



*Tradition with Vision*

## SJA Parent / Student Handbook

The mission of St. Joan of Arc School is to provide students a firm foundation in the Catholic faith, thereby creating the opportunity and the means to achieve academic excellence.



Academic Year

2015-2016

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## **Mission Statement of St. Joan of Arc School**

The mission of St. Joan of Arc School is to provide students a firm foundation in the Catholic faith, thereby creating the opportunity and the means to achieve academic excellence.

## **Philosophy**

St. Joan of Arc parish is deeply committed to Catholic education and the ministry of leading our students to become strong and responsible individuals, capable of making Christ-centered choices willingly. Therefore, St. Joan of Arc Catholic

School prepares students to meet future challenges by fostering deep spiritual development and promoting academic success, based on individual abilities.

As catechists, teachers give witness to Christ, the Master Teacher, by their lives as well as their teaching. St. Joan of Arc educators commit to growing in their relationship with God and incorporating the Gospel in their professional and personal lives. Holding Jesus as a Model, the staff is committed to the development of Catholic values in our students.

Recognizing and respecting the role of parents as the primary educators of their children, the teachers assist parents with the Catholic faith formation of the family. Teachers, parents and administrators work as partners to form an ongoing relationship with God that is rooted in Gospel values.

#### St. Joan of Arc Catholic School staff is committed to:

- Educate the whole child, blending learning with faith, to provide for the total development of each student in their spiritual, moral, intellectual, social, emotional and physical growth.
- Teach the Gospel and church doctrine, celebrate through worship, and serve others.
- Instill in our students a lifelong commitment to Catholic values and an awareness of their social and moral responsibility to respond to the needs of parish, local, and global communities.
- Work in partnership with the St. Joan of Arc parish to fortify the Catholic Identity of our school community.
- Celebrate the uniqueness and dignity of all persons through an appreciation of cultural diversity in our students.

#### Our Parents' Commitment to Catholic Education

The religious education of children is a parental responsibility – one that you have chosen to share with the staff of St. Joan of Arc School. Christian values and beliefs learned in the home will be reinforced in school.

- We expect parents to participate actively in the faith life of their family.
- We expect parents to support the school and teachers in discussions with their children.
- We expect parents to support the school and teachers in planning of school activities and events.
- We expect parents to be accepting of the discipline code of the school that is a necessary part of character development and social growth.
- Our students are taught that regular participation in Liturgy is essential to their life as Catholic Christians. Parents, then, are expected to celebrate Mass each weekend with their children.

- Our students are taught that daily prayer is an important part of each person's life. Parents, then, are expected to be role models who join their children in family prayer.
- We expect parents to make a commitment to provide an environment within their home that will support our efforts to nurture their child's growth as a committed Catholic Christian.

### **Our Students' Commitment to Catholic Education**

The ultimate reason for St. Joan of Arc School is the religious development of each child. We believe this involves instruction, modeling, reception of the Sacraments and prayer (both personal and communal), community building activities and service -- global as well as local.

### **Absence**

**When a student is absent from school, a parent should call the office by 8:00 a.m. each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Joan of Arc students.

- **Calls before 7:30 a.m.** are taken by voicemail at 630-969-1452.
- **After 7:30 a.m.** calls are taken in the office at 630-969-1732.
- **Students should be fever free for 24 hours before returning to school.**

**A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return.**

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

When a student is absent for **two or more days due to illness**, a parent should call the school office before 8:00 a.m. to arrange for homework assignments. Homework assignments may be picked up at the school office after 2:00 p.m. For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. The blog is a very convenient way to stay in touch with what's happening in school if your child is out due to illness.

When a student is absent he/she may not participate in any extracurricular activities associate with St. Joan of Arc that day.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. In today's schools there is really no such

thing as ‘make-up’ work. Teachers and students can only attempt to offset the loss of instructional days. With the increase of teacher-pupil interaction, Instructional Aides, Discussion Groups, Computer Assisted Instruction and Media-Center assignments, a loss of even one day may be detrimental to a pupil’s progress and therefore, cannot adequately be compensated. Absenteeism definitely presents a difficult problem for both teachers and students because it prohibits continuity of instruction.

**When an emergency arises that necessitates a student being absent during school time, parents must request an absentee form from the office to specify the projected dates of absence and the location of the students during this time. When this form is returned to the main office, teachers will be notified. Upon the student’s return, the teachers will give assignments to be completed at home that will attempt to partially compensate for the loss of instructional time.**

Excessive absence or tardiness, can be cause for action on the part of administration. The Illinois School Code will be our guide in regard to excessive student absences. Students who are absent without valid cause 10% of our 180 regular attendance days will be considered excessively absent which may result in the student being denied credit for their courses. Parents will be required to come to school to meet with administration if their child is absent 18 days without valid cause.

### **Absence During the School Day**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office.

### **Academic Probation**

A student whose academic performance indicates serious deficiencies (more than two “D’s” or one “F”) will be placed on academic probation. Academic probation impacts a student’s ability to participate in extra-curricular activities.

### **Accreditation**

The state of Illinois Dept. of Education  
The Diocese of Joliet

## Admission Information

### Nondiscriminatory Policy

St. Joan of Arc School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

### Admission Requirements

Children entering Pre-K 3 & 4 must be three (3) or four (4) years of age on or before September 1<sup>st</sup> and be potty trained.

Children entering Kindergarten must be five (5) years of age on or before September 1<sup>st</sup> and be potty trained.

At the time of registration, all new students seeking admission to St. Joan of Arc School are evaluated on the basis of current standardized test scores and report cards.

#### Requirements include:

- Verification of active parish affiliation/stewardship, including the use of weekly envelopes or automatic deposit
- Health Records
- Immunization Records
- Birth Certificate (original)
- Baptismal Certificate (for Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of IEP
- Transcripts

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Joan of Arc School will meet the educational needs of the students. An interview with the student may part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

New students may be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Joan of Arc School.

Non-Catholic students whose parents accept the philosophy of St. Joan of Arc School will be accepted on a space available basis.

### **Financial Obligations**

St. Joan of Arc school office will be able to supply all financial obligation information.

### **After School Sports Supervision**

Coaches volunteer their time. They are expected to come only 10 minutes prior to practice. Therefore, there is no supervision for your child if you drop him/her off at school too early. Coaches should never be expected to remain longer than the designated time for the practice. Our coaches are concerned individuals who would never leave a child stranded in the case of an emergency. However, it is beyond the call of duty to expect them to wait for you to pick up your child. Please pay them their due respect and be prompt in picking up your children.

Students may not leave the school premises either during the school day or following their participation in after school activities unless accompanied by their parent or guardian who has signed them out in the front office during school hours. Students arriving for an after school activity such as band need to be supervised until their designated time slot begins. (The band director cannot adequately give a lesson if he/she is supervising other children who have been dropped off too early). Coaches cannot adequately supervise their teams if they must monitor members of other teams dropped off before their practice time. After school staff and volunteers cannot adequately supervise their groups if unsupervised students cluster in the junior high lobby or any other section of school property.

### **Allergy Policy**

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

#### **Family's Responsibility**

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food Allergy Action Plan.

- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Fill out and return to the office Appendix A: school medication permission and medical treatment authorization and liability release forms
- Provide properly labeled medications and replace medications after use or upon expiration. Be aware since there is no nurse on staff all medication must be administered by the students. Staff may not administer medication or inhalers.
- Educate the child in the self-management of their food allergy including:
  - safe and unsafe foods
  - strategies for avoiding exposure to unsafe foods
  - symptoms of allergic reactions
  - how and when to tell an adult they may be having an allergy-related problem
  - how to read food labels (age appropriate)
  - epi-pens may be administered by any staff members in case of emergency
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.
- Diabetic children must bring to the office test strips and a spare insulin dose packaged with their name and homeroom number on the front of the package.

### School's Responsibility

- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Identify a core team of, but not limited to, teacher, principal, and counselor (if available) to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.

- Medications are to be appropriately stored, and be sure that an emergency kit is available that contains a physician’s standing order for epinephrine. Students should be allowed to carry their own epinephrine, if age appropriate after approval from the student’s physician/ clinic, and parent, and allowed by state or local regulations.
- Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Work with the district transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.
- Recommend that all buses have communication devices in case of an emergency.
- Enforce a “no eating” policy on school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy. Discuss appropriate management of food allergy with family.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic child seriously.

#### Student’s Responsibility

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

### Altar Servers

Boys and girls in Grades 5 – 8 who are members of the St. Joan of Arc Parish are eligible to participate in preparation classes offered by the Parish. The Liturgy Coordinator is in charge of this program and may be reached at **630-353-4517**. We ask that you encourage young people to serve in this ministry.

## Appointments

Please schedule all of your child's doctor or dental appointments on free days or after dismissal time. If an early dismissal is necessary, the student must have a note signed by a parent or guardian stating the date, time and reason of the early dismissal. Students may not be released to anyone other than the listed parent or guardian or authorized adult – who upon arrival must come to the school's main office and sign the student out following early dismissal procedures.

## Arts Alive Program

A collection of works done by the great masters in the field of art has been put together in an effort to add to the cultural education of all of our students. Volunteer parents present the works once a month to grades 1-5 using an Arts Alive format.

## Athletic Association

The St. Joan of Arc Athletic Association is composed of all the volunteer coaches and moderators who conduct the Interscholastic Sports Programs at St. Joan of Arc School. All children who try out for a particular activity will have the opportunity to participate.

The Association is administered by an Athletic board consisting of:

- President/ Athletic Director
- Assistant Athletic Director
- Treasurer
- Coordinators of the various sports including Track, Football, Volleyball, Cross Country, Cheerleading and Basketball
- Executive Board

The President/ Athletic Director is appointed by the Principal of the school, subject to the Pastor's approval. This person reports directly to the Principal.

The St. Joan of Arc Athletic Board is committed to following the Diocesan Guidelines for Interscholastic Sports, which includes the length of season, number of games and grade level participation. The Athletic Board is also committed to following the rules and constitution of the various leagues in which SJA participates. Copies of these documents are available upon request. In addition, the Athletic Board will establish policies and guidelines for participating students, their parents and coaches.

Vacancies on the board of the Athletic Association will be appointed by a consensus of the present St. Joan of Arc Athletic Board members and the school administration.

## Attendance at Athletic Events

Students should remember that attendance at extra-curricular activities, such as athletic events, is a privilege and an honor, and is offered to students assuming that they can demonstrate appropriate behavior. All of the parent volunteers are concerned, conscientious people, but they are not able to properly do the job they have volunteered for and supervise children who have been dropped off.

Diocesan Athletic Guidelines apply to all athletic events on and off our property.

Parents are aware that if their child leaves the building or endangers himself/herself in any way, St. Joan of Arc School cannot be responsible for his/her safety. If unsupervised children act up or are rude and offensive as spectators, it reflects poorly on our school and disrupts the game in progress. The duty of discipline then falls to the school administration, at a later date, to take whatever disciplinary action is warranted. **Parents are requested to attend sporting activities with their children rather than dropping them off and expecting them to be watched.** When athletic events are held inside a school gym, students should remain inside the gym during the game. They should be in the lobby area only between games, to buy from the concession stand or use the washrooms. Parents, coaches, teachers and all participants must stress by word and example the necessity of **GOOD SPORTSMANSHIP** on the playing field, on the bench, and in the stands. Fans, regardless of age, who do not demonstrate good sportsmanship, will be asked to leave the sporting event.

No student may be on school property without adult supervision. St. Joan of Arc does not offer supervision for students who are spectators at sporting events.

Parents are required to sign up to volunteer as directed by coaches in the various sports in order for their children to participate in that sport.

## Band

The band program is for **grade 4-8** students who demonstrate a willingness to learn to play and dedicate practice time to a musical instrument of his choice. For information, call **"Band for Today" at 630-420-8556.**

## Battle of the Books

An opportunity to read assigned novels together is offered for grades 4 and 5 and junior high students. Groups meet after school with volunteer moderators

to discuss plot, character, theme and setting in order to prepare for competition with other schools.

## **Birthday Observances**

A donation will give students the pleasure of choosing a new book, which will have their name and birth date, placed on a special label in the front of the book. A birthday book may be purchased from the librarian at any time during the school year.

## **Blogs and Social Networking**

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, Instagram®, etc. may result in disciplinary actions if the content of the student's blog includes photographs, video, defamatory comments regarding the school, the faculty, other students or the parish. No social networking may be done on school property.

## **Book Club Disclaimer**

Throughout the school year, your child will bring home an order form from one of our book clubs. These clubs are offered to you to make it possible to obtain books for your children at a reasonable price. St. Joan of Arc cannot, however, review or endorse all of the titles listed. As primary educator of your child/ren, you need check your child's order to insure that the reading material selected is appropriate to your child's maturity and ability and you approve of the purchased material.

## **Bullying Prevention Policy**

All elementary and secondary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian and strictly prohibited.

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows:

“Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- (2) Causing a substantially detrimental effect on the student's or students' physical or mental health;
- (3) Substantially interfering with the student's or students' academic performance; or
- (4) Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.”

### **Bullying Conduct**

Bullying conduct covered by this policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops; or cyber bullying as defined hereinafter.

### **Cyber Bullying**

This policy prohibits bullying and intimidation of students through the use of internet and social internet sites or any electronic device (private, public, or school owned), whether on or off the school campus, or during non school hours.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

Any reported bullying issue will be promptly brought to the attention of the appropriate party: the Pastor or the Principal or designee, and thereafter investigated.

Reference: *The Illinois School Code*, 105 ILCS, 5/27-23.7

## **Student Transportation**

### **Bicycle Safety**

St. Joan of Arc School cannot be responsible for students using bicycles as a mode of transportation to and from school or for the safety of bicycles parked on school property. Bike racks, however, are available for those students who have parental permission to have a bicycle at school. It is the responsibility of the parent and student to discuss safety rules concerning bicycle riding, parking and locking the bike. Bicycles are to be **walked** on school property at all times.

Bicycles may not be ridden during school hours for any reason. Bicycles should be kept locked. St. Joan of Arc School is not liable for any broken or stolen bicycles.

### **Bus Safety**

Students are expected to conduct themselves in a safe and orderly manner at all times. This includes waiting at a designated bus stop, waiting on school property, or while riding in a car pool, or on the bus. Students may ride only on the bus to which they are assigned. The number and names of students assigned to a bus are given to the bus driver for safety reasons. The main office cannot make an exception to this rule except in an administrative authorized emergency. No parent may remove his child from a bus at dismissal time unless he reports first to the main office.

### **Bus Service**

Kindergarten – 8th grade students living more than 1 ½ miles from school may utilize free bus service provided by **Lisle School District 202**. Information on bus service is available on Orientation Day or from the main office. Special questions regarding bus service can be answered by calling **Lisle School District Office: 630-493-8000**.

If any lengthy occurrence such as bus trouble or an accident would delay the return home of your child, please call the Illinois Central Bus Company at 630-499-0800 for arrival information. They have direct radio contact with the bus driver.

### **Bus Suspension**

Appropriate social behavior is required and expected on school buses and extends to school bus stops. Inappropriate behavior distracts the bus driver and endangers the lives of all the students riding on the bus. Anyone who jeopardizes the safety of others or exhibits inappropriate behavior may have their bus riding privileges suspended. Suspension of bus riding privileges is not an excuse for school absence.

The bus company bills, through the main office, any student who is responsible for the repair or replacement of any damage to the bus.

Disciplinary action in regard to bus misconduct is as follows:

First two misconduct notices parents will be contacted. Third misconduct notice will result in a three day bus riding suspension, fourth notice will result in a five day bus riding suspension, fifth notice will result in a ten day bus riding suspension. More than five written misconduct notices will result in the complete loss of bus riding privileges for the year.

## Car Pool Safety

Maps of the traffic flow and procedures for the north and south parking lots for both arrival and dismissal systems are available on registration days and in the main office. Car pools are formed from signup sheets available on registration day and in the main office during the school year.

Columbia Street in front of the school is reserved for buses, so no cars may park or stop there from 7:30 – 8:00 a.m. and 1:30 – 2:30 p.m. Pre-school drop off is at 7:50 a.m. with pick up at 10:35 a.m. and for the afternoon class drop off is at 11:15 a.m. with pick up at 2:00 p.m. Kindergarten parents may pick up children from A.M. classes at 10:40 a.m. in the south parking lot.

**Please pass this information on to ANYONE who drops off or picks up your children.**

From 7:35 – 7:45 a.m. is the peak drop off period. If you drop off at this time block, here are the rules to follow:

1. Parents should not walk their children into the building after the first two days of school. After the first two full days parents may enter only after signing in in the office having an appointment with a specific teacher. For the safety of the students and staff adults may not linger in the hallways during school hours while in session.
2. Have the children ready to exit the vehicle when you stop. The drop off must be safe and swift. This isn't the time for kids to be searching for lunches, book bags, and so forth.
3. If you need to exit the vehicle to help your children exit the car or remove items from your trunk, please arrive early. The drop off line must be kept moving and cannot be stalled for drivers exiting the vehicle.
4. North lot. The north lot is open, has no traffic and is a quick drop off without a wait. Help divert traffic by dropping off in the north lot. The school entrance west of the gym is the location to stop.

Remember: Do not use Columbia Avenue (the street that runs west of the building where the buses park) to get to the north lot. Avoid piling up on Division Street. It will be faster for you to drive on past the south lot and make your way around to the north lot.

5. Do not use Columbia Avenue in the morning. It is a violation of school and village rules. This is not a drop off zone and is not a pass through zone. It is closed to all traffic except buses between 7:30- 8:30 a.m. and 2:00 – 2:30 p.m.
6. No matter which door your child needs to enter, you are required to pull forward until you cannot pull any further forward. The first spot in the drop off line is located next to the pre-school door. Pull all the way forward. Yes, this means junior high children must, if necessary, exit at the forward point and walk back to the junior high entrance. Do not create a stop gap in the line

to allow junior high children to get out in front of the junior high entrance thus forcing everyone behind you to pile up while ten or fifteen car lengths are open in front of you.

7. If you want to wait in your car and observe your child enter the building, please arrive before 7:40 a.m. or you are welcome to park your car and walk your child in.
8. All pre-school children will be dropped off and picked up in the south parking lot at the pre-school entrance (door #8).

## Student Cell Phones and Electronic Devices

Cell phones are to be in the OFF position at all times during the school day and/or any extended day activities anywhere on the school grounds. Cell phones must also be kept in the student's backpack in the student locker. They may not be carried.

During the instructional day and any extended day activities on school grounds, cell phones may be used, with administrative permission, for emergencies only. Cell phones may not be brought along on field trips.

Any use of electronic devices during the instructional school day and any extended day activities on school grounds, including before school, lunch, breaks, change of classes, and dismissal, without permission of the administrative staff shall be considered a disciplinary violation. Any electronic device infraction shall result in the confiscation of the device. Once the device is confiscated it will only be returned to a parent or guardian.

**Realizing that most cell phones today have a camera let it be known that St. Joan of Arc school personnel and volunteers acting at the behest of the school cannot be held liable for photographs taken.**

St. Joan of Arc School assumes no responsibility for insuring the protection of cell phones and/or any calls made without permission during the instructional day and any extended day activities on school grounds, as well as on a school bus or a field trip sanctioned by the school. The parent accepts all responsibility by allowing their child access to the device and permitting them to bring it on to the school campus.

## Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating may also be deemed unable to participate in sports.

## Child Abuse Laws

St. Joan of Arc School abides by the Child Abuse laws of the State of Illinois. This law mandates that all cases of **suspected** physical and or/psychological abuse and/or neglect be reported to Child Protective Services.

## Communication

### Parent - Child Communication

If an emergency situation should arise that necessitates parental communication with a child during the school day, a phone call to the main office is necessary. A message will be given to the child as soon as possible after the call.

### Parent - Teacher Communication

If the need to speak to a teacher arises, an appointment may be made with the classroom teacher either by email to the teacher or through a message through the main office. We ask that teachers not be interrupted during the school day. Teachers cannot respond during the course of the day while teaching.

Generally, communication between parents, teachers and the school should be accomplished through the SJA blog and e-mail.

E-mail addresses for teachers are included in the St. Joan of Arc School Directory. Teachers will respond in kind to e-mail requests within a reasonable time, Monday through Friday. Requests requiring immediate action should **NOT** be made through teacher's e-mail.

### Parent - Teacher Conferences

Traditionally, a parent-teacher conference for all parents is built into the November calendar. All questions regarding the student's progress, effort, teacher-student relations and classroom discipline should be discussed at this time. Teachers or parents may request a conference at any time during the school year by notifying the main office. If you believe further consultation is necessary after meeting with your child's teacher, an appointment with the principal can be made.

### Principal - Parent Communication

The principal is always willing to meet with parents. However, to receive the proper amount of time and preparation for a meeting concerning the welfare of your child, it is recommended that an appointment be made through the school secretary. E-mails can be sent to Mr. Sweeney at [Sweeney@sjalisle.org](mailto:Sweeney@sjalisle.org).

### Teacher - Parent Communication

Information from the teacher particular to the individual student such as corrected papers, homework reports, weekly progress reports, etc. will go home with each child.

**Kindergarten - Third grade** teachers will send home a Progress Report at the midpoint of each marking period.

**Fourth - Eighth grade** teachers will use SchoolSpeak as a means of communicating ongoing progress.

Diocesan report cards designed to convey the student's achievement in individual subject areas are issued and sent home at the end of each trimester.

### **Home-School Communication**

In order to insure that all communication from school reaches home in a timely manner St. Joan of Arc School uses a subscriber mass email system. Emails can be sent to the entire school or to one class as needed.

An emergency telephone notification system is in place to contact all parents in the event of any kind of emergency or to send vital information via telephone.

### **School to Home Communication**

Permission to use the telephone must be obtained from the homeroom teacher and the school office. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's classroom is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

## **Conduct**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPod, iTouch, or other mp3 players, eBooks, or

anything that will detract from a learning situation are not allowed at school at any time. If a student needs to have a cell phone for after school activities it must remain turned off and in their locker until dismissal. St. Joan of Arc does not accept any liability for lost, broken, or stolen phones. If phones are taken out of backpacks or turned on during school hours, they will be confiscated and only returned to a parent.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s).**

### Computer/ Internet Usage

Students are responsible for appropriate behavior on the school computer network otherwise known as the SJA Tec-Net. The SJA Tec-Net is compiled of all computer and computer related materials and machines. General school rules for behavior as well as general social etiquette rules of communication apply. Individual users of the SJA Tec-Net must be in support of education and research and must be consistent with the academic and moral expectations of St. Joan of Arc School and the Diocese of Joliet. Personal use of the system is prohibited.

Parents, students and teachers alike are to read, sign and return the **Authorized Use Policy**. A current AUP must be on file in the school office before any student is allowed to use the SJA Tec-Net. Violation of any section of the AUP will result in disciplinary action taken by the administration and can result in suspension from the technology program.

All users are expected to adhere to the following rules of etiquette in school or at home when using electronic or mobile devices:

- Always use only appropriate language
- Always be mindful of laws governing copyright
- Always be mindful that everything that is written is eventually read
- Do not write or send abusive messages. Be polite.
- Never reveal any personal information about you, or anyone else.
- Never post anonymous messages.
- Never use the network in such a way that the privacy of others is compromised.
- Never use the network in such a way that the use of others is interrupted
- Always use the network in an appropriate manner befitting your age/grade and station, as a representative of St. Joan of Arc School.
- Never send inappropriate messages or images, this includes but is not limited to sexting.

Any student found in violation of these rules, in particular sending abusive messages and/or sexting will be suspended.

SJA believes that benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any potential disadvantage. **Parent(s) and guardian(s)** of minors are **responsible** for **setting and conveying the standards** that their children are to follow while on the network and ultimately, for the **behavior** resulting from those set standards.

The SJA Tec Net deems cell phones, pagers, personal communication devices, electronic personal organizers, lap top computers, cameras, video equipment, tape players and recording devices, CD players, personal radios and TV sets, electronic games, tablet computers, etc. as unnecessary for the school atmosphere and **cannot** be brought onto school property.

The school is not responsible for any personal computing or communication device brought on to school property with, or without authorization. Due to the possibility of spreading viruses data storage devices are not allowed.

Handheld or lap top computer devices **may be used** by I.E.P. students involved in the Supplemental Learning Program and with approval of the administration.

#### Acceptable Use Policy

The acceptable Use Policy must be read and the agreement signed and returned to the school office before student had access to the SJA TECNet. Only new students and transfer students need fill out the AUP as one will suffice for all years at SJA.

#### Student Email

Students may not send, receive or access private email accounts on the SJA TECNet.

## Counselor

A Certified counselor serves the needs of students and parents through class and individual consultation.

## Crisis Plan

St. Joan of Arc School has implemented a "crisis plan" including a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency immediate action would be taken. The Crisis Plan is reviewed yearly with the Lisle Police and the Lisle-Woodridge Fire District.

## Daily Schedule

At St. Joan of Arc School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:00 AM. St. Joan of Arc School offers an Extended Day Program. The morning component is an adult supervised program available each school day for students from 7:00-7:30a.m. **Students may not be in the hallways or classrooms prior to 7:30a.m.** The morning program requires no registration or sign-up and the \$1.00 daily fee can be paid daily, weekly, or monthly.

Afternoon dismissal begins at 2:14 PM each day. Please check the school calendar and the blog for early dismissal dates.

For students in Grades K-5 an afternoon component of the program is offered from 2:15-5:15p.m. each day that school is in full session. The program may be used as little or as often as needed provided a parent registers for the program.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

Standard School Days	
7:00 a.m.	Extended Days begins
7:30 a.m.	Classroom supervision begins
7:50 a.m.	Homeroom bell: Attendance taken K-8
8:00 a.m.	Morning classes begin
8:00 a.m.	A.M. Pre-school begins
10:45 a.m.	A.M. Pre-school dismissal
11:15 a.m.	A.M. Kindergarten dismissal
11:30 - 12:00 a.m.	Kindergarten lunch
11:15 a.m.	P.M. Pre-school begins
11:30 a.m. to Noon	Grades 1- 5 Lunch
12:00 - 12:30 p.m.	Junior High Lunch (except Tuesday: 11:30 a.m.- Noon and Friday 12:10 -12:40 p.m.)
2:00 p.m.	P.M. Pre-school dismissal
2:14 p.m.	Junior high and kindergarten dismissal bell
2:16 p.m.	Elementary dismissal bell
2:16 - 5:15 p.m.	Extended Day activities
2:14 - 4:15 p.m.	J.H.A.S.A activities (Monday - Friday)

Early Dismissal Days	
10:50 a.m.	Junior high and kindergarten dismissal bell
10:52 a.m.	Elementary dismissal bell

## Dental Examination

The State of Illinois requires a dental examination for all Kindergarten, 2nd and 6th graders prior to May 15th of the current school year.

## Discipline

St. Joan of Arc School emphasizes self-discipline. As our students begin to integrate religious truths and values into their own lives, we expect them to assume more and more responsibility for their own behavior. With this goal in mind, teachers and students work together to maintain a disciplined atmosphere conducive to learning.

Appropriate social behavior must exist all times of the school day and in all areas of the campus, both inside and outside the buildings. This includes school-sponsored activities and extends to parents and school bus transportation. Students' behavior at liturgies, in the classroom and at school functions creates and maintains the environment for purposeful learning.

Proper respect is expected towards priests, administrators, teachers, aides, volunteers, visitors, coaches, bus drivers, for example, as well as fellow students.

As part of our school family, students are responsible to join in the partnership of the faculty and maintenance staff to ensure that all parish property, buildings and furnishings be maintained and preserved for the use of all. Any defacing of school property, equipment, materials or building, extending to transportation provided for student use such as school buses, is considered a serious misdemeanor. Anyone who is responsible for damaging items may be held liable and expected to pay the cost of repair or replacement. Disciplinary actions may also be recommended.

**IMPORTANT: Anything taken onto the school premises is subject to school personnel inspection and approval.**

Weapon facsimiles, including toys or historic replicas are not permitted on school grounds. Such facsimiles may only be used for approved historic reenactments.

## Disciplinary Procedures

Discipline procedures at St. Joan of Arc School have been created for each grade level.

### **Grades Kindergarten -Three**

For students in grades Kindergarten through three, the classroom teachers will send home their discipline policy at the beginning of the

year. They will also review it at Curriculum night. All of these grade levels use the same behavior chart in an attempt to provide our young students with a consistent, age appropriate conduct system.

### **Grades Four-Five**

Students in grades four and five will begin the transition to our junior high points based system. In fourth grade the teachers will explain a credits and debits conduct system to the children. Grade 5 students will have a monthly points based system. This information will be communicated to students and parents at the beginning of the school year and briefly reviewed at Curriculum Night.

### **Grades Six, Seven, Eight**

The conduct system for our students in grades 6, 7, and 8 is points based. Each student will begin the trimester with 100 points.

### **Deductions will be made from their point totals as follows:**

**Dress Code Violations= minus 2 points**

**Academic Notice= minus 2 points**

**Conduct Violation= minus 5 points**

**Disciplinary Detention= minus 10 points (always includes an after  
school detention)**

**Detentions are served on Monday after school from 2:20-3:20.**

Failure to serve detention on the date assigned without faculty approval will result in another detention being issued.

**As points are deducted the following occurs:**

**-10 points= Detention**

**-20 points = Detention**

**Meeting with parents, teachers, dean of discipline**

**Loss of extra curricular activities and after school  
activities for seven days**

**-28 points= One day in school suspension**

**Meeting with student, parents, teachers, dean of  
discipline**

**Goal setting contract plan must be created for the student and signed by parents and student**

**Loss of extra curricular activities, after school activities, and field trips for 14 days**

**-38 points= One day out of school suspension during which the student will meet with parents, teachers, and dean of discipline to plan course of action which may allow student to return to school**

**Loss of all extracurricular activities, after school activities, and field trips for the remainder of the term**

All infractions will be entered daily onto a grade level spreadsheet so that point totals can be easily monitored. **Please keep track of your child's point deductions.**

When a student reaches minus 20 points a parent(s) will be expected in school the next morning to meet with teachers and the dean of discipline.

When a student reaches minus 28 points they will have a one day in school suspension the next day. Again a parent(s) will be expected in school that day for a meeting.

When a student reaches minus 38 points they will have a one day out of school suspension, however will be required to come to school on that day with their parent(s) for a meeting.

Point deductions can add up quickly. The best way to ensure a minimum amount of point deductions is to ensure that your child understands that it is a privilege to be in class with other students and that respect for students, teachers, and St. Joan of Arc School is necessary in order to create an environment which is conducive to learning.

### **Conduct Inside or Outside St. Joan of Arc School**

Students who engage in behaviors inside or outside the school that reflect poorly on the school and/or suggest that the student may pose a danger in the school are subject to serious consequences and will be disciplined by school officials.

### **Drugs, Alcohol and Weapons**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion. Students who possess dangerous weapons or their facsimile at school or at any school function face suspension and/or expulsion.

## Threats of Violence

The environment of a Catholic school should be one where respect for individuals prevails. If student behavior consists of acts of violence, threats, harassment and bullying, it should be reported to the school principal: All reports will be taken seriously and the principal shall investigate all such alleged behavior. The students involved in this kind of behavior face detentions, suspensions, and/or expulsion.

It is possible that the offending party will be removed from the school and/or be requested to obtain an evaluation by a certified therapist. If an evaluation is required, the offending party would not enter the school until it is determined, after consultation with the certified therapist, the Catholic School Office (CSO), school principal and pastor, that the offending party is not a danger to himself or others.

The principal (or appointed agent) *may*:

1. Impose an out-of-school suspension.
2. Impose a forfeiture of participatory extra-curricular activities and further impose a forfeiture of all school social activities.
3. Call the parents of the suspended student to discuss further corrective measures.

*A second offense could result in an immediate expulsion.*

## School Suspensions

### Internal school suspensions:

1. A student will be isolated from classmates and student body for the entire day under the supervision of faculty and staff.
2. The student will go to each teacher before school, obtain assignments and be engaged in schoolwork all day.
3. Attendance at or participation in school-sponsored activities or organizations is forfeited for the time of suspension.
4. The student will be isolated from classmates for the entire day including the lunch hour. Because there are not extra personnel available to monitor the student, a substitute teacher may be hired and the parents billed for the cost.

### External school suspensions:

1. The student will not be allowed on school property for the duration of the suspension.
2. Attendance at or participation in school-sponsored activities or organizations is forfeited for the time of suspension.

### Suspension from extra-curricular activities

A student may be suspended from any extra-curricular (such as but not limited to the play, sports, choir, etc.) activity for the following causes:

1. declining grades, two “D’s” or an “F”
2. failure to present completed work on a regular basis
3. point deduction totals (-20, -28, -38)
4. repeated misbehavior

#### Suspension procedures

The following are the suspension procedures. These are the **EXACT** steps that must be followed:

1. conference with Dean of Discipline/fellow teachers
2. inform student/parent
3. receipt of parent signature acknowledging the warning

Exclusion should be suggested when it is in the best interest of the student and should be understood as a means of punishment.

#### Exclusion from after school and sports activities

After school activities are for the benefit of students who are in attendance on that day. Students who were absent on a school day are not permitted to attend school-sponsored activities *after school or in the evening of that day* without the permission from the principal or Dean of Discipline.

#### Expulsion

The reasons justifying expulsion from a Catholic school should be as serious as they are rare. As soon as it becomes evident that expulsion of a particular child might be necessary, the administrator should notify the pastor, parents of the child, the CSO (Catholic School Office), and the school board. Expulsion is recommended when:

1. The moral, academic or physical well-being of the student body is endangered.
2. There is a prolonged and open disregard for school authority.

#### Dismissal Safety

*Students may not change their registered dismissal routine without written permission from a parent.* All changes in a student’s mode of transportation must have a note from a parent describing the change from the student’s normal routine (going home by car instead of the bus; walking instead of car-pooling).

All students are to leave the building at dismissal time unless a pre-assigned activity, meeting or lesson begins by 2:30 p.m. Students in car pools not picked up on time will be sent to the main office by the parking lot staff. From there they will be sent to the Extended Day Program or J.H.A.S.A Program and appropriate fees will be charged.

## Emergency Closing

In the event that SJA is closed, or the school day is delayed due to snow, for any reason, we will activate our automated phone tree service. Therefore, it is very important to notify the main office anytime there is a change in telephone numbers. Our phone tree will call our school families and teachers at home shortly after 6:00 a.m. with a recorded message providing the necessary information. If you have caller ID, our school's telephone number will appear on your screen. Our phone tree service provider has taken steps to minimize delays at the start of the message. However, you hear a one second musical tone prior to the start of the message. Do not hang up! Wait for the greeting, then the message.

School closings are also broadcasted on local TV and radio.

St. Joan of Arc School usually closes whenever Lisle School District 202 closes. When school is canceled all activities including after school activities are also cancelled.

## Emergency Drills

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

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

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

## Emergency Form

If a student is injured or becomes ill, the instructions on the St. Joan of Arc Emergency Form are followed. Therefore, an emergency action form for each student must be filed annually in the main office and updated when any change occurs.

**Important reminder:** The individual student emergency action form is the **SINGLE MOST IMPORTANT FORM THAT YOU WILL BE FILLING OUT EACH YEAR.** It is **imperative** that we have it on file from the first day of school

and that it be **updated** whenever changes in your household occur. In case of an emergency, the Emergency Action Form must tell us all we need to know concerning how to reach you as well as other information pertinent to the emergency treatment of your child!

## Extended Absence and Vacation Policy

Student vacation times should coincide with the school calendar. In today's school there is really no such thing as make-up work. Teachers and students can only attempt to offset the loss of instructional days. With the increase of teacher-student interaction, focus classes, instructional aides, discussion groups, computer-assisted instruction and media center assignments, a loss of even one day may be detrimental to a student's progress and, therefore, cannot adequately be compensated for. Absenteeism definitely presents a difficult problem for both teachers and students because it prohibits continuity of instruction. When an emergency arises that necessitates that a student be absent during school time, please request an **ABSENTEE FORM** from the main office. When this form is returned to the main office, copies of it will be given to the teachers involved.

Do not request assigned work or homework until you return from your trip. Upon your return, teachers will give assignments to be completed at home that will attempt to partially compensate for the loss of instructional time.

## Extended Day Program

An adult supervised program is available each school day for students from 7:00 – 7:30 a.m. in **Room 107**. The fee can be paid on a daily, weekly or monthly basis. No registration or sign-up form is necessary.

For students in grades kindergarten through fifth, a program is offered from 2:15 – 5:15 p.m. each day that school is in full session. The program may be used as little or as often as needed, daily or on a day-to-day basis. Parents must register each child for the program and complete a sign-up form. Fees are charged on an hourly basis and may be paid daily, weekly or monthly.

Daily sessions are divided into three hours with various activities	
2:15 – 3:15 p.m.	Physical activity
3:15 – 4:15 p.m.	Snacks, homework, reading, and computer time
4:15 – 5:15 p.m.	Games, arts and crafts, story time, outdoor games (weather permitting)

*Note: If a parent or guardian is late picking up a child at school dismissal time, the child will be sent to extended day and charged a fee. Students not picked up from extended day on time will also be charged a fee.*

Columbia Avenue and gym doors are locked at 2:30 p.m. To gain entrance to pick up your child from extended day, use the Tech Center doors on the west end of the south parking lot.

Useful telephone numbers are:                   630-963-9070  
  630-969-1452  
  630-353-4555

## Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
6. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
7. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
9. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
10. All monies collected for the field trip are **non-refundable**.
11. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.

## Food Policy

In response to the growing number of food allergies suffered by students at St. Joan of Arc School, and in compliance with standard health guidelines, it is a school policy that the distribution of edible treats and any/all food stuffs and

beverages will not be permitted by students, parents or teachers. Those wishing to observe mileposts such as birthdays, name days, holidays and celebrations, may enroll in the St. Joan of Arc Library Book Club, where a donation is made to the SJA library and a book is purchased and then marked with the name of a child or a group commemorating some event or day.

## Fund Raising

Solicitations for funds or the sale of food or merchandise for outside groups or organizations is not permitted on school days.

## Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

## Grading Code

The following code is used for grades 4-8 at St. Joan of Arc School:

A+	99.50	B-	84.50	D	71.50
A	95.50	C+	82.50	D-	69.50
A-	92.50	C	78.50	F	1.00
B+	90.50	C-	76.50	NG	0.00 (NG = "no grade")
B	87.50	D+	74.50		

The meaning of the "+" and "-" is explained to parents and students; all teachers adhere to the same scale.

The principal is ultimately responsible for seeing that the report forms accurately and consistently reflect student performance. Teachers must have sufficient documentation to support the grades submitted.

### HONOR ROLL REQUIREMENTS

Each letter grade will be assigned a numerical value. To achieve 1<sup>st</sup> Honors a student must have a grade point average of 3.75 or higher and 2<sup>nd</sup> honors 3.50 to 3.74999.

Value given to a final letter grade:

A+=4.33

A =4.0

A- =3.66

B+=3.33

B =3.00

B- =2.66

C+=2.33

C =2.00

C- =1.66

D+=1.33

D =1.00

D- =0.66

Our six core classes in this system are English, Literature, Math, Religion, Science and Social Studies. Spanish and Vocabulary are half credit courses.

## Graduation

On graduation day, a Mass will be celebrated at 7:00 p.m. followed by the graduation exercises.

## Health Services

A health committee under the supervision of a DuPage County Nurse provides health services to St. Joan of Arc. The committee keeps health records up to date.

## Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

## Homework

Homework is a very real part of our students' everyday school life. Students are expected to turn in acceptably completed homework from Monday to Friday. Interest and supervision of homework by parents is essential to forestall possible future problems. Remembering that all children are different and learn at different speeds, please notify the teacher if your child is spending decidedly more or less time on his/her homework. The following guideline is recommended:

Grade 1	15 minutes
Grade 2	30 minutes
Grades 3-4	45 minutes
Grade 5	1 hour
Junior High	1 ½ hours

Reading aloud to younger children and silent reading by older students is an expected part of everyday homework activity, but is NOT included in the above guidelines.

### **Homework Policy Due to Illness**

When a student is absent for two or more days, a parent may call the school office before 8:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:15 PM – 3:00 PM.

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

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

### **Hot Lunch**

SJA provides a Hot Lunch Program to Kindergarten Full-Day through 8th grade on Thursdays\*. The full meals include a main entrée with a side and dessert. Entrée and other side items can be ordered a la carte. These meals are catered through local vendors and served directly to your child's classroom. This is done through help from our parents who sign up to volunteer to distribute hot lunch. The on-line program is available throughout the school year for more than just hot lunch ordering. The website allows students and parents to keep track of their volunteering duties and service hours.

\*A yearly schedule is posted on the school blog site listing specific Hot Lunch Dates. NOT ALL Thursdays are Hot Lunch Days.

### **Invitations to Outside Parties**

Parents are asked to distribute private party invitations outside of school and school gatherings places such as bus stops to be mindful of sensitivity to the feelings of students who are not being invited.



## Junior High After School Activities (JHASA)

St. Joan of Arc School offers Junior High After School Activities (JHASA). This program consists of two hours (2:15 p.m. to 4:15 p.m.) of adult supervision. If additional hours are needed on any day/s, students may join the Extended Day Program. The program takes place on Monday, Tuesday, Wednesday, Thursday, and Friday following every regular day of school, excluding half days and holidays.

An hourly fee is charged.

The program is run by our Jr. High Staff members.

- The first hour, students will work on homework projects, using the technology lab, games, etc.
- The second hour is Open Gym activities.
- For the third hour, if you use the Extended Day Program any day from 4:15-5:15.

The program is designed to be loose and free flowing so as to be a comfortable transition from the more structured school day. However, students may not leave the campus. They also must participate in the first hour to be a part of the second hour's activity.

This program is especially useful if your child has an after school activity, because children may not remain on the campus unattended. Special fees will be required for certain activities, i.e., Bowling, Intramural Volleyball, etc.

## Library

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

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

### Lisle Library Use

A student who wants to use the Lisle Library after school must give his/her homeroom teacher a note from a parent stating that he/she may go to the library that day. Please do not tell your children to circumvent the rules that are set

down for their safety. Children learn by example when school rules are respected.

## Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated on the outside.

## Lost and Found

Any items found in the school building or on the school grounds should be placed in the Lost and Found basket near the office. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

## Lunch

St. Joan of Arc has no lunch room facilities, so students must bring their own lunches. Students are supervised in their classrooms for lunch periods. Classrooms have neither heating nor cooling facilities for handling food.

Milk is sold on a daily basis. Soda pop should not be included as the lunch beverage for students in grades 1-5. All beverages should be in cans or cartons. No drinks in cups, even with lids, are allowed in the classrooms.

Hot Lunch Days are offered as a treat to the students and are staffed by parent volunteers. Information on the Hot Lunch Program is sent home with the students in the teacher communication envelope. The Hot Lunch Program runs independently of the school staff. All information, forms, ordering, money collection and counting, etc. is handled by the volunteers and not the classroom teacher or main office staff. Hot Lunch Days are always looked forward to, and they can become hectic. We, therefore, ask that you either order the hot lunch or send your child's regular lunch. To keep confusion to a minimum, please refrain from bringing in a substitute hot lunch for your child.

Inevitably throughout the school year, a lunch is forgotten, lost or left on the bus. The main office is equipped to offer a small substitute. We do, however, ask that the student's parent then replenish the supply by sending individually wrapped snacks that do NOT have to be refrigerated. In this way, food will be available for the next child without a lunch.

## Media Presentations

We live in a multi-media age. St. Joan of Arc's Technology Centers are equipped with state of the art equipment for an elementary school. Students produce and are a part of multi-media presentations on an increasing basis.

Such productions may be used for educational and/or school marketing purposes and may be copied or copyrighted with the school retaining any and all rights to such productions.

- Videotaped during class, special events, or school performances
- Photographed in conjunction with school activities, articles or functions or the like by either school or newspaper photographers
- Included in directory information shared with high schools

The Diocese and Schools of the Diocese allow positive publicity of students using videotapes, digital images, photographs and web publications within the context of this agreement. Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping/photography may be announced or unannounced and will be conducted according to diocesan guidelines. *However, the Diocese and Schools of the Diocese do not approve of the display of any videotapes, digital images, photographs on social networking or video sharing sites, such as YouTube, without the expressed permission of the administrator and all parties involved.*

- I. Videotapes, photographs, digital images of students may be utilized by teachers, administrators, or their designee within the Diocese, School for classroom instructional purposes without advance consent of a student's parent/guardian. Such school diocesan staff shall maintain the confidentiality of these student records in accordance with state and federal laws and the established Diocesan student record procedures.
- II. Photographs or videos of students posted on the school website shall not be captioned with the student's name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name.
- III. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images of students for his/her own professional use without the advance consent of a student's parent/guardian. Examples of educational videotapes/photographs include documenting science experiments, presentations, etc.
  - A release form is required from the parent/guardian when students participating in class activities with a student teacher are videotaped or

photographed for purposes of assessment of teaching as part of the university class assignment and/or student teaching portfolio development.

- IV. Students with the supervision of the administrator/teacher or approved designee, may videotape, photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc.
- V. Forms of release for videotaping, photographing of students **are not required** from the parent/guardian when:
1. A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.
  2. The student has chosen to be an officially designated school leader or role model, such as athlete, student council, and etc. for which there is potential for informal contact with news media.
  3. Stock videotape footage or generic pictures. (i.e. yearbook individual and group pictures) are being obtained in public places. (i.e. hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or School.
  4. Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc.
  5. Video cameras are in use to monitor public areas of a school/church facility or bus.

## Medication Dispensing

A school is forbidden by Illinois State Law to administer medication without prior authority to do so. Under the conditions outlined below and with the approval of the school administration, medications that are essential to maintain the child in school, for example, behavior modification drugs may be held for the child. Medication must be self administered by the student. Office staff is not liable for any medication students self administer. No nurse is currently on SJA staff. It is recommended that parents consult with their doctor to see if medication could be adjusted and given at another time.

The following medication may **not** be given by school personnel:

1. Medication for recovery from acute illness (antibiotics)
2. Liquid medication
3. Aspirin or pain relievers
4. PRN medication (medicines designated as given "as necessary")

## 5. Ointments and drops

Medication shall be given to the school in a **pharmaceutical container** clearly marked with the child's name, the name of the medication and pertinent instructions. Up to one week's supply may be supplied. Empty containers will be taken home on Friday. No medication will be stored over weekends or holidays. Depending on the medication, the school may stipulate that only one day's dosage may be supplied at a time.

A parent must report immediately any **changes in medication or dosage** and a new permission form must be filled out to reflect the changes.

Medications are to be given out on school property only by the students themselves. If children are too young to administer medication, parents or individuals designated by the parents must dispense the medication. The designated person shall be instructed on the correct procedures involved in dispensing the medications.

## Money and Personal Possessions at School

Students must assume responsibility for their money, purses, wallets and any other valuable possessions. Notebooks, pencil pouches and other personal possessions of this nature should not be defaced with markings that we deem disrespectful or not in keeping with a Catholic school atmosphere. Common sense dictates that extremely expensive items should not be taken to school since the school cannot be held responsible for any loss.

Personal communication devices, electronic personal organizers, laptop computers, cameras, video equipment, tape players and recorders, CD players, personal radios and TV sets, roller blades, electronic games, etc. and all such materials deemed unnecessary for the school atmosphere should not be taken onto school property unless authorized by a school staff member.

## Music Ministry

This program is for 4th – 8th grade students. The Director of Music Ministries meets with this group in the church. Special liturgical celebrations may require after school rehearsals. The purpose of this ministry is to encourage young people to use their special talents so that in "all things God may be glorified." It is also a ministry for the school community: In addition to singers, those students who play a musical instrument with some proficiency can be involved.

### Choir

Children who attend St. Joan of Arc School are eligible to become members of the Children's Choir. Rehearsals are scheduled after school hours.

The Director of Music Ministries may be reached at **630-353-4520**.

## **Off-Campus Conduct**

The administration of St. Joan of Arc School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

Off campus behavior includes, but is not limited to cyber-bullying.

## **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

## **Parent School Organization**

The St. Joan of Arc Parent and School Organization is a volunteer driven organization whose aim is to enhance the experience of the students and families through a variety of programs. All SJA parents, faculty and staff are members of the PSO and are encouraged to participate. We conduct fundraisers, social events, special classroom activities, and work to strengthen communication between school and home. The PSO works closely with the administration and school board to facilitate its programs, but is a non-policy making body. Through its actions, the PSO strives to set a Christian example to the students as they grow on their faith journey.

Its main objectives include:

- To assist in promoting the welfare of SJA students
- To provide assistance and support to the administration and faculty
- To provide a social atmosphere among parents conducive to welcoming newcomers to the school and formulating friendships
- To provide communication between home and school
- To promote a school-wide community spirit

## **Parking**

Parking around the school is often at a premium. Please do not park in areas designated as recess and play lot areas. The west side of the south parking lot is always set aside for students. Parking on the streets is for two hours only. Parking on Columbia is prohibited from 7:30 a.m. until 8:30a.m. and again from 1:30 p.m. until 2:30 p.m. for bus access. Lisle police ticket for parking offenses.

At evening events we ask that you not park on Columbia Ave. Please be sure to NOT exceed the two hour parking limit on street parking.

## Physical Education

The Physical Education Department at St. Joan of Arc School strives to develop a healthy attitude towards fitness and exercise. Our PE Teachers stress the importance of the "Golden Rule" in gym class (treat others as you would like to be treated). Students are exposed to all types of motor skills, social exercises, physical fitness, team building and learning the basics of specific sports. Our 7th and 8th graders also take professional dance classes which teach them swing, tango, cha-cha, waltz and fox trot. St. Joan of Arc has an Athletic Department in which our students (grades 5 through 8) are invited to participate in volleyball, basketball, football, track and field and cross country running.

Students are encouraged to do their best whether or not they excel in a certain activity, sport or exercise.

### Uniforms, Participation and Grading Policy for P.E.

#### Kindergarten

There is no uniform for gym.

#### Elementary (Grades 1 through 5)

Uniform: St. Joan of Arc issued grey shirt with blue lettering and navy blue shorts. Both shirt and shorts should be labeled with permanent marker with last name. Gym shoes and athletic socks are required.

Teachers will provide more information about when gym uniform is to be worn, when warm ups can be worn and when gym is scheduled for the year.

Participation: (same as above)

Grading Policy: Students in grades 4 and 5 receive an achievement grade (A, B, C, etc). Grades are based on effort, attitude and sportsmanship. No grades are given in grades 1 through 3.

#### Jr. High (grades 6 through 8)

Uniform: St. Joan of Arc grey gym shirt with red lettering with last name and red shorts with last name (in permanent marker). Gym shoes and athletic socks are required. All students are required to dress for every gym class.

Participation: All students are expected to participate in each and every PE class. If there is a physical limitation that would result in limited activity, a written note by a parent is needed and a note from a doctor if there will be an extended period of time out of gym class. An additional note will be needed to allow that student to return to gym class.

Grading Policy: Students are tested on specific sporting activities, such as volleyball and basketball skills and the Presidential Physical Fitness Test. Additional points are given for effort, attitude and sportsmanship. They receive an achievement grade and an effort grade.

## **Physical Examination**

The State of Illinois requires a physical be performed on each child before entering Pre-school, Kindergarten, and 6th grades and for all transfer students coming in from out of state. Medical forms must be properly completed with both the parent and physician signature and be retained on file in the school office.

All immunizations must be up to date. Health forms are due in the school office on or before the first day of school. Students who do not have the proper forms on file at the school office by September 15th may not be permitted to attend classes until they are compliant with the law. Transfer students are allowed a reasonable amount of time to obtain the physical examination and present the completed forms.

## **Promotion Policy and Retention Policy**

Advancement to the next grade in St. Joan of Arc School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

## **Protecting God's Children™ Program**

Out of concern for the safety and well-being of children, every diocesan, parish, school or religious education employee or volunteer who is involved with minors on a regular, recurring basis and those who may have an opportunity to be alone with children during parish, school or religious education sponsored events, are required to attend a Virtus Protecting God's Children program.

Of all the safe environment programs available, Protecting God's Children was selected for the Joliet Diocese. It was determined to be the best possible program primarily because it is comprehensive, professional and appealing.

*Additional Information Related to Protecting Children at the Diocese of Joliet: go to <http://www.dioceseofjoliet.org/protecting.asp>*

## The Rainbow Program

If a parent dies or a divorce takes place, grieving children find it difficult to verbalize their feelings and to accept what has taken place in their family. The Rainbow Program provides a weekly support group for students from first to fifth grades that are living in a single parent or step family. The program helps them work through their grief or anger and build a stronger sense of self-esteem. All sessions are held during the school day. Please contact **Mrs. Christine Joniak at 630-969-1732** for further information.

## Report Cards

Report Cards are important tools for communication. Report Cards for Kindergarten - 5th grade will be given three (3) times during the academic school.

No student will be given a Report Card if tuition, debit cards, library fines, or After School Care Program fees are in arrears.

## Retention at Grade Level

The decision to retain a student is only made when it is reasonably certain that such retention is warranted and would be of benefit to the child. Traditionally, parents of K-5 students are notified that their child is having difficulty meeting grade requirements by January in the school year and that retention is suggested. A written record of this notification is kept on file. In May of that school year parents receive official notification of retention. In June, parents will receive a form for their signature indicating agreement or disagreement regarding the retention.

Junior high students must receive passing grades in two out of three grading periods. Forms are sent through the main office and kept on file there.

## Re-Registration

Students must be re-registered each school year. Applications are sent home to each school family in February. Families must have successfully met all of their financial obligations by June in order to have their children re-enroll for the fall term. *As a private school, St. Joan of Arc reserves the right to re-enroll only those children who have shown the necessary cooperation and attitude needed for the school to maintain its educational standards.*

A non-refundable \$75 per child registration fee for new students is a one-time fee only.

## Returning to School After Dismissal

Students are not permitted to return to the school building after the 2:30 PM dismissal unless accompanied by a teacher.

## Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Joan of Arc School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2.

The Sacramental Programs are planned by the Parish Religious Education Office to support parents as they fulfill their responsibility for their children's sacramental preparation.

In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Confirmation is a sacrament of Christian initiation where a candidate becomes a full member of the Catholic Church. This sacrament is conferred on our 8th graders after 12 weeks of formation and a retreat

## School Board of St. Joan of Arc

The school board is made up of elected St. Joan of Arc parishioners selected through a discernment process and one parishioner parent from St. Margaret-Mary Parish. The umbrella role of the board is to advise on policy directions for educational programs of the school, and to provide support for disciplinary procedures. Administrative and discipline decisions are the responsibility of the principal within the framework of established school policies subject to regulations from the pastor and the Joliet Diocese Catholic Schools Office.

Meetings are scheduled for the 4th Monday of each month at 7:00 p.m. in the Parish Center. Complete minutes of each meeting are available in the school office.

**Please note:** Anyone wishing to address the School Board needs to outline the issues to be presented **in writing** and submit them to the Principal or School Board President **one week** before the scheduled meeting. If the issues fall within the scope of school board matters, the person's topic will be placed on the agenda.

## School Office Hours

The school office is open on all school days from 7:00 AM - 3:00 PM.

## School Property

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

## School Safety

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

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, Instagram®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

## Science Parent Program

A collection of science experiments that will answer some questions, raise others and generally prove to be most interesting has been put together for grades K-5 in an effort to add to the scientific education of all of our students. Volunteer parents present the experiments and provide areas for discussion to students on a monthly basis.

## Scouts

Organized scouting activities for both boys and girls of all ages are offered to students. Scout leader names and phone numbers are listed in the SJA School Directory.

## Sexting

The possession of sexually explicit images by any student on any electronic device is prohibited. The transmission of such images is also prohibited. Any student involved in sexting will be suspended and disciplined on a case-by-case basis. Parents will be informed and law enforcement may be contacted if further investigation is needed. Cell phones will be searched if there is reasonable suspicion that a violation has occurred. Any harassment, bullying, or threats made in relation to sexting incidences will be subject to disciplinary actions.

## Service Projects

Service projects evolve as needs arise or as requests from the local community. The idea of our service project is a constant thrust to make our young people aware of needs that arise or exist

All of our students are provided opportunities for a service project during the school year, but grades 6 through 8 are challenged to the following hours of community service each academic year.

Grade 6 - minimum of 21 hours; 7 per trimester  
Grade 7 - minimum of 24 hours; 8 per trimester  
Grade 8 - minimum of 30 hours; 10 per trimester

Homeroom teachers explain the process of tallying and recording service hours.

## Spiritual Formation Opportunities

Students in Grades 1-8 attend 8:15 a.m. Mass every Friday that school is in session. The entire student body celebrates the Eucharist on Holy Days of Obligation and other special events. The school community also gathers for other spiritual activities such as Stations of the Cross, May Crowning, etc.

## Student Directory

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers and email addresses. The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

## Student Dress Code

Students are expected to be in complete St. Joan of Arc uniform every day and groomed acceptably for their age level, in a manner which is conducive to a good educational atmosphere. The administration has the right to restrict certain

societal trends and fads which might not be specifically addressed in this handbook, but would be deemed inappropriate to building a strong academic atmosphere.

## **Student Records**

Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Joan of Arc School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records can be sent to transferring schools of students whose financial commitment is in arrears.

## **Tardiness**

Students who are not in the classroom when attendance is taken must report to the main office for a tardy slip. Students will not be marked tardy and will not need a tardy slip when buses are late.

Excessive tardiness affects the learning of all of our students. Students at all grade levels who are tardy 5 times in a trimester will serve a lunch detention, 10 tardies will result in three assigned lunch detentions. More than 10 tardies will result in an after school hour long detention for students in grades 4-8. Students in grades K-3 will continue to serve lunch detentions. Parents will be asked to come to school for a conference with administration if their student exceeds 10 tardies.

## **Testing**

A standardized test approved by the Joliet Diocese for use in elementary schools is administered to students in selected grades each year. Teachers use the results of these tests to assess student progress and assist in program planning. Test results are sent home.

Diagnostic testing in areas of math and reading may be done if the need arises for specific skills assessment to assist in the planning of programs for individual students.

## Textbooks

Textbooks are extremely expensive. The **tuition fee** does not cover the cost of all the books a student will use. Each textbook must be covered at all times and never be defaced. Gang symbols, inappropriate language or pictures on or within textbooks will not be tolerated. Damaged or lost textbooks will be replaced at the expense of the person to whom the book was assigned.

## Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records can be forwarded to another school until financial accounts have been settled.** (See previous section on Student Records for transcript information.)

## Tuition Reimbursement

If a student withdraws from school during the school year, the parents are responsible for payment for the time the student is enrolled. Tuition is reimbursed only for the trimesters that have not yet been entered. Daily cost is not calculated.

## Uniforms and Dress Code

(See Physical Education for gym uniform)

### Uniforms

Students are required to be in complete uniform coming to school and going home, unless a staff member allows them to change for an after school activity. Out of uniform times occur only with administrative approval. The official St. Joan of Arc uniform which must be worn by everyone and can be purchased at the Dennis Uniform Store at 1141 N. Main St. - Lombard, Illinois (630-932-7171)

A summer uniform option is available to be worn from April 1st until October 31st.

### All Students-K-8:

#### Girls

Skirts for all girls in all grades must be no shorter than to the knee. Ensure that there is sufficient hem on the skirt or jumper to allow for student growth.

Slacks or pants must be plain, not a blue jeans style (no rivets or patch pockets). The legs are straight and not flared. The waist should be at the natural waistline.

Shirts and blouses are not to be oversized and always tucked in at all times. White, knit turtlenecks may be worn under the school sweatshirt, uniform sweaters, vests, blouses or shirts on very cold days.

Shoes must be sturdy suede, leather or leather-like with a non-marking soft sole and must be below the ankle. No sole or heel may be higher than 1½ inch. Solid colors of navy, brown, black or tan are acceptable. Sperry or Sperry-like shoes may be worn but must follow the color guidelines. This means no plaids, sparkles, pastels, or two tone shoes.

Socks should be blue, black, grey, white or maroon. All socks should cover the ankle.

### **Boys**

Dress shoes (navy, black, or dark brown) are required at all times except for P.E. classes (oxford style, loafers, top-siders are acceptable). No sandal, no open-back shoes, or any type shoe which resembles a tennis shoe, no boots or hi-top shoes are permitted. Shoes with laces must be tied at all times.

Socks should be navy blue, black, dark brown or white. All socks should cover the ankle.

Slacks or pants must be plain, not a blue jeans style (no rivets or patch pockets). The legs are straight and not flared. The waist should be at the natural waistline.

Shirts are not to be oversized and always tucked in at all times.

Belts are a requirement for grades 6-8. The belts must be worn daily.

Uniforms are worn from the first day of school until the last day. Special out of uniform activities must be requested through the principal.

### **Summer Uniform**

Elementary-Navy shorts

JH-Navy short sleeve polo only with Dunbar plaid skirt.

JH-Khaki shorts or skirt with navy or white socks

### **Appearances**

Students may not:

- wear colored T-shirts under uniform shirts or blouses

- wear any make-up
- wear anything other than clear, white or pastel pink nail polish
- wear more than one small earring in each ear lobe; boys may not wear earrings
- streak, bleach, color, or dye their hair
- have shaved heads or trendy haircuts
- have shoelaces untied
- wear over-sized clothing
- have blouses or shirt untucked
- wear boots during the school day
- wear choke chains
- wear jewelry (except a small pair of earrings for girls, a small ring for girls, or a light chain with a SMALL Catholic medal or cross)
- Boys may not wear earrings or rings, but may wear a light chain with a SMALL Catholic medal or cross.
- wear trendy necklaces or bracelets

Boy's hair should be neatly trimmed, no longer than collar length, and of a suitable style for an academic environment, as determined by the administration.

Girl's hair should be neat and of a suitable style for an academic environment, as determined by the administration.

All students – hair should be neat with bangs above the eyebrows. Boy's hair should be above and not touch the shirt collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, etc. must be in the hair, **not worn on wrists**. Extreme hair coloring and bleaching is not permitted. No beads or scarves should be worn in the hair.

No cosmetics, lip gloss, colored chapstick, or artificial nails may be worn. No visible tattoos of any kind. No Hologram contact lenses. Fingernail polish may be light pink or clear only.

No body piercing except pierced ears this includes ear cartilage. Earrings may not be worn on any part of the ear except the ear lobes. Girls may wear one pair of earrings not larger than a dime and without hoops. Boys may not wear earrings of any type. **Jewelry** should be limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain.

Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed by a parent or guardian.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirttails should be tucked in while a student is on campus. Belts may be navy, brown, or black.

## Out of Uniform Guidelines

### Students may wear

- jeans
- tennis shoes
- short socks
- shorts no shorter than three inches above the knee
- skirts no shorter than directly above the knee
- skorts
- sweatshirts
- jogging suits
- dresses
- slacks

### Students may not wear

- flip-flop sandals
- no open back shoes
- tank tops
- T-shirts with inappropriate writing
- tennis shoes that convert to roller skates
- biker shorts
- pajama pants – yoga clothing
- make-up
- low cut blouses/tops
- clothing that is extremely tight
- hats

Good Rule: If you think you shouldn't wear it, you shouldn't.

**ALL UNIFORM REGULATIONS AND GUIDELINES must be adhered to. Teachers will enforce the dress code policy. Once a week we will have a uniform check day for the entire school. During this time all teachers will check student uniforms. A dress code violation will be given to student if there is an infraction. The notice must be signed and returned to school the next day and the violation must be corrected by the next day as well. Please note that while we will have a dress code check for the whole school once a week, a teacher may administer a dress code violation at any time they note an infraction.**

## Vision Examination

All students entering Kindergarten must be examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15th.

## Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school should not drop in to a classroom to see their student during the day. This is an interruption to the teacher and to the educational process.

All doors are locked during the school day for safety reasons. Visitors must use the Main Doors on the north side of building on Columbia Street. For the protection of the children a security system has been installed. All doors are marked that they may not be opened by school staff or children. Please help us keep the children safe and do not ask anyone to open a door. Any person visiting on the school grounds must check in with the main office. **Parents and visitors** may not go to classrooms or visit lockers.

## Volunteers

A Volunteer Handbook is available online. All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check and complete Protect God's Children.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

**Pre-school siblings are not allowed to accompany parent volunteers to school.**

## Walker Responsibilities

Walkers and bike riders are dismissed from the south parking lot and are to exit the school property via Division Street. Sidewalks and walkways are provided for safety. Crossing guards are provided at the corners of Kingston and Division and Columbia and Division. Exiting through the parking lot is not permitted due to the moving car line. Children are to walk and/or walk their bikes along the junior high building, the Parish Center out to Division. Bike riders may then mount their bikes.

## Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television/radio stations and a message will be sent to the home phone, cell phone, listed on a student's file via the

Emergency Telephone Notification system. A link to the Emergency School Closing site is located on the SJA Communicator Blog.

### **Right to Amend**

St. Joan of Arc School reserves the right to amend this Handbook.

Approved amendments will appear on the SchoolSpeak.

## Parent Signature Page

I have read the St. Joan of Arc Parent/Student Handbook and agree to follow the school policies and procedures as stated.

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Parent signature

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Date

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Parent signature

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Date

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Student signature

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Date