

2014-2015 St. Joan of Arc Family Handbook

**St. Joan of Arc School
9248 North Lawndale Avenue
Evanston, IL 60203-1509**

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School Office Fax: 847-679-0689

Website: www.sjasaints.org

Rectory Phone: 847-673-0409

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

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Faculty and Staff

Principal	Mrs. Carrie Hampson
Administrative Assistant	Mrs. Jan Bolden
Preschool Team	Mrs. Kendra Dillon, half day program Ms. Keeley Barr, full day program
	Mrs. Kathy Caplice, Aide Mrs. Shannon Haughey, Aide Mrs. Linda Hickey, Aide
Kindergarten	Mrs. Mariellen Hendricks
First Grade	Mrs. Melissa Enright
Second Grade	Ms. Susanna Beien Ms. Liz Williams
Third Grade	Mr. Gary Ruske
Fourth Grade	Mrs. Karen Flood
Fifth Grade	Mrs. Karen Thorpe
Sixth Grade Homeroom, Math	Ms. Emma Lodesky
Seventh Grade Homeroom, LA, SS	Ms. Diane McKee
Eighth Grade Homeroom, Science	Mrs. Angie Buis
Physical Education, Social Studies (6-8)	
Reading Specialist/Technology	Mrs. Laura Egan
Spanish	
Art	Mrs. Eleanor Reiff
Music	Mr. Jonathan Braun
Band Director	
Custodian	Mr. Hector Gonzalez
Extended Care	Mrs. Lewine Beattie
Pastor	Father Dan Costello

SCHOOL BOARD

The role of the St. Joan of Arc School Board is to provide consultation to the principal and pastor.

The School Board promotes the school within the parish and larger community. When appropriate, the Board shall recommend policies to govern the operation of the school, in accordance with Archdiocesan policies and directives. It consists of nine voting members, elected by the parish or named by the Pastor. School Board meetings are usually the second Monday of the month at 7:00 p.m. in the school conference room, and are open to parishioners and parents of children attending St. Joan of Arc School.

Members

T.J. Sheahan – President
Paul Stevens – Vice President
John Enghauser
Mary Ginley
Tracy Healy
John Mitchell
Margaret Pezza
John Scheid
Craig Sheehan
Father Dan Costello (ex-officio)
Carrie Hampson (ex-officio)

PARENT SCHOOL ORGANIZATION

The purpose of the P.S.O. is to promote open communications, good will and cooperation among parents, faculty, administration, parish and community. The organization directs and coordinates parental support to St. Joan of Arc School through the school volunteer program, social events and fund raising activities. P.S.O. meetings are generally held on the first Tuesday of the month at 7:00 p.m. in the school conference room. All regular meetings are open to parishioners and parents of children attending St. Joan of Arc School. See Appendix C for a list of the Events and Activities sponsored by the P.S.O.

PSO Executive Board Members

Mrs. Char Mitchell	President
	Vice-President
Mrs. Patti Sheahan	Secretary
Mrs. Cathleen Dettling	Treasurer
Mrs. Stephanie Farragher	Teacher Appreciation Fund
Mrs. Mary Ginley	Teacher Appreciation
Mrs. Holly Pickering	Room Parent Coordinator
Mrs. Tricia Kane	Pizza/Subway Day
	School Supplies
Father Dan Costello	Pastor (ex-officio)
Mrs. Carrie Hampson	Principal (ex-officio)

ATHLETIC COMMITTEE

The SJA Athletic Committee advises the Principal and the Athletic Director in matters concerning the sports programs of St. Joan of Arc. The Athletic Committee follows both the Archdiocesan Athletic Guidelines and policies set forth by the Council IIIA Schools in organizing the athletic programs at St. Joan of Arc. All regular meetings are open to parishioners and parents of children attending St. Joan of Arc.

– Athletic Director

Committee Members

John Joe Farragher

Trista Kerr

Julie Lynk

John Mitchell

Rob Muno

Tricia Walsh

ST. JOAN OF ARC MISSION STATEMENT

St. Joan of Arc School offers the highest quality academic experience in the Catholic Christian tradition. Our mission is to engage, challenge and inspire our students to become life-long learners and citizens committed to service.

PHILOSOPHY

St. Joan of Arc School is a Catholic school where families of diverse faiths and cultures are welcomed and are bonded together through a solid moral and ethical foundation of faith and academic excellence.

In a challenging and nurturing environment, the school provides a well-rounded program of spiritual, academic, and physical development. Liturgy and service projects, foundational academic training, physical education, and varied extra-curricular programs occur in an environment that recognizes God as the center of our lives.

St. Joan of Arc School recognizes the different learning styles and abilities of students and provides appropriate opportunities for cooperative learning, experimentation, observation, exploration, problem solving, and application. Students are able to gain the self-esteem and confidence they need to be creative achievers at each grade level.

The school promotes the mission of the Catholic Social teachings through student participation in service projects, encouraging understanding of the dignity of every person and a respect for God's creation. Recognizing the support of the parish, St. Joan of Arc School emphasizes the importance of students giving back to their communities through participation in parish ministries and providing events for the community at large.

School faculty, parish staff, parents, and students share the responsibility of this educational process, aimed at developing compassionate young adults who will understand and respect the differences among people and will work cooperatively with others to meet the challenges of an ever-changing world.

Vision of SJA Graduates

St. Joan of Arc School graduates have character and self-confidence. Graduates are self-reliant, inquisitive, and service-oriented. Each enters high school with a strong academic and moral foundation. They have a love of learning, an enthusiasm for physical activity, and a commitment to community service.

St. Joan of Arc graduates have mastered the core subject matter and are creative problem solvers. They enjoy reading, write effectively, and are confident public speakers. They enter high school with competitive math, science, and communication skills. Above all, our graduates are happy, balanced, and confident that they have laid the foundation on which to build a successful future.

GENERAL POLICIES

ADMISSIONS AND RECORDS

ADMISSION POLICIES

St. Joan of Arc endeavors to accommodate all students within the limits of our educational programs and capacity. Families wishing to enroll at St. Joan of Arc should arrange to meet with the school principal. At this meeting, parents and their children share their expectations, past academic achievements of the children, and any potential academic or behavioral problems. Students transferring from another school must submit their grade transcripts before being admitted and must pay tuition and fees due to the previous school before starting at St. Joan of Arc. SJA strongly encourages potential students beginning with third grade to “shadow” for a day.

In a true Christian spirit, St. Joan of Arc does not discriminate on the basis of sex, race, color or national origin in the administration of education policies, admission, athletic, other school administered programs, or in employment practices.

ADMISSION TIMELINE

Prior to the open enrollment period, existing St. Joan of Arc school families are given the opportunity to enroll their children first. In order to secure a place in our school, families must turn in a registration form with a non-refundable fee. Once this enrollment window has passed, registration is open to all. Priority is given to parish families and then the general public.

ADMISSION RECORDS

A child may be enrolled only by the legal guardian. As part of the admission process, parents or legal guardians shall present

- 1) A government issued copy of the child’s birth certificate
- 2) The baptismal record (if applicable)
- 3) Completed medical records in accordance with local and state health requirements
- 4) If transferring from another school, the parents must sign an authorization for the transfer of records. The records should be transferred before school begins.

AGE REQUIREMENTS

The school observes the State of Illinois school age requirements for admission. The general rule is the September 1st cut off date for admission to preschool, kindergarten, or first grade.

A child entering the Preschool program must be three years old on or before September 1. A child entering Kindergarten must be five years old on or before September 1. Verification of age must be provided through an official copy of the child’s birth certificate.

REGISTRATION PROCEDURES

New registrations are taken in the school office. A tuition agreement form and birth certificate are needed along with the family and student information forms to complete the registration process. Students transferring from another school must submit a transcript of their grades as well as any testing information available.

Registrations are categorized into three priority groups: In- School Families, Parishioners and Families who have attended St. Joan's in the past, and Non-Parish New Families. Families in the first two groups receive priority during registration (January 1-January 31). Open registration begins on February 1. By registering at St. Joan of Arc School, students and parents/guardians understand and agree to adhere to the educational objectives and practices and rules and procedures of St. Joan of Arc School.

Families registering in school as parishioners must be registered with the rectory and participate in the stewardship of this parish.

TUITION

The St. Joan of Arc School Board establishes the tuition and fees which are to be charged for the school year. Prompt and regular payment of tuition and related fees is vital to the operation of St. Joan of Arc School. Billing is handled through SMART Tuition. If tuition is not up to date, report cards will be held until payment arrangements have been made. If tuition becomes 90 days late, students may be excluded from school until partial payment and complete arrangements have been made.

The actual cost to educate a child at St. Joan of Arc is greater than tuition. We are grateful that our school receives the enthusiastic support of the parish through a subsidy. The fund-raising efforts of the PSO and Men's and Women's Clubs combine to give the school additional monetary support. We ask all families to provide their financial support through prompt payment of tuition and fees and to support the fundraising efforts of the parish groups.

TRANSFERS

Parents of pupils transferring to another school must notify the school office at least one week in advance of this event so that the proper transfer forms can be prepared. They should supply the name and address of the school to which they are transferring. Parents should come to the office to sign a release form before transferring their child or children so that the records can be sent to the other school when requested. A student's tuition must be up to date before leaving our school.

SCHOOL RECORDS

The Office of Catholic Schools (OCS) of the Archdiocese of Chicago has adopted guidelines for school records. The guidelines describe your rights to your child's records maintained by the Archdiocese of Chicago Schools. These rights include:

- **Right to Inspect:** Following local school procedures, you have the right to look at all of your child's records maintained in your child's permanent record.
- **Right to Prevent Disclosure:** The school will not disclose anything from your child's record to third parties unless (1) you consent in writing prior to the disclosure, (2) the information is directory information you have not requested to be confidential, or (3) the request for information meets one of the limited circumstances described in the guidelines.
- **Right to Request Correction:** You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading, or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation into the record.

EMERGENCY INFORMATION /STUDENT INFORMATION SHEET

Each student must have a current Student Information Sheet and an Emergency Sheet on file in the school office. It must contain a phone number of at least two other adults who can be responsible to pick up a child in case of emergency. Information also lists any medical conditions or allergies the student has, as well as any medication prescribed for the student. The information must be signed by the parent/guardian. Parents and guardians have the responsibility of keeping emergency information up to-date and checking its accuracy. Under no circumstances will a student be released during school hours (including before and after care) to any person not on the emergency form without written parental authorization.

STUDENT INSURANCE

The school does not provide automatic student accident insurance. Students who participate in school sponsored sports and activities are required to demonstrate proof of accident insurance.

HOME/SCHOOL COMMUNICATION **BACK TO SCHOOL NIGHT FOR PARENTS**

In early September, all parents are asked to attend "Back to School Night". This evening is a chance to spend time in your child's classroom, meet the teachers, and hear about the goals and procedures that will guide the year. This is not the evening for conferencing with teachers regarding individual situations.

OPEN HOUSE

During our celebration of Catholic Schools Week two Open House events are scheduled. The Open House provides school parents and prospective families with an opportunity to tour the building, visit the classrooms and see some of the strategies used to keep our students thinking, creating and learning. This is an opportunity which allows visitors a chance to see our school "in action."

THURSDAY NEWSLETTERS

The principal's newsletter is distributed each Thursday by e-mail. (requests for hard copy should be made to the office for anyone without internet access.) This Thursday "e-blast" also contains dates, public recognitions and other current information and announcements parents need from week to week. Please set aside time each week to read and respond.

CONFERENCES

Formal Parent-Teacher-Student Conferences are held twice each year. Please check the school calendar for the specific dates. Conferences are a "touch base" time for parents to understand how their children are doing in school. Major behavioral or academic problems will not be addressed at these conferences. Since such problems take longer to discuss and establish possible solutions, it is expected that contact would be made outside the time constraints of these days. Conferences to address those issues should be set as necessary.

The School Visitation Rights Act (effective July 1, 1993) permits employed parents and guardians who are unable to meet educators because of a work conflict the right to an allotment of time by their employer

during the school year to attend necessary educational or behavioral conferences at their child's school. This act applies to all eligible employees who have been employed for at least six months.

APPOINTMENTS WITH SCHOOL STAFF

The teachers and principal are very interested in meeting with you as partners in your child's education. Appointments can be scheduled with the teachers and/or principal either by sending a note or e-mail to the teacher or by calling the office. The date and time of these appointments should be mutually agreed upon by all parties involved. Teachers are not available to meet during class periods when they are responsible for students.

Communication between parent(s) and teachers should be on going throughout the school year. Thus, parent(s) and teachers are encouraged to contact each other frequently. Parents are encouraged to contact the appropriate teachers when there is a concern for their individual child's academic progress. This can be done by telephoning school for an appointment with a teacher. Parents are asked not to approach a teacher during the school day between 8:00 A.M. and 3:00 P.M. unless a specific appointment has been made. Unless specifically requested, parents should not call teachers at their homes outside of school hours to discuss the progress of their child.

EMAIL GUIDELINES FOR PARENTS & FACULTY

Please remember that email is not confidential. Confidential information (such as medical or health concerns) should be conveyed by phone or personal contact.

Faculty and staff will return parental email messages within two working days. Faculty members may opt to return message via email, phone, or in writing. Email access to faculty and staff will not be available during holidays or vacation.

CONFLICT RESOLUTION/INTERVENTION

As in all human relations, misunderstandings between teachers and parents can occur due to lack of communication or unfulfilled expectations. On any such occasion, parents and teacher(s) are asked to communicate directly to seek resolution. If no resolution occurs, the principal should be brought into the discussion. In extreme cases, pastoral input or grievance processes will be implemented.

PARENT CUSTODY GUIDELINES

CHILD CUSTODY/ SCHOOL VISITATION RIGHTS

St. Joan of Arc abides by the Buckley Amendment with respect to the rights of non-custodial parents.

- Release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary.
- It is the responsibility of the custodial parent to provide the principal with an official copy of the court order.
- Unless informed otherwise through court order, the school may release a child to a non-custodial parent after school hours or allow said parent to visit a child outside the school hours.
- A school should give a non-custodial parent the opportunity for copies of report cards. Upon request, a Parent-Teacher Conference will be given a time other than that of the custodial parent.
- If a school has on record a court order indicating the limited visitation rights and a parent makes application to volunteer service in the school, the principal need not accept the application.

- If the principal judges that a parent who has limited visitation rights is volunteering to increase contact with the child, the principal should notify the custodial parent and have him/her settle the issue.
- In cases of joint custody where one parent is in charge of education, unless the court order indicates that the other parent forfeits rights to the records, the law is followed.

LOST AND FOUND

Lost and found items are placed in the lost and found in the school office. Lost and found items are kept until the end of each trimester when they will be displayed in the front hall for a week. At that point, uniform items will be placed in uniform exchange boxes and other items will be donated to the St. Vincent DePaul Society. Please label all clothing with your child's name – even shoes!

PHOTO RELEASE FORM

Photos of students are used with permission on school websites, in press releases, Sunday bulletin articles and other media throughout the school year. A parent who does not want a child's photo used should sign and return the release form declining to release. If no form is received, the release is assumed.

TELEPHONE USAGE

The office phone is available to students with permission during the school day for special situations – forgotten book, assignments, lunches. This is for infrequent occasions, not habitual use. Students who become ill during the day will have their parents called from the office as directed by staff.

HEALTH

HEALTH REQUIREMENTS

Health Examinations

All children in Illinois must present proof of having had a health exam and received such immunizations against preventable diseases as required by the Department of Public Health. **These records are to be presented to the school before the first day of school.**

All children must have the health exam as follows:

- upon entrance to preschool
- when transferring from another school
- prior to entering Kindergarten
- upon entering the sixth grade

Children who are not in compliance with this rule will be excluded from school.

Dental Examinations

All children in Kindergarten, second and sixth grades must have a dental exam by a licensed dentist by May 15 of each school year. Dental exam forms must be on file in the school office no later than that date.

Vision Examinations

All children enrolling for the first time or entering Kindergarten are required to have a vision exam by an ophthalmologist or a licensed optometrist. A vision exam form must be on file in the school office.

Medical or religious objections to the above must be submitted to the school in writing.

MEDICATIONS (See Appendix G)

The responsibility for administering medication rests with the parent. The school is forbidden by Illinois State Law to administer any medication (including aspirin and Tylenol). If it is necessary for students to receive medication during school hours, school personnel will oversee dispensing prescription or over the counter medication only if the following requirements are met:

- A parent or guardian must fill out a Medication Authorization Form and it must be approved by the principal and on file in the office.
- A written order from the physician detailing the name of the drug, dosage, reason, time intervals between doses, and possible side effects must be on file in the office.
- Medication must be brought to school in **the original container, appropriately labeled by the pharmacy.**

In any other situation, a parent should come to school and administer the medication. The school retains the discretion to reject requests for overseeing the administration of medication. For the sake of safety, all medications will be kept in the office and administered there by the teacher, secretary, or principal.

Children are never permitted to independently carry or take medication (including aspirin, Tylenol and cough drops) unless they meet the guidelines in Section 6 of the Office of Catholic Schools Medication Procedures as they pertain to students with asthma or allergies.

COMMUNICABLE DISEASES

Notify the school office immediately if your child is diagnosed with a communicable disease. All situations will be handled on an individual basis in compliance with policies set by the Archdiocese of Chicago. N1H1, Chicken pox or mumps require exclusion from school. Your child should not attend school if vomiting, diarrhea, sore throat, earache, colored discharge from the nose, skin rash, lice, eye infection, or an elevated temperature are evident.

LICE POLICY

Parents will be notified if their child is believed to have lice. The student will not be allowed to return to school until after they have been treated for lice and been declared lice and nit free. The administration reserves the right to do periodic lice checks as needed.

NO SMOKING

St. Joan of Arc is a smoke free environment. Adults wishing to smoke must do so outside the school building at least 25 feet from any door or window of the school.

SAFETY

EMERGENCY PROCEDURES

Fire drills, tornado drills, and crisis drills are important. They are designed to teach students and staff procedures to follow in case of an actual emergency. Crisis folders and maps for evacuation are located in each classroom. Emergency drills occur on a regular basis. Students **MUST** follow the rules during emergency drills. General rules are:

- Follow all directions
- Stay with your class. If you become separated go to the nearest adult.
- Silence is required so all can hear the emergency information.

SCHOOL CLOSING

If it is necessary to close the school due to a weather related situation parents will be contacted via email. Please check the school website at www.sjasaints.org for most current information.

In addition, the school's emergency phone relay system will go into effect. Each teacher calls the lead room parent who in turn will begin the relay to alert each family to the school's closing.

WEATHER

Students will be outside before school and during recess unless weather is severe (raining, very low temperature or wind chill). Students should dress appropriately for the cold including hats, scarves, gloves or mittens. Boots should be worn when there is snow. Be sure names or initials are on all clothing. School may be closed in extremely severe weather. See emergency closing section.

We require students to wear boots when there is snow on the ground and change into shoes in school. Students who wear snow pants may play in the snow at recess.

The throwing of snow, either loose or in the form of a snowball, is not permitted on school grounds. Climbing on snow hills is not allowed.

TRANSPORTATION SAFETY

ARRIVAL AND DEPARTURE AREAS

Preschool classes will arrive and depart at the south entrance. Parents must come inside or to the south patio for their children. No child will be sent to the car without an adult.

Students in Kindergarten through 8th Grade use the northeast playground entrance at arrival and departure. When using the northeast playground to pick up your child, use the Lyons Street entrance **ONLY**. There is a drive-up area for those staying in the car. Those wishing to park and meet their child must park in lined parking spaces. All should use the safety zone to walk to and from the cars.

BICYCLES

All bicycles must be locked in the bike racks in the east parking lot. The school is not responsible for stolen property. Also, it is expected that all children who ride bikes to school will comply with the Village of Skokie's ordinance requiring the mandatory use of bicycle helmets by children under the age of 16.

SCOOTERS, SKATEBOARDS AND ROLLERBLADES

Scooters, Skateboards, "heelies", and rollerblades are not to be used in the building.

VISITORS

All exterior school doors are kept locked during the school day. Visitors must ring the door buzzer and be admitted into the building by someone in the school office. All parents or visitors must sign in at the office after entering the building. Visitors are also asked to wear a name tag. Students are not allowed to bring friends/other children to school as visitors.

SCHEDULE AND ATTENDANCE

CALENDAR

Prior to the beginning of each school year, parents receive a listing of vacations, holidays and dates school will not be in session. Each family will also receive a print calendar for the year. In addition, the calendar is also posted on line at www.sjasaints.org.

SCHOOL DAY – SCHOOL HOURS

Preschool	9:00a.m. – 11:30 a.m.
Pre-Kindergarten	12:30 p.m. – 3:00 p.m.
Kindergarten – Grade 8	8:10 a.m. – 3:00 p.m.
8:10 a.m.	1 st Bell – Children enter the building
8:20 a.m.	2 nd Bell – Tardy bell
3:00 p.m.	Dismissal

Supervision on the playground begins at 8:00 a.m. No student should be on the playground without an adult present. **Students arriving before 8:00 should attend the Extended Day program. Students who are not picked up by 3:05 p.m. can be picked up at the Extended Day program**

DAILY SCHOOL PROCEDURES & EXPECTATIONS

Morning Procedures

8:00 - 8:10: Students arrive at the playground.

Parents use Lyons Street entrance and drive in a counter clockwise circle around the parking lot to drop children off. Students wait in their homeroom lines. There is no ball-playing in the morning.

8:10: First bell rings.

Students are met by classroom teachers and brought into school. This begins the time for students to unpack belongings and prepare for the day.

8:20: Tardy bell rings.

Any student not in the classroom at 8:20 is considered tardy. This student goes to the school office to receive a tardy slip before going to class. All tardies, excused and unexcused, are recorded on the student's attendance record.

School Mass and Prayer Services

Students follow regular arrival procedures. Parents and parishioners are welcome to attend these services. Students may not leave the Church without their teacher's permission.

Lunchroom Procedures

The classroom teacher leads the class in grace before meals. Weather permitting; Grades 8 may eat at the picnic tables outside the lunch room.

Playground Recess Expectations

- Students are to remain on the playground areas during the lunch recess period.
- Use playground equipment properly – do not throw stones, sticks or snowballs.
- Play fairly – no shoving, pushing, fighting, play fighting, tackling, or wrestling.
- Allow others to join in a game – don't exclude anyone who wants to play

Dismissal Procedures

After final prayer, teachers dismiss and lead their students out of the building when the 3:00 bell rings. Parents are asked to use the Lyons Street entrance and drive counterclockwise in a circle around the parking lot to pick up their children after school. Students are to go directly to their parents' vehicles or to walk directly home.

All arrangements for after school play should be made prior to dismissal. The school office does not handle messages for play dates.

ABSENCES

Punctual, daily attendance at school is one of the most important responsibilities of every student. Daily attendance helps ensure the student's chances to succeed in his or her work. The school expects strong parental support for school attendance policies.

The school day begins at 8:10 a.m. for students in Kindergarten through Grade 8. If a child is ill and must be absent from school, the parent or guardian must call the school office before 8:10 a.m. to state the reason for the absence. If a preschool child is ill, the call should be made before his or her class is scheduled to begin. See "Tardy" for information on when a student is late for school.

If a child must leave school because of illness or injury, the parent or guardian will be notified to come to school and pick up the child. At the time of pick-up, the parent or guardian must come into the school office and sign the child out.

Out of respect and concern for other children’s health, please use these guidelines for keeping your child at home:

- A fever of 99 degrees or more;
- Vomiting or diarrhea within the past 24 hours;
- Any rash that may be disease related, until inspected by a physician;
- Child complains of not feeling well in the morning; Pending results of a strep culture;
- 24 hours after medication has begun.

DOCTOR/DENTAL APPOINTMENTS

We strongly urge that these appointments be made outside of school hours. If it is necessary for your child to be excused during school hours for an appointment, we ask that you contact the office or classroom teacher. A parent or person named on the emergency form on file must come to the office to sign the student out before s/he can be released from school.

FAMILY VACATIONS

The school calendar has scheduled vacation times. Parents are asked to fit their family vacations into these time slots as much as possible. A student’s academic performance may suffer if he/she misses school for an extended period of time. Families leaving early or arriving after a calendared vacation should contact the school office and the child’s teacher. **Please do not expect advanced assignments prior to your trip.** It is not always possible to give long-range assignments or to anticipate progress of the class during a student’s time away from school. In those cases, students should read daily, practice math, and keep a daily trip journal. When they return, students or parents should contact the teacher(s) to discuss assignments missed.

LEAVING SCHOOL GROUNDS

Since the school is responsible for the child during the entire school day, no child is permitted to leave the school grounds during the school day without a parent or authorized adult “signing them out”. If a child is to be dismissed because of illness or an appointment, a parent or person authorized in writing must come to the school office and sign for the child’s release before taking the child from the school grounds.

ACADEMICS

CURRICULUM

St. Joan of Arc follows the prescribed curriculum of the Archdiocese of Chicago. It is aligned with the Common Core Standards, Illinois State Standards, and the framework of the Archdiocese. The curriculum is research-based and evaluated and up-dated on an on-going basis. All 8th grade students must pass the United States and Illinois Constitution tests before they are allowed to graduate.

HOMEWORK

Teachers assign homework to reinforce, review and enrich the material taught in the classroom. As a general rule, homework is 10 minutes times the grade level, e.g., 2nd grade - 20 minutes, 5th grade – 50 minutes. All assigned homework must be completed. The parent will be notified if the child did not complete a homework assignment. A follow-up phone call will be made if notification is not acknowledged the following day. Parents and students can check homework assignments on the classroom homework website.

Responsibilities of Student

- Understand directions and know what is required for completion of the assignment.
- Assume responsibility for completing and returning assignments.
- Understand when some assignments are to be completed independently, others as a team effort.
- Complete assignments neatly and do quality work.
- Turn in the work as directed

Responsibilities of Parents

- Maintain a positive attitude toward learning and the value of homework.
- Be aware of the homework policy and individual teacher assignments.
- Help your child find a study area that is quiet and relatively free of distractions.
- If your child has trouble understanding the directions, help him/her with explanations.
- Do not do the homework for your child.
- Look over the assignment when your child is finished. Confirm the completion and quality of the work.

HOMEWORK FOR ABSENT STUDENTS

If your child is absent and you wish to pick up work, please call the office before noon to request that the teacher gather homework for your child. The student is responsible for checking with the teacher for work to be completed and for turning in the missing work as assigned. Rule of thumb is one day to turn in per one day absent. Make up tests will be given at the teacher's discretion.

When a student is absent from school for an extended period of time due to illness, the appropriate method of making up work will be determined by the teacher, parent and principal. The school reserves the right to determine how progress will be assessed after an unexcused absence.

Teachers are not responsible for compiling class work for a child to take along on a family trip. If there is not access to school homework sites or a homework buddy, then during this time students should journal,

read and complete a log or book report and practice math. Students should meet with teachers on their return to determine work to be completed. For young children, parents should contact the teacher.

REPORT CARDS

Grades will be sent home on a trimester basis. Interim reports will be made to notify parents and students of progress outside of the average range. In Kindergarten and first grade, development will be indicated by a series of symbols. In second through eighth grade, progress will be indicated by letters according to the scale below. At all grade levels, teachers may use a + or - to further indicate the range.

GRADING SCALE

- A – 93-100%
- B – 85-92%
- C – 77-84%
- D – 69-76%
- F – 68% or lower

ACADEMIC RECOGNITION

Each trimester students in grades 6-8 are recognized for their academic achievements. Academic recognition is based on grades achieved in all subjects. Students must have an overall average of 3.00 or above with no grade lower than a C on their report card to be named to the school Honor Roll. In addition, they must have no more than one check in any area.

First Academic Honors 3.7 – 4.00

Second Academic Honors 3.00 – 3.69

To recognize student achievement, students in grades 6-8 receive honor ribbons each trimester.

RETENTION

When a student is being considered for retention, parents will be notified in February. A conference is then recommended with the teachers, parents or guardians, principal and any other support staff who work directly with the child. This meeting will review the child's needs. Interventions and options will be discussed and a plan for implementation and monitoring will be put in place. Following that process it may be determined that a retention recommendation may be in the student's best interest.

Ultimately, it is the parents' or guardians' decision whether or not to retain a child. It is the administration's decision whether the child will be promoted at this school. Documentation of the school's recommendation and the parents' decision will be placed in the student's cumulative file.

The school has the right to require summer school attendance as a prerequisite for promotion to the next grade if a child earns a failing grade in a subject.

FIELD TRIPS

Field trips are an important enhancement when added to classroom learning. The school requires the written consent of a parent or guardian before a child is permitted to participate in a field trip. Permission forms are sent home with the purpose and details of any field trip. **A phone call from the parent or**

guardian cannot be accepted in place of a signed form. The school does not sponsor trips without an educational purpose. On those occasions when parents drive or chaperone, all appropriate paperwork must be in place before departing (volunteer file and proof of insurance and driver's license).

SPEECH

Students with auditory language problems can be tested through the public school district. Services may be provided at the local public school for those with diagnosed need.

STANDARDIZED TESTING

Standardized testing is just one element of the assessment/evaluation process. All Archdiocesan schools, including St. Joan of Arc, have adopted the Terra Nova Standardized Test and ACT Aspire test. Students in Grade 8 are administered the Aspire test in the fall. Students in Grades 3-7 are administered the Terra Nova in the spring, and the results are sent to the parents at the end of May. The teachers or principal are available to review or to help interpret results if a parent has questions. The faculty uses these results to review curriculum and priorities for instruction as well as to assess individual development.

TEXTBOOKS

All students are responsible for the care and condition of their textbooks and workbooks. Books which are damaged in any way must be replaced; the student responsible for damaging the book must pay to replace it. Likewise, lost books are also to be replaced by the student.

BEHAVIOR AND DISCIPLINE

Parents and educators form a partnership in guiding students in the formation of Christian values that lead to responsible behavior and self-discipline. As a Catholic school, we have high expectations for student conduct based on honesty, respect, and responsibility. As an educational community, our goal is to maintain a safe environment conducive to learning. All members of the school community share the responsibility for maintaining a positive school climate. There are three basic rules for each student, parent and staff person who attends or works for St. Joan of Arc:

1. Always be truthful.

We all make mistakes. Some mistakes are accidental, because of a lack of facts, acting without thinking, or out of fear. Others are not. The bottom line is that when we make a mistake, we need to own up to it and be honest. When the truth is told, a situation can be dealt with in a fair and reasonable way.

2. Respect yourselves, others and property.

How we treat others often depends on how we feel about ourselves. Through mutual respect, our own self esteem will blossom. By dressing properly and being clean, we show others we respect ourselves. Caring for our own property and the property of others also exhibits proper respect.

3. Act responsibly.

Sometimes we act in ways that are not responsible, proper or right. Each person must accept responsibility for his or her actions and the consequences of those actions. Each person needs to take time BEFORE acting to remember procedure, think of consequences, and be ready to accept responsibility.

CONSEQUENCES

When a member of our SJA community continually behaves in a way that infringes on the rights of other students and interferes with the learning environment of the classroom, disciplinary measures will be taken by the staff/administration. In Preschool through 5th grade classroom management systems are used. For repeated or more serious situations, a behavior notice will be sent home from the office. A parent conference may be necessary at that time. In grades 6-8, a progressive system of warnings (demerits) and consequences (detentions) is used routinely.

DETENTIONS

Students will be issued detentions for three demerits (warning notes signed by parent), more serious one-time offenses, or for three missing homework assignments within one week's time. A detention requires attendance at an assigned 40 minute silent period from 7:30-8:10 AM. When a detention is issued, a detention notice will be given to the student stating the reason and the date and room for the detention to be served. A parent must sign the notice and the student must return the form to school the next day.

If a student receives two detentions, a student, parent and principal conference will take place. A third detention will result in an in-school suspension.

In more serious cases, such as those below, disciplinary measures such as detention, suspension (in school or at home), probation, expulsion, or contacting local law enforcement may be imposed immediately. The administration will determine the disciplinary measures to be used in such situations.

- Continued demonstration of serious disrespect (physical or verbal) for teachers, the administration, or any adult working for or in the school.
- Continued **bullying**
- Smoking or possession of cigarettes on school property or at school functions.
- Possession, consumption, use, or sale of drugs, alcohol, or weapons in or on school property.
- Vandalism to or theft of school property, property of school personnel or fellow students, including lockers and bulletin boards. Restitution will be the responsibility of the student in addition to disciplinary action.
- Threatening staff members or students by word or gesture.
- Tampering with fire bells, alarms or equipment.
- Serious misuse of the internet or other electronic communications

SUSPENSION

Suspension is the temporary denial of classroom attendance. Suspension may be on school grounds or at home. Students who are suspended may not participate in school related activities on the day or days of suspension.

PROBATION

Students on academic or behavioral probation **MUST** follow all school policies during the probationary period. If the student does not meet the conditions of the probation, he/she will no longer remain at St. Joan of Arc. During the probationary period, students may not participate in extracurricular activities.

OUTSIDE ACTIVITIES

A student in attendance at a school sponsored event is responsible for behavior in accord with the policies of the school. Students who misbehave in these situations will be subject to any and all disciplinary actions outlined above.

BULLYING

Bullying is contrary to Gospel values and has no place in the Catholic school. Intimidation or disrespect of any person is unacceptable in the Catholic school community. Bullying is an intentional, repeated, hurtful act (physical, verbal emotional or sexual) committed by one or more persons toward another person or persons. All allegations of bullying must be taken seriously, promptly investigated and dealt with appropriately by the administration and staff of the school.

Bullying is characterized by

- aggressive behavior toward others;
- intentional repeated hurtful acts over a period of time;
- imbalance of real or perceived power between the bully and the victim.

In all cases, these negative acts are not intentionally provoked by the victim.

Bullying may be physical, verbal, emotional or sexual in nature. For example:

- **Physical bullying** includes, but is not limited to, punching, poking, strangling, hair pulling, beating, biting, spitting, stealing, pinching and excessive tickling.
- **Verbal bullying** includes, but is not limited to, hurtful name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication.
- **Emotional bullying** includes, but is not limited to, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation friendships, isolating, ostracizing, and peer pressure.
- **Sexual bullying** includes, but is not limited to many of the actions listed under emotional bullying as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault.

Bullying actions in any form, including use of the Internet and other electronic communication devices, are unacceptable in the school community. Clear behavior standards should be posted and publicized and consistently and fairly enforced. Children are unable to eliminate acts of bullying or harassment without adult support and guidance.

Also see Appendix D

GANG ACTIVITY

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- Intimidation and threat of physical harm of others
- Symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing

- Display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related
- Conduct on or off premises that may be gang-related

Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity.

Gang activity may result in probation, suspension, and/or expulsion. The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

HARASSMENT

The Pastor, administration, and staff of St. Joan of Arc School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, thorough and confidential manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion or termination.

Sexual harassment by one employee of another, by any employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination, or expulsion.

SEARCH AND SEIZURE

All property of the school, including student notebooks, desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses or articles of clothing that are left unattended on the school campus. This will only be done by the principal or teacher in the company of another adult.

The search of a student's person or of any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.

SUBSTANCE ABUSE

The possession, use, delivery, transfer or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings or at school-sanctioned events is expressly forbidden.

Procedures for handling violations:

- Notify the parent/guardian and suspend the student during the school investigation.
- Conference with the principal, parent/guardian, student, pastor and other appropriate persons as determined by the principal.
- Notify the police as directed by law.
- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.

- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.
- Appropriate confidentiality will be maintained.

WEAPONS

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school or on school premises.
- Weapons include, but are not limited to the following: knives, handguns, brass knuckles, "billy clubs," bats, pipes, sticks and any other object that causes bodily harm.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the police. The weapon is turned over to the local police.

DRESS CODE/UNIFORMS

DRESS CODE

A uniform identifies a team working to bring individual talents together to achieve excellence and a common goal. It is worn with pride and respect for the team it represents. With that in mind, the following guidelines are in place regarding SJA's uniform.

The official St. Joan of Arc uniform is available at Dennis Uniform Company, 1400 E. Business Center Drive, Mt. Prospect, IL, (847) 299-1442. Online ordering can be done at www.dennisuniform.com. The school code is GB9GV. Generic pieces may be purchased at other stores, but must conform to uniform standards.

Uniform Guidelines

- Uniforms should be clean and in good condition.
- Shirts must be tucked inside pants/skirt.
- Pants/shorts must be worn at the waist and those with belt loops need a belt.
- Long sleeved shirts may not be worn under short sleeved shirts.
- No hats/caps may be worn in the building.
- **T-shirts and undershirts must be plain white.**
- Gym uniforms may not be worn under the school uniform except in Grade 1.
- Pants/shorts must be worn at the waistline. The bottom of the skirts/shorts must be 1"-2" below student's fingertips when arms are rested at one's side.
- No jean or cargo style pants, sweatpants, or ill-fitting pants (either baggy or tight)
- Hair and jewelry should not be extreme or distracting in color or style
- Body painting, temporary or permanent tattoos, and henna stains are not acceptable in school.

- The principal reserves the right to determine appropriateness of clothing.

Students wearing the uniform inappropriately (i.e. untucked shirt, collar open, incorrect shirt length) or not appearing in the proper uniform will be subject to progressive disciplinary action.

BOYS, GRADES 1-8

- Navy twill or corduroy pants
- Navy twill walking shorts*
- White Oxford shirt, white polo or turtleneck
- Navy Sweater
- SJA ¼ zip Navy Sweatshirt ONLY
- White or blue crew socks

*** Walking shorts may be worn only between May 1 and October 15 or when the temperature exceeds 75 degrees.**

GIRLS, GRADES 1-8

- Hamilton Plaid jumper (Gr. K-3)
- Hamilton Plaid skirt (Gr. 4-8)
- Hamilton Plaid culottes (Gr. 4-8)
- White blouse, polo or turtleneck
- Navy twill walking shorts*
- Navy slacks, twill or corduroy
- SJA ¼ zip Navy sweatshirt ONLY
- Navy or white crew socks or tights
- Navy sweater

*** Walking shorts may be worn only between May 1 and October 15 or when the temperature exceeds 75 degrees.**

GYM UNIFORMS

A gym uniform, sold exclusively through the St. Joan of Arc PSO is required for students in grades 1-8. These may be ordered at the school.

TECHNOLOGY

CELL PHONES

Any cell phone or other electronic device should not be out or used during school hours without specific direction by a teacher. Teachers will take possession of any devices being used without specific permission and turn them in to the principal. The first time this happens, the phone may be picked up after school by the student. The second time, the phone will only be returned to a parent. The school is not responsible for loss or damage to these items when brought to school. Inappropriate texting or photos is subject to disciplinary action. Please see the technology policy for further related information

COMPUTERS

With a teaching computer lab and netbook computers for each child in his/her classroom, students who attend St. Joan of Arc have computers readily accessible to supplement and enhance their education. Computers are networked and have wireless internet accessibility. In compliance with the children's Internet Protection Act, St. Joan's uses Sonic Wall to protect students when they are online. All students must enter a password to gain access to the internet. All students are supervised by an adult when they are online. Sonic Wall is set to filter out material not suited to Catholic education or not age appropriate.

TECHNOLOGY-ACCEPTABLE USE PROCEDURES

The goal in providing technology resources is to promote educational excellence by facilitating resource sharing, innovation and communication with support and supervision of parents/guardians, teachers and support staff. The use of these resources is a privilege, not a right.

Access to computers provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers, is no different from the behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner.

Use of technology resources that are prohibited include, but are not limited to:

- Violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information;
- Attempting any unauthorized access, including hacking of any computer system;
- Downloading unacceptable materials;
- Re-posting personal communication without the author's prior consent;
- Violating copyright law;
- Using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes;
- Downloading, installing or storing software on a school computer without the approval of appropriate school personnel;
- Changing or attempting to alter any configuration, program or password on any computer or system;
- Using a school computer without knowledge or approval of school personnel responsible for the computer;
- Using inappropriate language, pictures and gestures in any form on the Internet;
- Using the Internet for entertainment or limited self-discovery function;
- Using the Internet for unauthorized purchases.

The school is primarily responsible for:

- Preventing user access or transmission over its computers and computer network of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
- Preventing unauthorized online disclosure, use, or dissemination of personal identification information of minors; and including but not limited to the intranet, Internet access, fax, email, stand alone computer and telephone.
- Preventing unauthorized online access and other unlawful activity.

- Complying with the provisions of the Children’s Internet Protection Act [Pub.L.No. 106-554 and 47 USC 254 (h)].
- Applying blocking to visual depictions of material deemed obscene or to child pornography or to any material deemed harmful to minors as determined by the school administration;
- Teaching proper techniques and standards for Internet participation;
- Guiding student access to appropriate areas of the Internet;
- Informing students that misuse of the Internet in school could result in loss of privileges and/or further disciplinary action;
- Monitoring privacy, software policy, copyright laws, email etiquette, approved/Internet use of the school’s Internet policy;
- Disabling subject administrative supervision, protection measures in the case of bona fide adult research or for other lawful purposes.

The school is *not* responsible for:

- Unauthorized costs or charges that are incurred by students over the Internet;
- Any damages that student may incur, including loss of data;
- The accuracy or quality of any information obtained through any school Internet connection;

Student-owned computers, when used in school, must follow the same procedures as school owned equipment. Student-owned computers and other electronic devices cannot be used on school premises without the expressed consent of the principal.

TECHNOLOGY USE OUTSIDE OF SCHOOL

Parents/Guardians are primarily responsible for the student’s appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

Parents/guardians and students must sign and acknowledge the **Parent/Guardian Consent Form Acceptable Use of School Technology by Student (Appendix B)** form. The Parent/Guardian must authorize the student to have access to the school technology resources at the beginning of each school year.

EXTRA-CURRICULAR STUDENT ACTIVITIES

Students who participate in the extra-curricular activities must be in good academic and disciplinary standing.

AFTERSCHOOL ENRICHMENT

Programming will be offered after school for the enrichment of students in our school. Families will receive more information through the school office. There are fall and spring sessions.

ALTAR SERVERS

Interested students are trained as altar servers when they are in 4th Grade and have the privilege of serving Mass. The weekly schedule of assignments appears in the Parish Sunday Bulletin. If a student cannot serve when scheduled, a substitute must be obtained.

ATHLETICS

All school teams are under the direction of the principal. The athletic director and head coaches are responsible for the daily programs with assistance from volunteer coaches. Each of these people are extensions of the school staff.

Athletic Programs

Fall

Football – Boys - Grade 5-8 (North Shore Catholic League)

Volleyball – Girls - Grades 4-8 (North Shore Catholic League)

Cheerleading- Grades 6-8

Winter

Basketball - Boys/Girls - Grades 4-6 (Big 10 League, North Shore League)

Basketball - Boys/Girls - Grade 7-8 (North Shore Catholic League, NCPL, Non-Conference Public Schools)

Spring

Volleyball – Boys - Grades 7-8 (North Shore Catholic League)

Track - Boys/Girls - Grades 4-8 (Council and Local meets)

Athletic Philosophy

The athletic program at St. Joan of Arc School centers on the student athlete. The main focus of the program is to promote the development of skills and understanding of the sport, sportsmanship and ethics, teamwork, school spirit, and fun. The physical and emotional progress and welfare of the student athlete is held in high priority. The philosophy and the guidelines apply to all sports and to all leagues to which St. Joan's belongs.

Learning Level (Grades 4-6)

- Skills, safety, and the rules of the sport will be taught to the student athlete
- The winning attitude and good sportsmanship for self and team will be fostered as a key to not lonely athletics but to Christian values and academic performance.

- All players are expected to attend practices and games as scheduled. Coaches should be notified as early as possible regarding an absence. Repeated, unexcused absences may affect playing time
- Student athletes are expected to exhibit a positive attitude toward the game, the coach, and the teammates
- Equal playing time for each athlete is part of the regularly scheduled games.

Junior Varsity and Varsity Level (Grades 7-8)

- Building on all of the “learning level” guidelines, this level extends skills and teaches the strategies of the sport.
- The constructive mindset of competition among athletes will be developed.
- A spirit of team will be developed with the importance of each individual’s role emphasized.
- Equal playing time is not guaranteed.

Athletic Restrictions

When an athlete achieves a “D” or lower in any subject, a conference including the principal, the athletic director, the teacher, the student and the student’s parent or guardian will be called to determine the best way to deal with the student’s lack of academic progress. This may result in suspension of extracurricular activities until adequate progress is made. Suspension may also result from repeated or serious behavioral infractions.

BAND

Tuition-based music lessons on flute, clarinet, trumpet, trombone, saxophone and drums are available to students in Grades 4-8. Each student has a one half hour lesson during the school day on a rotating basis. In addition, full band rehearsals are held once a week after school. There is a Beginning Band Program for the first year students and Advanced Band for students who have played longer. The musicians will perform for school assemblies, concerts, and other school functions as well as church services. An in-school assembly and evening recruitment meeting for parents is held in September. The band is under the direction of Mrs. Oleszczuk.

BATTLE OF THE BOOKS

Battle of the Books is a voluntary reading program for students in Grades 3-8. Students are given a reading list in November and are required to read a specific number of books during the school year to qualify for the competition. In the spring, teams are formed and the “Battle” is held. The winners are determined by which teams can answer the most questions correctly about the books on the list.

BOOKMOBILE

In a unique arrangement with St. Joan of Arc School, the Skokie Public Library’s Bookmobile visits our school every two weeks. All students who are residents of Skokie and Evanston and have library cards are encouraged to visit the Bookmobile and check out books. They may return the books to the Bookmobile two weeks later or return them to the library directly on their own.

SCIENCE OLYMPIAD

Science Olympiad is an innovative approach to learning science for students in Grades 6-8. Encompassing all areas of science, students are able to apply engineering and technology skills as they design and build projects. Beginning in the fall, students form teams and select events. For several

months students work with a coach to study, design and build projects for their events. A regional competition is held around February or March. The top schools at each regional competition continue on to the state level.

STUDENT COUNCIL

The purpose of Student Council is to promote student leadership, school spirit, and to make St. Joan's a better place for all students. The Student Council is made up of all students with representatives from grades 4-8. Any student serving on the Council must maintain at least a C grade average. When a member achieves a D or less in any subject, checks on his/her report card or detentions, the member may be temporarily suspended from the Council. Officers are elected in May for the following year. Classroom representatives are elected in September.

PARENT INVOLVEMENT

At St. Joan of Arc parents have many opportunities to become involved in the school community. Many programs mentioned in this Handbook require adult volunteer support – everything from organizational skills to athletic coaching to baking for sales is needed! If you would like to participate in one of these areas, please leave your name at the School Office. All volunteers must meet the requirements below.

SAFE ENVIRONMENT REQUIREMENTS - VOLUNTEERS

Volunteers are a vital part of any school. They assist the teachers and staff in providing the students with important programs. Volunteers are directly accountable to the principal. Each volunteer agrees to abide by the established rules and procedures of both St. Joan of Arc and the Archdiocese of Chicago. All volunteers who work with children are required by the Archdiocese to meet Safe Environment Requirements and to provide the school with proof of having done so. These requirements include:

- Completion of Archdiocese of Chicago Application for Employment or Volunteer Service
- Completion of Criminal Background check, including completion of the eAppsDB form on line at the Archdiocese of Chicago website
- Attending Virtus/Protecting God's Children training program within three months of beginning employment/service
- Reading, signing and dating the Code of Conduct Personnel Acknowledgement form
- Completion of the Illinois Child Abuse and Neglect Tracking System CANTS 689 form

PROGRAMS

RELIGIOUS FORMATION

Preeminent among the school's goals are those related to the formation of the child's faith life: the teaching of dogma, the traditions and ritual of our faith, and the living of that faith through service to others.

Instruction in religious truths and values is an integral part of the school program. The experiences and the activities planned, along with the doctrinal teachings, are meant to provide strong foundations upon which each child can build a life of faith and Christian attitudes. Through the example of parents and teachers, each child will enjoy the rewarding experiences of growing in love, trust and faith. Mass and Eucharist are the centerpieces of our community as Church. We ask each family to foster an appreciation of this celebration of the most sacred sacrament by regular family attendance and participation at Sunday Mass. All of our students have learned and practiced proper Church and Mass etiquette. We ask parents to reinforce this during Sunday Mass by encouraging participation in prayer and song.

PRAYER AND LITURGIES

School-wide liturgies and prayer services are held Thursday or Friday mornings. Teachers and students take an active role in preparing the school liturgies and prayer services. Parents are invited and encouraged to attend these services with the students and teachers and to model respectful participation in formal prayer. We teach children that God is a part of our lives and prayer is the way we can talk with Him whenever we want.

SACRAMENTAL PREPARATION

The sacraments of First Reconciliation and First Eucharist are received in the second grade. Students are prepared during school hours by the classroom teacher. The Director of Religious Education works with the teacher and parents are informed of their responsibilities through parent meetings and newsletters.

The Sacrament of Confirmation will be conferred in the 8th grade. Students will be prepared in class, complete service hours with their parents or sponsor, and attend a retreat prior to the reception of the sacrament. Meetings are held for parents and sponsors to inform them of their roles and responsibilities.

SERVICE

Part of the philosophy of St. Joan of Arc School is to be of service to others. Throughout the year, students will be asked to give of their time, talent and treasure for the good of others. This can be through performing civic duties like flag patrol or setting up and cleaning up for school and parish functions. It can be participating in Soup Kitchen. It may be by using their talents at school prayer services and events. Service can also be performed by making donations to the food and clothing drive during Thanksgiving and Christmas seasons or by participating in projects sponsored by the Student Council, the parish St. Vincent de Paul Society or the Women's Club. All projects will be undertaken with consideration for the students' first responsibility to their academic progress. All students will participate in a school wide Service Day.

EXTENDED DAY CARE

Families at St. Joan of Arc have the option of utilizing the extended day care. The hours of the program are from 7:00 am – 9:00 am and 3:00 – 6:00. Each family is billed for the time that they use. More information can be obtained from the office.

BIRTHDAY CELEBRATIONS

Everyone enjoys his/her birthday. Birthdays may be celebrated by sending a treat for your child's class. Please join us in promoting wellness awareness in your choice of treat. There are many options. A birthday

pencil with your child's name or a creative twist on healthy food is always a big hit. If you are hosting a birthday party, invitations may **NOT** be distributed at school unless the whole class is invited.

FUNDRAISING

There are a variety of occasions for fundraising in the school. Support of these by school families and friends is an important part of the operating budget. Each fundraiser is approved by the principal at the beginning before planning begins. No individual may undertake fundraising within the school or the school day without approval.

HOT LUNCH

St. Joan of Arc participates in the Organic Life Food Program. Students can order on a monthly basis and choose a nutritionally balanced hot lunch with or without milk. Families interested in qualifying for free and reduced lunch should contact the school office.

USE OF BUILDING

Use of the building should be scheduled through the parish office. It is expected that at the end of the use, the responsible person will turn off lights and fans in the auditorium, gym and washrooms and secure all doors. All outside doors are to be locked by the responsible persons. Doors should not be propped open. Relock at the end of event. It is expected that all users of parish facilities will note any damage to the property and report it to the parish or school office at the first opportunity.

SJA STUDENT HANDBOOK SIGNATURE FORM

(Appendix A)

Dear Parents/Guardians and Students:

We trust this edition of the St. Joan of Arc School Handbook was helpful to you. Please read and think through the practices and policies stated in the Handbook. It is essential for each member of our educational community to understand and support the policies and practices of our school. The administration reserves the right to modify any and all regulations at any time. Please sign this statement to acknowledge your understanding and support of school expectations. You are required to return this form to your homeroom teacher by Friday, August 31.

Printed Name of Student _____ Grade _____

Printed Name of Student _____ Grade _____

Printed Name of Student _____ Grade _____

Printed Name of Student _____ Grade _____

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Parent/Guardian Consent Form
Acceptable Use of School Technology by Student
(Appendix B)

I/we have read the school technology guidelines, and have discussed them with my child(ren). In consideration of the privilege of my child(ren) using the school's electronic communications system* and in consideration of having access to the public networks, I/we hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to the system, including, without limitation, the types of damage identified in the **Acceptable Use Procedures (AUP)**.

I/we understand that access to the school technology resources is not a private activity and that the school will monitor student activity on any of the school resources including but not limited to the computer system, e-mail system, and other electronic devices and programs.*

I/we have read the school's technology procedures and regulations and agree to abide by these provisions. Violation of these provisions may result in suspension or revocation of system access. I/we also understand that any actions taken through the school network that are in violation of the school disciplinary code will be handled in accordance with the code. Appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

Parent/Guardian: (Please initial in space provided below)

_____ I/we do give permission for my child to participate in the school's electronic communications system including the Internet and certify that the information contained on this form is correct.

_____ I/we do not give permission for my child to participate I the school's electronic communications system including the Internet and certify that the information contained on this form is correct.

Student: (Please initial in space provided below)

_____ I have discussed, with my parent/guardian, how I may appropriately use the school's technology tools.

Name of Student

Grade

_____	_____
_____	_____
_____	_____
_____	_____

Print Name of Parent/Guardian

Signature of Parent/Guardian

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date: _____

***Including but not limited to Internet access, fax, e-mail, stand-alone computer, and telephone.**

PHOTO/ACADEMIC WORK PERMISSION FORM

(Appendix C)

On occasion, St. Joan of Arc uses photos and/or academic work of students in school/parish publications to share information about the school. School publications include, but are not limited to: the website, school yearbook, student academic work, advertisements, annual reports, posters, newsletters, parish bulletins and other public relations material.

In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events.

Please check and sign below:

_____ My child's photo or academic work may **not** be published in any format including group or individual photos.

Printed Name of Student _____ Grade _____

Printed Name of Student _____ Grade _____

Printed Name of Student _____ Grade _____

Printed Name of Student _____ Grade _____

Printed Name of Parent/Guardian _____

_____ Date _____

Parent/Guardian Signature

If you do not return this form by September 1st, it will be assumed that you give permission for your child's photo or academic work to be included in any form of communication.

ANTI-BULLYING

(Appendix D)

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Students should:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to adults.

Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing and so on.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's race, or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors about someone.
- Writing cruel or threatening notes
- Leaving someone out on purpose or trying to get others not to play with someone.

Direct Bullying

Direct bullying is characterized by open attacks on the targeted child, including physical and verbal aggression. Examples of direct bullying include:

- Causing physical harm or making threats.
- Insulting, taunting, or engaging in name-calling.
- Telling a student to his or her face in a mean way that he or she cannot play.

Cyber bullying

Cyber bullying includes misusing email, inappropriate instant messaging or on-line blogging.

Indirect Bullying

Indirect bullying is more difficult to recognize and respond to because the person being bullied may not be present when the bullying happens. Examples of indirect bullying include:

- Spreading malicious rumors or lies about another student.
- Writing hurtful graffiti about another student.
- Encouraging others not to play with a particular student.
- Encouraging others to do harm to another student.

Sexual Bullying

Sexual bullying occurs when one student is targeted by another with unwanted words, actions, or media images about sex. Examples of sexual bullying include:

- Sharing unwanted jokes, comments, or taunts about sexual body parts.
- Teasing or starting rumors about sexual activities or sexual orientation.
- Passing unwanted pictures or notes about sex.
- Engaging in physically intrusive behaviors, such as brushing up against someone or grabbing someone in a sexual way or forcing someone to engage in unwanted sexual behaviors

Traditions at SJA

Appendix E

Welcome Back Picnic/Dinner

The Welcome Back Picnic is held within the first two weeks of school, usually on a Friday or Saturday evening. All families of St. Joan of Arc School are invited and it is a time to see familiar faces and meet new families and children who are attending the school.

Homecoming

The Fall Homecoming is an exciting time at St. Joan of Arc. Homecoming weekend kicks off with an all school Pep Rally on Friday. On Saturday morning players gather in the gym for a breakfast of coffee, juice, donuts and school spirit. Cars are decorated and everyone processes off to the big game.

Halloween Parade

At St. Joan of Arc, we add our own special touch by having a Halloween parade that travels through the neighborhood. Students bring their costumes to school. After lunch they change into their costumes, party in their rooms and then gather in the gym to begin the parade. Once assembled, the staff leads the ghosts and goblins on a parade route through the SJA neighborhood until all end up back in the gym.

Prayer Service of Thanksgiving

Part of the mission of St. Joan's is to help the students realize and appreciate the many gifts they have been given. Before Thanksgiving, the student body gathers in prayer to thank our Father for the many gifts he has given to us. "Sharing the gifts we have" is part of the message of that prayer service. Each child is asked to bring one can or box of food to donate to our sister parish, St. Agnes.

The Gravy Bowl

The school begins its annual celebration of Thanksgiving with The Gravy Bowl. The entire student body in Grades K-8 is divided into two teams - The Pilgrims and The Native Americans. Each team

consists of coaches, basketball players, cheerleaders and fans. The Gravy Bowl basketball game is played using the mini-baskets so that all players have a chance to score and be successful. No matter how hard each team tries, for some reason the game always ends in a tie.

Advent Activities

Part of the children's preparation for Christmas is to actively participate in the school-wide service project and The Giving Tree. The Giving Tree asks each child or family to bring in a new article of clothing - hats, mittens, socks, etc. All of the money and clothing collected is then given to members of our sister parish.

Christmas Program

Each year the students at St. Joan's perform at Christmas time. The actual program at Christmas can vary from a play to Christmas carols. Students prepare for the program during their music classes and perform at the PSO Christmas Luncheon.

The Candle Lighting Service

On the last day before Christmas Vacation begins, the students gather in church to celebrate the meaning of Christmas. During a very beautiful prayer service, students pray for the gifts of peace, joy, love, compassion and innocence. They light candles and sing songs. At the conclusion of the prayer service, the 1st grade reenacts the Nativity. The 1st graders also reenact the Nativity at the parish Christmas Eve liturgy.

Penny Carnival

What better way to celebrate Mardi Gras and help the missions at the same time!?! Penny Carnival is organized and executed by the junior high students at St. Joan of Arc. They prepare games and prizes for all the students. On the Tuesday before Ash Wednesday, the younger students bring their pennies, nickels and dimes and have their faces painted, "fish," and participate in other fun activities and games. All of the proceeds from the Penny Carnival are donated to St. Joan of Arc Uganda.

Sports Banquet

The Junior Varsity and Varsity sports at St. Joan's take a lot of dedication and energy from both players and coaches. In the fall and springtime the parents, coaches and players gather for a dinner celebration and take time to recognize each individual sports player. Coaches take time to remember the season and to speak about each of their players.

Marian Prayer Service

Soon after Mother's Day, the entire student body and their parents gather for an evening prayer service dedicated to our Blessed Mother. Similar to other schools' May Crowning, we at St. Joan's take time out of our busy schedules to honor Mary. One of the beautiful moments of that night is the 8th grade graduating class's tributes to their own mothers.

Spring Junior High Play

Each spring the lights of Broadway beckon our 7th and 8th grade students. With the help of their teachers, the students stage an annual play with some fun, creative musical numbers.

Graduation Banquet

Part of the tradition for graduation at St. Joan's is to set aside a night for the graduates and their parents to have a fine dinner together. The teachers, principal and pastor attend. The 7th grade mothers and students help serve this catered meal. The evening concludes with a short program by the graduates as they thank all of those involved in their education.

Candle Passing Mass

The Candle Passing Mass is a time when the school recognizes the achievements and talents of the students. At the end of the Mass, the 8th grade graduating class calls forth the 7th graders and 'Passes on the Light of Leadership' to them. As the 8th grade processes out of the church, the 7th graders assume their new role as leaders of the student body.

Field Day/School Picnic

What better way to end the school year than to gather as a school community and have a cookout? After being served hot dogs, chips and refreshments, the students spend the afternoon at Central Park. The students compete in sports activities and are coached by the 7th graders as they compete in the games.

PARENT SCHOOL ORGANIZATION

Appendix F

SOCIAL EVENTS

Welcome Back Coffee

The first day of school is a celebration. It is a fun day and an exciting day. As the students head into school to start the year, the PSO offers coffee and donuts in the parking lot so that parents can exchange stories of the summer and getting the children ready for the First Day of School.

Back to School Picnic/Back to School Spaghetti Dinner

All school families are invited to a dinner to kick off the school year and welcome new families.

Turkey Trot

All SJA parents are invited to attend this fundraiser held the Saturday before Thanksgiving. The participants will be split into groups and will visit a different house every hour to enjoy appetizers and drinks before everyone gathers together at the end of the evening (Held Biannually).

Santa's Breakfast

Santa's Breakfast is held the first weekend in December. This breakfast can also be a recruiting time to invited parents with young children who may be interested in St. Joan of Arc School. Parents and their children come for breakfast and then have a chance to have a picture taken with Santa.

Bingo Night

This event is held on a Friday during Lent. It is a fun evening in which the whole family (parents, students and other parish and community members) can share dinner during the Lenten season while also having fun (playing Bingo) and developing further friendships and a sense of community.

FUNDRAISERS

Gift Wrapping Paper Sale

Fall (held bi-annually) parents are asked to participate in this fund-raiser by purchasing wrapping paper for their family and by soliciting purchases from friends, relatives and co-workers. This is one of the major fund-raisers for the year. St. Joan's receives 50% of the total sales from this fund-raiser.

Teachers' Gift

Each Christmas the school collects a donation from each family in order to give each of the St. Joan of Arc School Staff members a Christmas bonus.

Teacher Appreciation Fund

Through MANNA you purchase certificates that are like cash, redeemable at Jewel, Dominick's, Old Navy, Blockbuster, and other favorite stores. A percentage of the sales will go to the school's Teacher Appreciation Fund. Box Tops for Education are redeemable for cash.

Scholastic Book Fair

If you like to read and enjoy giving books to friends and family, PSO organizes a book fair held at school during the Fall. A percentage of the sales comes back to the school.

Special Lunch Days

If making lunches has gotten to you, take a break and sign up for Pizza, Hotdog, and Subway Days. Your child will enjoy pizza or a subway sandwich and a dessert (doughnut, apple, cookie – it varies). Proceeds from past years helped purchase new playground equipment. So support SJA and bon appétit!

Authorizations for Medication at School

Appendix G

Physician Request for Self-Administration of Medication

Name of Student _____
Date of Birth

To:

Principal, _____, School, _____, Illinois:

The above named child has _____
Name of Illness or Medical Condition

I am requesting that the above-named student be allowed to take the following medication during school hours or during school-related activities:

Name of Medication Type of Medication (tablet, liquid, capsule, inhaler, injectable)

Dosage Time(s) to be taken or administered

Possible side effects

I certify that this student has been instructed in the use and self-administration of this medication and is capable of self-administering the medication independently and without supervision. (Circle One):

Yes No

For ASTHMA and ALLERGY CONDITIONS ONLY: I also request that this student be allowed to carry the above-described medication on their person during school hours and during school related activities in order facilitate the self-administration of the medication as needed. (Circle One):

Yes No

Signature of Physician

Date

Name of Physician

Address

Emergency telephone number

City, State

Parent/Guardian Permission and Authorization

I hereby acknowledge that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School Principal or his/her designee, on my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer in accordance with School Medication Procedures), lawfully prescribed medication and Non-prescribed medication in the manner described in the Physician's Order {Reverse side}. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual who does not have medical training, and I specifically consent to such practices.

I understand that this authorization is not effective unless the School Principal or his/her designee has approved the medication authorization for my child and signed this form in the space provided below.

I further acknowledge and agree that, when such medication is to be administered or attempted to be administered, I waive any claims I might have against the School, the Catholic Bishop of Chicago, the parish, or any of their employees or agents arising out of the administration or attempted administration. In addition, I agree to hold harmless and indemnify the School, the Catholic Bishop of Chicago, the parish, and their employees or agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempted administration of said medication.

Parent/Guardian's Signature signed Date

Parent/ Guardian's Name

Address

City, State, Zip Code

Home telephone

Business telephone

Medication Authorization Approved this ____ day of _____, 200__.

School Representative's Signature

On behalf of _____ School, _____, Illinois.

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