 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 and excessive demands on the teacher's time.

Visitation should generally begin 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 re-statement of procedures or circumstances, parents feel necessitate other arrangements, please contact the principal personally.

#### **Harassment-Sexual and Other**

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.

#### **Harassment Policy**

St. Joan of Arc School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance. St. Joan of Arc School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school sponsored events, or from any computer not on school property.



## Harassment

Harassment, intimidation, or bullying behavior by any student/school personnel in St. Joan of Arc School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

### Definition

"Harassment, intimidation or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibited toward another particular student, school employee or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyberbullying"), such as the following:
  - Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
  - Sending abusive or threatening instant messages;
  - Using camera phones to take embarrassing photographs of students and posting them online; and,
  - Using Web sites to circulate gossip and rumors to other students;
  - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers

## Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop, the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - Tell a teacher, counselor or principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - What, when and where it happened;
    - Who was involved;
    - Exactly what was said or what the harasser did;
    - Witnesses to the harassment;
    - What the student said or did, either at the time or later;
    - How the student felt; and
    - How the harasser responded.

## Complaint Procedure

St. Joan of Arc School expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. "A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy." (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.) The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended. The principal may appoint an investigator. The complainant completes an *Anti-Harassment/Bullying Complaint Form*. Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint. Any witness to the event is encouraged to complete an *Anti-Harassment/Bullying Witness Disclosure Form*. Information received during the investigation is kept confidential to the extent possible. St. Joan of Arc School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

## Investigation Procedure

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator. In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred. The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The

investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

#### **Resolution of the Complaint**

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

#### **Points to Remember in the Investigation**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

#### **Conflicts**

If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

#### **Sexual Harassment**

For the purpose of this policy, sexual harassment includes but is not limited to 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 school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendos; 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.

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 of the following:

- 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**

Some acts of sexual harassment are also criminal in 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 Diocesan Legal Office will be contacted immediately in these situations.

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 (O.R.C. 2907.05), Sexual Battery (O.R.C. 2907.03), Rape (O.R.C. 2907.08), Public Indecency (O.R.C. 2007.09), or Felonious Sexual Penetration (O.R.C. 2907.12) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

#### **Threats**

1. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
2. Whoever hears the threat should report it immediately to the principal.
3. Police should be notified immediately.
4. The student should be kept in the principal's office under supervision until the police arrive.
5. The parent/guardian of the student who has made the threat shall be notified immediately.
6. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
7. The student should be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation evaluation, he/she

evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of O.R.C. 2305.51.

The principal shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

The principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal his/her education regarding the readmission of the student to school.

The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school and shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.

8. Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.

9. Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

### **Results of Threats**

Expulsion may be immediately utilized in lieu of the implementation of the threats policy. If a decision is made to expel, the following procedures shall also be implemented.

1. The police shall be notified immediately of the threat.
2. The parent/guardian of the student who has made the threat shall be notified immediately.

3. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
4. Counseling shall be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that counseling is needed and parental permission is granted.

## **MEDICAL POLICIES**

### **Medication at School**

When it becomes necessary for school personnel to administer prescribed or over-the-counter medication, the following guidelines are to be in force:

1. All School personnel must be informed that the administration of any drug (prescribed or over the counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
2. A locked cabinet is provided in the clinic for storage of all medication sent to school.
3. Written request must be obtained from the physician the parent/legal guardian before any medication may be administered by school personnel. The request must include instructions as the name of the medication, dosage, time and duration of the medication and the possible side effects. Required forms are available in the school office. No medication will be administered without written permission from both the physician and the parent. This includes all over-the-counter products such as Tylenol, Advil, Dimetapp, etc.
4. Medication must be in the original contained and have an affixed label including the student's name, name of the medication, dosage, route of administration, and the time of administration.
5. The medication and sign permission forms must be brought to the school by the parent/guardian.
6. New request forms must be submitted each school year and as needed for changes in medication ordered. (These forms can also be found on our website)
7. The school nurse is responsible for the monitoring and documentation of medication by school personnel. The school nurse is responsible for providing education including specific instructions pertinent to the medication.
8. Accurate records of the medication given are kept in the student's health record.
9. Students are permitted to self-administer inhalers in school and have them in their possession at all times. Written instructions regarding the administration of the inhaler should be in the school office.

## Allergy Policy

Parents are asked to inform the office and school health aide regarding the appropriate course of action for any exposure to allergens specific to their child. Students who experience a severe allergic reaction for an undiagnosed allergy can be administered stock Epinephrine during school hours.

Students with a documented allergy requiring Epinephrine, must provide Epinephrine and an Antihistamine as determined by the Allergy Action Plan that is signed by the medical practitioner. This will be locked in the clinic and monitored yearly for expiration dates. Parents will be notified by the clinic to replace any that are soon to expire.

In the event an Epinephrine injection is administered, 9-1-1 will be called, followed by the parents. Students with severe allergic tendencies may carry an Epinephrine auto-injector, provided physician's orders for a self-carry form are completed.

## Choking-Conscious Victim

If student is breathing and can talk, DO NOT interfere with his/her attempt to displace foreign object.

If not breathing:

- Unable to talk.
- Turning blue or dusky.
- Clutching throat.
- Crowing sound, high pitched when breathing in

ACT to relieve obstruction.

Perform the manual thrusts (Heimlich Maneuver):

- Stand behind student.
- Put your arms around in front.
- Make a fist and place thumb side up into area just below breast bone and above navel.
- Grab fist with other hand.
- Give 5 quick inward, upward thrusts until obstruction relieved, help arrives, or victim becomes unconscious (See unconscious victim).

Contact responsible school authority and parent or legal guardian.

## Choking-Unconscious Victim

CALL FOR HELP. ACTIVATE EMERGENCY MEDICAL SERVICES.

IMMEDIATELY:

Position victim. Turn on back as a unit (log roll), support head/neck, face up, arms by sides.

Open airway. Chin/jaw lift- head tilt. Observe: Look, listen, and feel for breathing for 3-5 seconds.

GIVE RESCUE BREATHS. If unsuccessful, re-position head and try again.

ACT TO RELIEVE OBSTRUCTION.

- Perform subdiaphragmatic abdominal thrusts (Heimlich Maneuver).
- Kneel alongside the student's hips.
- With one hand on top of other, place heel of the bottom hand on the abdomen, slightly above the navel and below the rib cage.
- Press into the abdomen with quick, upward thrusts.

## Heart Attack/Cardiac Arrest

**A student or adult with heart attack could have one or all of the following symptoms:**

- Chest pain or discomfort lasting more than 3-5 minutes or that goes away and comes back. Pain is not relieved by rest, changing position, or medication. May spread to shoulder, arm, back, neck, or jaw.
- Dizziness or unconsciousness
- Ache, heartburn, or indigestion
- Trouble breathing. Breathing is often faster than normal. Extreme shortness of breath.
- Nausea
- Sweating or change in skin appearance

Ask victim if he/she has medication. Assist to take if indicated.

- Keep patient in a "comfortable" position, usually sitting or lying down with head and chest elevated.
- Loosen tight clothing.
- Monitor pulse and respiration.

## Call Emergency Medical Services

**If there is no pulse, immediately call 911 and follow the protocol to begin employing the AED.**

## Diabetes

A student with diabetes could have the following symptoms.

- Irritability/feeling upset
- Change in personality
- Sweating/“feeling shaky”
- Loss of consciousness
- Rapid, deep breathing
- Seizure
- Confusion
- Dizziness
- Paleness
- Rapid pulse
- Cramping
- Listlessness

### **STUDENTS SHOULD ALWAYS BE ACCOMPANIED BY AN ADULT TO THE HEALTH ROOM.**

If the student is unconscious, having a seizure or unable to speak, immediately CALL EMERGENCY MEDICAL SERVICES.

If available, follow the Diabetic Emergency Plan provided for that child.

If a blood sugar monitor available, allow the student to check their blood sugar.

Is the blood sugar less than 60 or “LOW” according to the individual care plan?

Is the blood sugar “HIGH” according to the individual care plan?

If it is low, give student “SUGAR” such as:

- Fruit juice or soda pop (not diet) 6-8 ounces
- Hard candy (6-7 lifesavers or 1/2 candy bar)
- Sugar (2 packets or 2 teaspoons)
- Cake decorating gel (1/2 tube) or icing
- Instant glucose

The student should begin to improve in 10 minutes. Continue to watch student in a quiet place.

If blood sugar is high according to the individual emergency care plan, call the emergency medical services.

**Student Acceptable Use Policy  
St. Joan of Arc School  
Diocese of Cleveland**

St. Joan of Arc School makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating St. Joan of Arc School students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

**Definition of school technology system:** The school systems and networks (system) are any configuration of hardware and software. The system includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- computer hardware and peripherals;
- software including operating system software and application software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi; and
- new technologies as they become available.

**Acceptable Use:** Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with Student Code of Conduct.

**Privilege:** Access to the District's computer/network/Internet is a privilege, not a right.

**Access to communication system:** Access to the school's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

**Inappropriate Use:** Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- other inappropriate use of technology such as e-mail, social networking, web pages, blog posts, web posts, or discussion forum/replies posted to the Internet;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

**Vandalism or Mischief:** Tampering with or theft of components from school systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

**Modification of Computer:** Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited.

**Students Access:** Computer/Network/Internet access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. Students Internet access will be under the direction and guidance of a school staff member.

Students must adhere to the following:

1. **Respect and protect the privacy of others.**
  - a. Use only assigned accounts.
  - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Avoid distribution of private information about others or themselves.
2. **Respect and protect the integrity, availability, and security of all electronic resources.**
  - a. Observe all network security practices as posted.
  - b. Report security risks or violations to a school administrator, teacher or network administrator.
  - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
  - d. Conserve, protect, and share these resources with other students and Internet users.
  - e. Get appropriate approval before accessing the network with personal devices.
  - f. Abstain from overriding the Internet content filtering system.
3. **Respect and protect the intellectual property of others.**
  - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
  - b. Avoid plagiarism.
4. **Respect and practice the principles of parish and school community.**
  - a. Communicate only in ways that are kind and respectful.

- a. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- b. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- c. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
- d. Avoid sending spam, chain letters, or other mass unsolicited mailings.
- e. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
- f. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

School Email and Communication tools: Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to the above mentioned rules.

The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:

- a. Internet access is filtered by St. Joan of Arc School on personal telecommunication devices in the same manner as St. Joan of Arc School owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of 3G or 4G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- b. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- c. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
- d. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
- e. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- f. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- g. An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents. in

**Subject to Monitoring:** All St. Joan of Arc School network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system, will be treated no differently than any other electronic file. St. Joan of Arc School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of St. Joan of Arc School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

**Consequences for Violation:** Violations of these rules may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action appropriate legal action may be taken.

**Supervision and Monitoring:** School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

Please detach at the dotted line and return to school after signing both the Acknowledgement of Programs, Policies and Procedures and the AUP

**ACKNOWLEDGEMENT OF  
PROGRAMS, POLICIES  
AND  
PROCEDURES  
2019-2020**

**We have read our copy of the St. Joan of Arc parent/student handbook and realize our responsibilities to support the policies of the handbook.**

**Parent's Name:** \_\_\_\_\_  
(printed)

**Parent's Signature:** \_\_\_\_\_  
(written)

**Student(s) Signature :** \_\_\_\_\_  
(3rd grade & over)

**Your child/children is admitted to St. Joan of Arc School on a probationary basis until receipt of this signed document.**

**Acceptable Use Policy**  
**USER AGREEMENT / PARENT PERMISSION FORM**  
Both Signatures Required

Student Signature Section:

- I have read the terms and conditions of the Student Acceptable Use Policy.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the Student Acceptable Use Policy. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

School St. Joan of Arc

User Name (print) \_\_\_\_\_ Grade \_\_\_\_\_  
User Signature \_\_\_\_\_ Date \_\_\_\_\_

User Name (print) \_\_\_\_\_ Grade \_\_\_\_\_  
User Signature \_\_\_\_\_ Date \_\_\_\_\_

User Name (print) \_\_\_\_\_ Grade \_\_\_\_\_  
User Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature Section:

As the parent or legal guardian of the student signing above, I have read this Student Acceptable Use Policy and grant permission for my child to access the St. Joan of Arc School's information technology resources. I understand that my child will be held liable for violations of this agreement. I understand that St. Joan of Arc School's information technology resources are intended for educational purposes. I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold St. Joan of Arc School responsible for materials acquired on the network.

Parent/Guardian Name (print) \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_