



Tradition with Vision

SJA Parent/Guardian and Student Handbook

Academic Year

2025-2026

STATEMENT OF AFFILIATION/DIOCESAN

Saint Joan of Arc Catholic School operates under the auspices of the Diocese of Joliet. Therefore, Saint Joan of Arc Catholic School adopts in whole all policies set forth in the Handbook of School Policies published by the Diocese of Joliet Catholic Schools Office. The school administrator, faculty and governance board are required to follow all policies of the Diocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those policies and procedures established by Diocese of Joliet.

NON-PUBLIC STATE RECOGNITION OF DIOCESAN SCHOOLS

All elementary and secondary schools of the Catholic Diocese of Joliet shall be recognized by the Illinois State Board of Education. Schools must be registered with the State of Illinois and be recognized by the State Board of Education. To maintain ISBE recognition principals must annually comply with requirements which include meeting administrative deadlines as determined by ISBE thus ensuring compliance and recognition.

All elementary and secondary schools of the Catholic Diocese of Joliet adhere to all applicable sections of the Illinois School Code [105 ILCS 5] relevant case law including Plyler v Doe, 457 U.S. 202, 102 S Ct 2382(1982).

Mission Statement of St. Joan of Arc School	8
Philosophy	8
St. Joan of Arc Catholic School staff is committed to:	8
Our Parents' Commitment to Catholic Education	9
Our Students' Commitment to Catholic Education	9
Admission Information	10
Nondiscriminatory Policy	10
Admission Requirements	10
TRANSFER OF STUDENT	11
WITHDRAWAL OF STUDENT	11
Physical Examination	12
Vision Examination	12
Dental Examination	12
Attendance	13
REQUIRED DAILY SCHOOL ATTENDANCE (ABSENTEEISM AND TRUANCY POLICY)	14
Tardiness	15
Excessive Absence or Tardiness	15
Absence During the School Day	16
Extended Absence and Vacation Policy	16
Appointments During the School Day	16
Curriculum	16
Health	16
Medication Dispensing	16
Anti-Overdose Medication	18
Allergy Policy	21
Asthma Policy	23
Diabetes Policy	24
Food Policy	25
Athletics	25
Athletic Association	25
Attendance at Athletic Events	26
After School Sports Supervision	26
Extracurricular activities	27
Band	27
Battle of the Books	27

Scouts	27
Drama	27
Student Transportation	28
Walker Responsibilities	28
Bicycle Safety	28
Bus Safety	28
Bus Service	29
Bus Suspension	29
Car Pool Safety	29
Dismissal Safety	30
Returning to School After Dismissal	31
Communication	32
SIRS/ STUDENT INFORMATION REPORTING SYSTEM	32
Parent – Child Communication	32
Parent – Teacher Communication	32
Parent – Teacher Conferences	32
Principal – Parent Communication	32
Teacher - Parent Communication	33
Home-School Communication	33
School to Home Communication	33
Conduct	34
Computer/ Internet Usage	34
TECHNOLOGY USE OUTSIDE OF SCHOOL	34
Sexting	36
Acceptable Use Policy	36
Student Email	36
Blogs and Social Networking	37
Bullying Prevention Policy	38
ANTI-BULLYING/HARASSMENT	38
Bullying Conduct	39
Child Abuse Laws	40
CHILD ABUSE/MANDATED REPORTER	40
Faith’s Law	40
Diocese of Joliet Protocols for Reporting Known or Suspected Abuse or Neglect of a Minor	41
Crisis Plan	42
Daily Schedule	43

SCHOOL CALENDAR/REQUIRED INSTRUCTIONAL DAYS	43
School Office Hours	44
Extended Day Program	44
Discipline	46
Disciplinary Procedures	46
Academic Probation	48
Cheating	48
Conduct Inside or Outside St. Joan of Arc School	49
Drugs, Alcohol and Weapons	49
DRUGS, WEAPONS, ATTACKS ON SCHOOL PERSONNEL	49
REPORTING FIREARMS ON SCHOOL PROPERTY TO AUTHORITIES	50
REPORTING ATTACKS ON SCHOOL PERSONNEL TO AUTHORITIES	50
Violence by Students	51
Threats of Violence	51
Off-Campus Conduct	51
School Suspensions	52
Internal school suspensions:	52
External school suspensions:	52
Suspension from extra-curricular activities	52
Suspension procedures	52
Exclusion from after school and sports activities	53
Expulsion	53
Emergency Information	54
Emergency Closing/Weather Emergencies	54
Emergency Drills	54
Field Trips	54
Forgotten Items	55
Gifts and Invitations to Outside Parties	55
Grading Code	55
Homework	56
Homework Policy Due to Illness	56
INTERSCHOLASTIC ATHLETICS	56
Library	61
Lisle Library Use	61
Lockers	61
Lost and Found	62

Lunch	62
Media Presentations	62
Money and Personal Possessions at School	64
Music Ministry	64
Choir	64
Student Records	65
Maintenance of Health Records	65
Maintenance of Health Records	67
Transfer of Records	67
Parent School Organization	68
Parking	68
Physical Education	69
Uniforms, Participation and Grading Policy for P.E.	69
Elementary (Grades K through 5)	69
MODIFICATION OF ATHLETIC/PE UNIFORMS	69
Jr. High (grades 6 through 8)	69
Promotion Policy and Retention Policy	70
Protecting God's Children™ Program	70
The Rainbow Program	70
Report Cards	71
Re-Registration	71
Sacramental Program	71
School Advisory Board of St. Joan of Arc	71
Service Projects	72
Spiritual Formation Opportunities	72
Textbooks	72
Tuition Reimbursement	72
Uniforms	72
Student Dress Code	73
All Students-K-8:	73
Appearances	75
STUDENT CULTURAL HAIRSTYLES	76
Out of Uniform Guidelines	76
Students may wear	76
Students may not wear	77
Visitors	77
Volunteers	78

Right to Amend	78
Parent/Student Signature Page	79

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.

Admission Information

Nondiscriminatory Policy

Admissions: Schools operated under the auspices of the Diocese of Joliet admit students of any race, religion, sex, color, national/ethnic origin, citizenship status, physical or mental disability to all the rights, privileges, programs, and activities generally available to students at the school in accordance with applicable local, state, and federal anti-discrimination statutes to the extent that such antidiscrimination statutes do not conflict with the teachings of the Roman Catholic Church.

Employment: The Diocese of Joliet is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally recognized basis, including, but not limited to race, color, sex (including pregnancy, lactation, childbirth, or related medical conditions), age (40 and over), national origin or ancestry, citizenship status, physical or mental disability, veteran status, uniformed servicemember status or any other status protected by federal, state, or local law.

Admission Requirements

A child entering first grade must be six years of age (kindergarten, five years; pre-school three or four years of age respectively) on or before September 1 of that year. The verification of age with a birth certificate is presented at application time. The school maintains certified copies birth certificates for each student enrolled upon enrollment.

Children entering Pre-K 3 & Junior Kindergarten must be three (3) or four (4) years of age on or before September 1st and be fully potty trained.

Children entering Kindergarten must be five (5) years of age on or before September 1st 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 WeShare
- 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 be part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 2-8.

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.

TRANSFER OF STUDENT

When a student who is transferring from one Catholic school in the Joliet Diocese applies for admission to another Catholic school (either during or at the end of the academic year) in the Joliet Diocese a Student Transfer Form must be completed.

When a student who is transferring *from* a Catholic school in the Joliet Diocese to a public school (or out of state), the receiving school must obtain a parent's signature requesting records to be sent to the receiving school. Similarly, if a student is transferring *to* a Catholic school in the Joliet Diocese, the receiving school must obtain a parent's signature requesting records from the sending school. Records must be sent school-to-school, *not* through a parent.

Transfer students may be admitted following receipt from the transferring school of attendance, health and academic records, etc. Until such records have been received and analyzed, the child's admission status is probationary. Certified copies of transfer students' records must be requested within fourteen (14) days of enrollment.

WITHDRAWAL OF STUDENT

When a student transfers to another school, the student's permanent record card is retained. Records are transferred according to Illinois School Code. Parents/guardians should be made aware of any financial obligations to the school prior to a transfer or withdrawal.

In general, no *official* student records are transferred until all financial accounts with the school have been settled. Unofficial school records are transferred within ten (10) days of request. Unofficial records are minimally defined as copies of the last report card. Health records are transferred along with unofficial records.

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 October 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.

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.

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.

Attendance

Daily attendance is required. **When a student is absent from school, a parent should call the office by 8:00 a.m. each day of the absence.** Please **do not** email the office staff. 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 630-969-1732, option 2.
- After 7:30 a.m. calls are taken in the office at 630-969-1732.
- **Students should be *fever and symptom free* for 24 hours before returning to school.**
- A student who is absent during the school day may not attend 'after-school' or evening extra-curricular activities, unless given special permission through the office.

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, a parent should check FACTS for homework assignments. Books may be picked up at the school office after 2:00 p.m. Students may also receive missed assignments from their teacher when they return to school. FACTS 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 associated with St. Joan of Arc that day. If a student is absent on a Friday, or the last day of school for that week, he/she may not participate in any school activities over the weekend.

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.

When an emergency arises that necessitates a student being absent during school time, parents should notify the office of the projected dates of absence and the location of the students during this time. When this information is received by the main office staff, 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.

REQUIRED DAILY SCHOOL ATTENDANCE (ABSENTEEISM AND TRUANCY POLICY)

COMPULSORY ATTENDANCE

A daily student attendance record must be kept in each school. Attendance in class is an essential aspect of our educational program. Illinois law requires that whoever has custody or control of any child between the ages of six (6) and nineteen (19) (and in high school) must ensure that the child attends school the entire time school is in session during the regular school term, except as otherwise provided by law. Parents and/or guardians having legal custody of school-age children are responsible for ensuring the regular attendance of their children in school.

The Catholic Schools Office requires that parents/guardians ensure the regular attendance of their children, consistent with Illinois School Code, and inform the school of any absences and the causes of such absences. A telephone call by the parent or guardian is required on the first day and each subsequent day of absence or tardiness. A written excuse signed by the parent/guardian may also be required upon the child's return to school.

ABSENTEEISM

Each building principal is responsible for maintaining an effective system for recording student absences and for encouraging students to be prompt and to attend class on a regular basis. Absences are categorized as excused or unexcused. Valid causes of absenteeism (excused), as listed in Illinois School Code are:

- Illness (including mental or behavioral health of the student).
- Observance of a religious holiday.
- Death in the immediate family.
- Family emergency.
- Circumstances that cause reasonable concern to the parent or guardian for the student's mental, emotional, or physical health or safety.
- Other situations beyond the control of the student as determined by the principal and pastor.

Additionally, a student will be excused for up to five (5) days in cases where the student's parent/guardian is an active-duty member of the uniformed services

and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.

To reduce or prevent excessive absenteeism, the school maintains a procedure to:

- Track and provide early identification of potentially harmful attendance practices.
- Provide a progressive, multi-level plan toward remediation of the problem.
- Provide supportive services to truant or chronically truant students including parent conferences, student counseling, family counseling and information about existing community services.

TRUANCY

The Catholic Schools Office considers a student who is subject to compulsory school attendance truant if he/she is absent for the school day or a portion of the school day without an excused absence. Illinois State Board of Education provides additional resources and guidelines for truancy.

CHRONIC TRUANCY

The Catholic Schools Office considers a student who is subject to compulsory school attendance a chronic or habitual truant if he/she is absent for 10% or more of regular attendance days without proper permission. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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 Absence or Tardiness

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.

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 a situation arises that necessitates that a student be absent during school time, please notify the main office staff. When this information is received, the teachers will be notified. 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.

Appointments During the School Day

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.

Curriculum

CURRICULUM RESPONSIBILITY

The Superintendent approves the curriculum of the school in accordance with the standards specified by the Catholic Schools Office. The local principal implements the system's basic curriculum expectations.

Each school shall implement a comprehensive curriculum that is characterized by systematic planning, articulation, and assessment. Cross-curricular integration is encouraged.

CURRICULUM DESIGN

The instructional program reflects the philosophy of the school, responds to student abilities, and needs, encourages teaching techniques consistent with the child as learner, and provides relevant and developmental content.

Each school has a published school philosophy that is identifiably Catholic and is the basis for formulating school goals and objectives.

Each teacher writes classroom objectives that reflect the broader school goals and objectives.

CURRICULUM CONTENT

Academic Disciplines

The required subject areas are Fine Arts (Art, Drama, and Music), Health, Language Arts (English, Oral Presentation, Phonics/Word Analysis, Reading/Literature, Spelling/Vocabulary, and Writing), Mathematics, Physical Education, Religion, Science, Social Science and Technology.

Religious Education (Faith Formation)

The curriculum developed by the Religious Education Office and the Catholic Schools Office is followed by all teachers of religion and integrated into other subjects when possible and appropriate. The General Directory for Catechesis, The Catechism of the Catholic Church and the National Directory for Catechesis serve as the basic sources for religion curriculum. Church teaching defines parents' role as primary educator of their children. The priority given to their own faith formation as parents as well as their direct involvement in the faith formation of their children is essential to making this role a reality.

Graduation requirements/Constitution

Students in schools are promoted to the next grade in accordance with the stated policies and curriculum of the school. Promotion relates to students matriculating to their second (or third) year of preschool or advancing to kindergarten through 8th grade.

Graduation relates to students who are advancing beyond 8th grade. Students may not be promoted or graduate unless they have successfully completed the curricular and behavioral expectations of the school. Curricular expectations must reflect the required curricular time allotments of the Diocese. Students may not graduate without a passing score on the Constitution tests of the United States and the State of Illinois.

No graduation or other exercise that signifies the termination of school sessions may take place earlier than a week before the closing date of the school year.

- **American Patriotism (study of American history and recitation of daily pledge of allegiance)**
 - Each school shall recite the pledge of allegiance daily.
- **General Curriculum Overview/Basic Subjects Listed**
 - ****school to complete this section**
- **Health Curriculum Topics**
 - ****school to complete this section**

Health

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.

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.

Saint Joan of Arc School and the school employees are not liable for civil or other damages as a result of conduct, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication, an epinephrine auto-injector, or an opioid antagonist regardless of whether authorization was given by the pupil's parents or guardians.

DISPENSATION OF MEDICINE

The administration of medication to students during school hours and during school-related activities is discouraged unless necessary for the critical health and well-being of the student. Ordinarily, local school personnel do not administer medication to students. Parents sign the Parental Consent form for student self-medication. Doctor authorization is attached to this parental consent form.

PRESCRIPTION MEDICATION

Students should not be permitted to possess or take prescription medication on school grounds or at any school-sponsored activities. If it is medically necessary for a student to ingest non-prescription or prescription medication during the school day or at any

school-sponsored activities in the opinion of his/her authorized/treating physician, the student may be permitted to do so at the discretion of the principal. The parents/guardians must request that the school dispense the medication to the child and follow the procedures for dispensing medication.

Parents/guardians shall provide documentation from a licensed medical practitioner on the type, dosage and frequency of the prescription or treatment, and emergency action plan, if required. It is recommended that all prescriptions be kept in a secure, central area of the school (rather than retained by the individual student or their teacher). The principal shall ensure that appropriate, approved school personnel are properly trained in administering the prescription or medical treatment. This policy should not prohibit any school employee from providing emergency assistance to students. Parents will be asked to sign a hold harmless agreement, understanding that school staff are not held liable in the case of accident/injury.

Anti-Overdose Medication

In compliance with Illinois law, anti-overdose medication will be available in the main office at our school. Illinois House Bill 3428 requires all schools to have opioid antagonists that can be used in the event of an overdose. The law went into effect on January 1, 2024.

Our school will have naloxone (Narcan) available. It is liquid in a small bottle that can be sprayed in a person's nostril if you believe they are having an overdose. Naloxone can temporarily reverse the effects of an overdose until medical help arrives. Administering naloxone to a person who has not taken an opioid medication will not injure or harm the person.

ALLERGIES

Parents/guardians shall notify the school in writing of any diagnosed allergies and the necessity to self-administer and to self-carry an epinephrine auto-injector. A signed parent permission notification and a signed physician authorization must be provided to the local Catholic school either at the start of a new school year, upon enrollment or immediately following diagnosis of such requirement. Both the parental permission and physician authorization will be held on file at the school where the student attends.

For serious allergies, the principal (or designee) shall meet with the parent/guardian to develop a written set of procedures, as well as an allergy emergency action plan, to ensure a safe environment for the child. A template Individual Health Care Plan can be found through the Illinois State Board of Education. School personnel may administer epinephrine auto-injectors (“epi-pens”) with the approval of the parent/guardian, and with proper authorization from the principal and training.

Accommodation requests are initiated by a parent/guardian to the local Catholic school and include a physician's report outlining the severity of the allergy and the recommended actions by the physician that are medically necessary to avoid any reaction. Administration explains to parents/guardians what reasonable accommodations they can make. Allergy-free is not a credible accommodation that schools make, however, effective practices to reduce the chance of exposure to allergens may include, but are not limited to:

- Designating a separate table/area for students with an allergy.
- Allowing the allergic student to eat at his/her own desk, keeping the same desk year- round to reduce possible contaminants if there is no common lunchroom.
- Limiting/prohibiting food in classrooms.
- Removing food as a reward in classrooms or for celebrations.
- Regular cleaning of classrooms and lunchroom.
- Educating school personnel on the management of students with allergies.

ASTHMA

A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil, provided that:

- The parents/guardians of the pupil provide to the school written authorization for the student to self-administer medication or for use of an epinephrine auto-injector.
- Written authorization from the pupil's physician, physician assistant or advanced practice registered nurse.
- The parents/guardians of the pupil provide to the school the prescription label, (which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is administered).

If a student has been diagnosed by a physician to have asthma and is required due to this diagnosis to self-administer and to self-carry asthma medication of any type, a signed parent permission notification and a copy of the prescription must be provided to the local Catholic school either at the start of a new school year, upon enrollment or immediately following diagnosis of such requirement. Both the parent permission and the copy of the prescription will be held on file at the school where the student attends. Parents/guardians should be informed that the school and its employees and agents incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or the use of an epinephrine auto-injector by the student.

DIABETES

Students are allowed to self-manage their diabetes in the school setting if they are authorized to do so by their diabetes care plan. The diabetes care plan should specify the nature of the student's self-management and may include:

- Allowing students to check blood glucose levels when and wherever needed.
- Self-administration of insulin.
- Self-treatment of hyperglycemia or hypoglycemia; and
- Allowing the student to possess, at all times, supplies and equipment necessary for diabetes management including, but not limited to, syringes, food and drink.

If a student has been diagnosed by a physician to have diabetes, to self-administer and self-carry diabetes medication, a signed parent permission notification and a signed physician diabetes care plan must be provided to the local Catholic school either at the start of a new school year, upon enrollment or immediately following diagnosis. Both the signed parent notification and the physician diabetes care plan will be held on file at the school where the student attends.

DIABETES CARE PLAN REQUIREMENTS

It is the responsibility of the parent/guardian to share health care provider instructions concerning the student's diabetes management during the school day.

The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.

The services and accommodations specified in the diabetes care plan shall be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia and emergency situations.

A diabetes care plan shall include a uniform record of glucometer readings and insulin administered by the school nurse or delegated care aide during the school day using a standardized format. The Illinois State Board of Education Nursing Division has several resources regarding diabetes care on a school campus.

A diabetes care plan shall include procedures regarding when a delegated care aide shall consult with the parent or legal guardian, school nurse, where available, or health care provider to confirm that an insulin dosage is appropriate.

A diabetes care plan shall be submitted to the local Catholic school at the beginning of the school year, upon enrollment, immediately after a student's diagnosis or when a student's care needs change during any given school year. Parents shall be responsible for informing the local Catholic school in a timely manner of any changes to the diabetes care plan and their emergency contact numbers.

A school or a school employee is not subject to discipline and not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

ADMINISTRATION OF MEDICAL CANNABIS

Students are not to be permitted to use or possess medical cannabis infused products in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student demonstrates his/her son or daughter is a “registered qualifying patient,” has an individual who is a “registered designated caregiver,” and both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis infused product to the student (non-smoking/non-vaping form) at school. The school may not deny a student attendance solely because he or she requires administration of medical cannabis during school hours.

A parent/guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

OPIOID ANTAGONIST

- Public Act 103-348 requires schools to maintain a supply of an opioid antagonist on campus. An opioid antagonist such as over-the-counter Narcan will suffice.
- Diocesan Hold Harmless statement (see below)
- Undesignated Medication (all medication needs a doctor note and signed forms-found in FACTS space for elementary schools—high schools, please reach out with questions or forms)
- School Food Service Program (breakfast and/or lunch)
- Support Services for Students (counseling, social work, etc.)
- **Diocesan Hold Harmless Statement Template**
- I hereby release and indemnify

_____, (Fill in parish, city and state) its staff, volunteers and the Joliet Diocese, from any and all liability arising from claims of any kind or nature whatsoever from my student's participation in this event.

RELEASE: If emergency treatment is required, and the parents or legal guardian cannot be reached immediately, your signature in the space provided below empowers the school authorities to exercise their judgment to transport the child to a hospital emergency room.

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.

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.

Asthma Policy

A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil, provided that:

- ✓ The parents/guardians of the pupil provide to the school written authorization for the student to self-administer medication or for use of an epinephrine auto-injector, written authorization from the pupil's physician, physician assistant, or advanced practice registered nurse, and
- ✓ the parents/guardians of the pupil provide to the school: the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is administered

If a student has been diagnosed by a physician to have asthma and is required due to this diagnosis to self-administer and to self-carry asthma medication of any type, a signed parent permission notification and a copy of the prescription must be provided to the local Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the parent permission and the copy of the prescription will be held on file at the school site where the student attends. Parents/guardians please be informed that the school and its employees and agents incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or the use of an epinephrine auto-injector by the student.

Diabetes Policy

Students are allowed to self-manage their diabetes in the school setting if they are authorized to do so by their diabetes care plan. The diabetes care plan should specify the nature of the student's self-management and may include: allowing students to check blood glucose levels when and wherever needed; self-administration of insulin; self-treatment of hyperglycemia or hypoglycemia; and allowing the student to possess, at all times, supplies and equipment necessary for diabetes management including, but not limited to, syringes, food and drink.

If a student has been diagnosed by a physician to have diabetes and to self-administer and to self-carry diabetes medication a signed parent permission notification and a signed physician diabetes care plan that would also carry a parent signature must be provided to the local Catholic School either at the start of a new school year, upon enrollment, or immediately following diagnosis of such requirement. Both the signed parent

notification and the physician diabetes care plan will be held on file at the school site where the student attends.

Diabetes Care Plan Requirements:

- It is the responsibility of the student's parents or legal guardians to share health care provider instructions concerning the student's diabetes management during the school day.
- The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including the copy of the signed prescription and the methods of insulin administration.
- The services and accommodations specified in the diabetes care plan shall be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia, and emergency situations.
- A diabetes care plan shall include a uniform record of glucometer readings and insulin administered by the school nurse or delegated care aide during the school day using a standardized format provided by the State Board of Education.
- A diabetes care plan shall include procedures regarding when a delegated care aide shall consult with the parent or legal guardian, school nurse, where available, or health care provider to confirm that an insulin dosage is appropriate.
- A diabetes care plan shall be submitted to the local Catholic School at the beginning of the school year, upon enrollment, or immediately after a student's diagnosis, or when a student's care needs change during any given school year. Parents shall be responsible for informing the local Catholic School in a timely manner of any changes to the diabetes care plan and their emergency contact numbers.

105 ILCS 145 states (a) A school or a school employee is not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes. (b) A school employee shall not be subject to any disciplinary proceeding resulting from an action taken in compliance with this Act, unless the action constitutes willful or wanton misconduct.

Food Policy

In response to the growing number of food allergies and in compliance with standard health guidelines, it is a school policy that the distribution of edible treats and any/all food or beverages will not be permitted by students, parents or teachers.

Athletics

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:

- Athletic Director
- President
- 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.

When a student is absent from school, he/she may not participate in any extracurricular activities associated with St. Joan of Arc that day. If a student is absent on a Friday, or the last day of school for that week, he/she may not participate in any school activities over the weekend.

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.

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.

Extracurricular activities

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.

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.

Scouts

Organized scouting activities for both boys and girls of all ages are offered to students.

Drama

The SJA Drama Club has a long standing tradition of high quality musical productions that involve a large number of students interested in drama, music, and dance.

The group is open to students in fifth through eighth grade by audition.. Rehearsals are held after school Fridays and Saturdays from December through April. The performances take place in late April or May

Some of the past shows have been Peter Pan, Mulan, Honk, The Little Mermaid, Beauty and the Beast, & Wizard of Oz.

Student Transportation

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.

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

PreK – 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 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 Westway Coach at 630-783-8710 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 in FACTS and in the main office.

Columbia Street in front of the school is reserved for buses, so no cars may park or stop there from 7:00 – 8:00 a.m. and 1:30 – 2:30 p.m. Half day pre-school pick up at 10:45 a.m. afternoon pick up is at 2:00 p.m in the South Lot.

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

From 7:30 – 7:40 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 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 must 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. 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- 8:00 a.m. and 2:00 – 2:30 p.m.
6. In the South lot, the first drop off spot is located next to the pre-school door. Pull all the way forward.
7. If you want to wait in your car and observe your child enter the building, please arrive before 7:35 a.m. or you are welcome to park your car and walk your child to the door using the crosswalk in front of door 6 (gym lobby).
8. Remember: Do not park or let your children out on Division Street. It is a safety hazard.
9. All pre-school children will be dropped off and picked up in the south parking lot.

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 and appropriate fees will be charged.

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.

Communication

SIRS/ STUDENT INFORMATION REPORTING SYSTEM

Diocesan elementary schools are required to utilize the FACTS Student Information System (SIS) for the purposes of reporting student progress and communicating student progress to parents/guardians.

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 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 and spring 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.

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.

Fourth – Eighth grade teachers' gradebooks will be available on FACTS as a means of communicating ongoing progress.

Diocesan report cards designed to convey the student's achievement in individual subject areas are available through FACTS at the end of each trimester.

Home-School Communication

Saint Joan of Arc School uses FACTS for communication. There is also a weekly newsletter sent via Constant Contact from the administration.

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, vaping paraphernalia, toys, trading cards, cell phones, laser lights, smart watches 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

TECHNOLOGY USE OUTSIDE OF SCHOOL

Schools are encouraged to utilize the latest instructional technology to benefit student learning. Each school shall develop a local technology plan that details how technology is purchased, maintained, upgraded and leveraged to support instruction. No software or technological materials shall be used unless licensed in accordance with manufacturer and provider requirements.

The use of technology and the internet in education carries both great promise and great responsibility. Therefore:

- Students have access to and practical experience with technology, including the internet.
- Technology is integrated into areas of the school curriculum.
- Social justice implications of an increasingly technological society are taught; and
- Moral and legal issues concerning internet access and related technology use are taught to students and respected by each school community.

The Diocesan document [Acceptable Use Agreement](#) must be utilized by each local school. Each student and parent(s)/guardian(s) sign the document annually. Students and their parents or guardians are advised that the Diocese of Joliet Catholic schools may not request or require a student to provide a password or other related account information in order to gain access to a student's account or profile on a social networking website. The school principal may conduct an investigation if there is reasonable cause to believe the content of a student's social media account has violated a disciplinary rule or policy of the school. The law allows that in the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

Students are responsible for appropriate behavior on the school computer network. The SJA network consists 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 use of the SJA network 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 network. 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 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.

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.

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.

Blogs and Social Networking

Engagement in online blogs such as, but not limited to Tik Tok, SnapChat, 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.

• TECHNOLOGY USE OUTSIDE OF SCHOOL

Schools are encouraged to utilize the latest instructional technology to benefit student learning. Each school shall develop a local technology plan that details how technology is purchased, maintained, upgraded and leveraged to support instruction. No software or technological materials shall be used unless licensed in accordance with manufacturer and provider requirements.

The use of technology and the internet in education carries both great promise and great responsibility. Therefore:

- Students have access to and practical experience with technology, including the internet.
- Technology is integrated into areas of the school curriculum.

- Social justice implications of an increasingly technological society are taught; and
- Moral and legal issues concerning internet access and related technology use are taught to students and respected by each school community.

The Diocesan document [Acceptable Use Agreement](#) must be utilized by each local school. Each student and parent(s)/ guardian(s) sign the document annually. Students and their parents or guardians are advised that the Diocese of Joliet Catholic schools may not request or require a student to provide a password or other related account information in order to gain access to a student's account or profile on a social networking website. The school principal may conduct an investigation if there is reasonable cause to believe the content of a student's social media account has violated a disciplinary rule or policy of the school. The law allows that in the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

Bullying Prevention Policy

ANTI-BULLYING/HARASSMENT

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:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property.
- Causing a substantially detrimental effect on the student's or students' physical or mental health.
- Substantially interfering with the student's or students' academic performance; or

- 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 media sites on 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.

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."

105 ILCS 5/27-23.7 (b)

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

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.

CHILD ABUSE/MANDATED REPORTER

According to the revised Abused and Neglected Child Reporting Act, all employees are mandated to report suspicion of abuse or neglect to the Department of Children and Family Services. According to Illinois School Code licenses/certificates may be suspended and/or revoked if there is proof that professional school personnel had knowledge of suspected child abuse and/or neglect and did not report it.

Faith's Law

The first legislation, Public Act 102-0676, took effect on December 3, 2021, and, for the first time, established the definition of sexual misconduct within the School Code. It further outlined the requirements for schools to develop and post employee code of professional conduct policies, which were to include the definition of sexual misconduct, and required ISBE to develop a resource guide for schools to make available to pupils, parents/guardians, and teachers. Public Act 102-0676 also expanded the definition of "grooming" in the Illinois Criminal Code, added "grooming" to the list of conduct that qualifies a child as an "abused child" under the Abused and Neglected Child Reporting Act, and added professional development training opportunities for employees seeking to renew their professional educator license.

The second legislation, Public Act 102-0702, took effect on July 1, 2023. It focuses on the prevention of "sexual misconduct" as defined in the first part of the legislation (Public Act 102-0676) by school employees, substitute employees, and employees of contractors. Specifically, the Act adds employment history reviews as part of the hiring and vetting process, requires notices to be provided to parents/guardians and the applicable student when there's an alleged act of sexual misconduct, and makes other changes to the process schools must follow when handling allegations of sexual misconduct. Public Act 102-0702 also adds that if a district superintendent has any reasonable cause to believe a license

holder has committed an act of sexual misconduct, the superintendent must report this information to the state superintendent of education and the applicable regional superintendent of schools. Further, the state superintendent can initiate the process to revoke or suspend a license, endorsement, or approval issued under Article 21B for reasons including sexual misconduct.

<https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf>

Diocese of Joliet Protocols for Reporting Known or Suspected Abuse or Neglect of a Minor

Call 911 if a child is in immediate danger or has been injured.

To report known or suspected abuse or neglect of a child in Illinois:

1. Call the Illinois Department of Children and Family Services (DCFS) hotline: 1-800-25ABUSE (1-800-252-2873) or 1-217-524-2606 (if calling from outside of Illinois)
2. If the call to the DCFS hotline is taken as a report, mandated reporters must complete the CANTS 5 form (see attached or visit <https://www2.illinois.gov/dcms/aboutus/notices/Documents/cants5.pdf>). If possible, should be completed within 24 hours of the alleged incident. Keep a copy of the CANTS 5 form in a separate file in a secure location. It should not be in an employee's personnel file and would NOT be filed in a student's file.
3. If the accused is a member of church personnel (includes clergy, seminarians, diaconal candidates, religious, employees and volunteers) and/or the alleged abuse/neglect took place on diocesan property and/or at a diocesan sponsored event:
 - o Immediately report the incident to your pastor and the Director of the Office of Child and Youth Protection (OCYP) at 815-221-6116 or 815-207-0491.

Send a copy of the completed CANTS 5 form to Leah Heffernan, Director, OCYP via email at lheffernan@dioceseofjoliet.org or USPS to 16555 Weber Road, Crest Hill, IL 60403.

Crisis Plan

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

Daily Schedule

SCHOOL CALENDAR/REQUIRED INSTRUCTIONAL DAYS

The school day and school calendars shall be scheduled by the administration, within the requirements of state law and regulations to offer the greatest educational advantage and reflect at least 180 full instructional days. Of the 180 full instructional days, four (4) days can be used for local Staff Development. A school calendar should have at least 176 total student attendance days. This may also be counted as 968 hours. Hours are allowed per Illinois School Code.

A full day of instruction for grades 1-8 shall consist of at least five- and one-half hours (5 ½) hours per day, excluding time for lunch, recess periods, class bathroom breaks, announcements, etc. In the Diocese of Joliet this accounts for the five (5) hour requirement from the Illinois State Board of Education plus an additional one half (½) hour for daily religion instruction.

All members of the professional staff shall be expected to be on duty before and after regular school hours to plan and to carry out their individual professional responsibilities.

Student attendance days totaling less than five- and one-half hours (5 ½) hours may be taken but will only count for a half day of the 176-day student attendance total.

E-LEARNING DAYS

The health and safety of students and staff is a primary concern for every school principal. Occasionally conditions beyond the control of the principal that pose a hazardous threat to the health and safety of students and staff, including adverse weather such as snow, ice, extreme heat or extreme cold, etc. may result in a school closure.

If schools are able to provide e-learning instruction for students, then that day can count as a day of instruction and does not need to be made up. In accordance with the Illinois State Board of Education, the Catholic Schools Office will allow up to five (5) e-learning days to be used per school year.

School Office Hours

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

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 \$2.00 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 PreK-8 an afternoon component of the program is offered from 2:15-5:45p.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
7:45 a.m.	Homeroom bell: Attendance taken PreK-8
7:55 a.m.	Morning classes begin
10:45 a.m.	A.M. Pre-school dismissal
11:15 a.m.	A.M. Kindergarten dismissal

Standard School Days	
2:00 p.m.	Pre-school dismissal
2:14 p.m.	Junior high and kindergarten dismissal bell
2:16 p.m.	Elementary dismissal bell
2:16 – 5:30 p.m.	Extended Day activities

Extended Day Program

An adult supervised program is available each school day for students from 7:00 – 7:30 a.m. in **Room 107**. Fees will be billed through FACTS. No registration or sign-up form is necessary.

For students in grades preschool through fifth, a program is offered from 2:15 – 5:30 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 will be added into monthly tuition.

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 – 5:30 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.*

To pick up your child from extended day, use the STREAM doors (#7) on the west end of the south parking lot.

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.

No student shall be disciplined corporally or corrected with abusive, demeaning language.

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 -Fifth

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.

Grades Six, Seven, Eight

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

Sixth grade points reset to 100 each trimester, 7th grade resets one time, halfway through the year. 8th grade students do not get a reset of 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 daily 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

-15 points= Detention

-20 points = Detention

Meeting with parents, teachers, dean of discipline

-25 points= One day in detention

Meeting with student, parents, teachers, dean of discipline

Loss of extra curricular activities and after school activities

Service to the Saint Joan of Arc Community as determined by the administration

-30 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 and after school activities

Service to the Saint Joan of Arc Community as determined by the administration

All infractions will be entered daily into FACTS 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.

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.

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.

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.

DRUGS, WEAPONS, ATTACKS ON SCHOOL PERSONNEL

REPORTING DRUG VIOLATIONS TO AUTHORITIES

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127, which provides that the superintendent, principal of the school or their designee shall report all instances of “drug violations” to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located. In such an instance, a Diocesan incident form must be completed and sent to the Catholic Schools Office.

- A “drug violation” is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:
 - A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or
 - A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or
 - A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 et seq.
- **Reporting:** Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B The school notifies the parents or guardians of students in possession of drug violations.

REPORTING FIREARMS ON SCHOOL PROPERTY TO AUTHORITIES

Upon receiving any report from any school personnel regarding a known or suspected incident involving a firearm in a school or on school-owned or leased property, the principal shall immediately notify the superintendent or their designee and shall report such firearm-related incident to the local law enforcement and to the Illinois State Police no later than 24 hours after the occurrence of the incident. . The school will immediately notify the parents or guardians of students in possession of firearms on property or within 48 hours of becoming aware of the incident if off-property. In such an instance, a Diocesan incident form must be completed and sent to the Catholic Schools Office.

REPORTING ATTACKS ON SCHOOL PERSONNEL TO AUTHORITIES

Upon receipt of a written complaint from any school personnel, the school is required to report all incidents of battery committed against any school employee (e.g., principals, teachers, aides, secretaries, custodians) to the local law enforcement authorities immediately after the occurrence of the attack and to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Additionally, all incidents of battery should be reported to the superintendent. In such an instance, a Diocesan incident form must be completed and sent to the Catholic Schools Office.

Violence by Students

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack **and** to the State Board of Education through existing school incident reporting systems in IWAS as they occur.

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.

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.

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.

Emergency Information

Emergency Closing/Weather Emergencies

In the event that SJA is closed, or the school day is delayed due to snow, for any reason, you will be notified through FACTS School families and teachers will be notified by email and/or text message (texts will be received if the family has set it up in FACTS) providing the necessary information.

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 canceled.

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.

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 **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
7. 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.**
8. 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.
9. All monies collected for the field trip are **non-refundable**.
10. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.

Forgotten Items

In an effort to teach responsibility, organization and accountability, school policy states that students may not call home for forgotten items. If parents do see and drop off forgotten items, students can check for them in the “forgotten lunch spot”... the wooden shelf located in the hallway outside the school office. The items will not be delivered to the student until the end of the school day.

Gifts and 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.

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.

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

Students will be allowed one day to complete any missed assignments 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.

INTERSCHOLASTIC ATHLETICS

Interscholastic Athletics are a part of the educational process and are consistent with the philosophy and goals of the Diocese and local school. The athletic program is an outgrowth of a sound physical education program and emphasizes good sportsmanship, teamwork, and personal development.

Each local school develops its own specific athletic philosophy, rules, regulations and eligibility standards for interscholastic sports for boys and girls in accordance with direction provided by the Catholic Schools Office. This philosophy and its accompanying policies, rules, regulations, are developed under the direction of the principal in collaboration with local school board and athletic personnel.

Eligibility standards are developed in accord with a school's athletic philosophy. When possible, regional consultation is sought before enacting such standards. Behavioral and academic criteria are considered in setting standards. Students who play on school teams should be students of the school, so that other eligibility standards can be maintained.

Every effort should be made to schedule athletic events so that they do not interfere with a family's attendance at liturgy. No games or practices are scheduled in a parish facility before the last Sunday morning or early afternoon liturgy has been completed.

The superintendent, in collaboration with the principals, develops administrative regulations general to the interscholastic athletic program and specific to the various sports.

Schools comply with these regulations or discontinue sports programs which repeatedly do not comply.

All athletes in grades 4-8 must show proof of an annual sport physical. 6th grade physicals, as well as sports physicals, are a state requirement. Students will not participate in practices or games if the physical requirement has not been met.

This information is required by law on the first day of school, with an extension time of October 1st for students who begin school on the first day. Any students entering school after the first day will be allowed 30 days from their entrance date to comply with this policy. Children may be excluded from school if they are not in compliance with the requirements.

In consideration of the philosophy outlined above, the following regulations shall govern participation in interscholastic athletics in the Catholic elementary schools:

CONCUSSION SIGNS AND SYMPTOMS

A concussion is a traumatic brain injury that interferes with normal brain function. A student athlete does not have to lose consciousness to have suffered a concussion. Signs and symptoms of a concussion include the following:

Signs Observed by Others	Symptoms Reported by Athlete
Appears dazed or stunned	Headache or "pressure in head"
Appears confused	Nausea
Forgets sports plays	Balance problems or dizziness
Is unsure of game, score, opponent	Sensitivity to light or noise
Moves clumsily	Double or fuzzy vision
Answers questions slowly	Feeling sluggish or slowed down
Loses consciousness (even briefly)	Feeling foggy or groggy
Shows behavior or personality changes	Does not "feel right"
Can't recall events prior to hit or fall	Concentration or memory problems

Can't recall events after hit or fall	Confusion
---------------------------------------	-----------

REMOVAL AND RETURN TO PLAY

Any player who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the game or practice and shall not return to play until cleared in writing by a licensed health care professional. If a health care professional is not immediately available at the athletic event or practice and an injured student athlete has any of the described signs, symptoms or behaviors of a concussion, s/he shall be promptly taken to a facility for appropriate medical evaluation and care.

A player must be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the player might have sustained a concussion during the practice or competition:

- a coach;
- a physician;
- a game official;
- an athletic trainer;
- the student's parent or guardian or another person with legal authority to make medical decisions for the student;
- the student; or
- any other person deemed appropriate under the school's return-to-play protocol.

A student removed from an interscholastic athletics practice or competition may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

- the student has been evaluated by a treating physician (chosen by the student or the student's parent or guardian) or an athletic trainer working under the supervision of a physician;
- the student has successfully completed each requirement of the "return-to-play" and "return to learn" protocols established for the student to return to play;
- the treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and
- the student and the student's parent or guardian have acknowledged that the student has completed the requirements of the "return-to-play" and "return-to-learn" protocols necessary for the student to return to play; have provided the treating physician's or athletic trainer's written statement and have signed a consent form indicating that the person signing has been informed and consents to the student participating in returning to play in accordance with the "return-to-play" and "return-to-learn" protocols and understands the risks associated with the student returning to play and returning to learn and will comply with any ongoing requirements in the "return-to-play" and

"return-to-learn" protocols. A sample acknowledgement is found in the link below:

[http://www.ihsa.org/documents/forms/current/Post-concussion%20Consent%20Form%20\(RPT-RTL\).pdf](http://www.ihsa.org/documents/forms/current/Post-concussion%20Consent%20Form%20(RPT-RTL).pdf)

- A coach of an interscholastic athletics team may not authorize a student's return to play or return to learn.

LICENSED HEALTH CARE PROFESSIONAL

For purposes of this policy, licensed health care professional means physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

CONCUSSION POLICY/FACT SHEET

Information on the school's concussion and head injury policy must be a part of any agreement, contract, code, or other written instrument that a school requires a student-athlete and his/her parents or guardian to sign before participating in practice or interscholastic competition. The IHSA/IESA has provided a Concussion Information Sheet and Sign-Off Form that schools may use to notify athletes and their parents/guardian about the dangers of concussions and head injuries.

<http://www.iesa.org/documents/general/IESA-ConcussionSign-Off.pdf>

The parent/guardian of each student athlete and the student athlete shall receive annually a concussion information sheet and they shall submit written verification(s) that they have read the information. A student athlete may not participate in practice or competition prior to the school's receipt of this written verification.

Each school shall also use education materials provided by the Illinois High School Association, and Illinois Elementary School Association see links below, to educate coaches, student-athletes, and parents/guardians of student-athletes about the nature and risk of concussions and head injuries, including continuing play after a concussion or head injury.

<http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx>

<https://www.iesa.org/activities/concussion.asp>

CONCUSSION OVERSIGHT TEAMS (COT)

Each school shall form a Concussion Oversight Team (COT). The COT's primary function will be to develop return-to-play and return-to-learn protocols for students believed to have experienced a concussion. The protocols should be based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention. These teams can contain a range of individuals based on the resources available to the school in their community or neighborhood but must include one person who is responsible for implementing and complying with the return-to-play

and return-to-learn protocols. At Saint Joan or Arc School the principal and Athletic Director are members of the COT.

Per the law, each concussion oversight team must include to the extent practicable at least one physician. If a school employs an athletic trainer, the athletic trainer must be a member of the school concussion oversight team to the extent practicable. If a school employs a nurse, the nurse must be a member of the school concussion oversight team to the extent practicable. At a minimum, a school shall appoint a person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the concussion oversight team. A school may appoint other licensed healthcare professionals to serve on the concussion oversight team. A coach may not serve on the COT. A School Administrator should be on the Concussion Oversight Team.

COACHES TRAINING

All interscholastic coaches and licensed officials will need to complete a training program of at least two hours on concussions. Coaches, nurses, and game officials must provide the school with proof of successful completion of the training. Training must be completed every two years. Head coaches and assistant coaches must complete the required training. Compliant courses are available on the IHSA and IESA websites. IESA member schools may access the course through the IESA Member Center. It is recommended all elementary schools with athletics join the IESA-\$75 dues-to allow access to these materials.

EMERGENCY ACTION PLAN

Each school must also develop a school-specific emergency action plan for interscholastic athletic activities to address the serious injuries and acute medical conditions in which the condition of the student may deteriorate rapidly. There are certain provisions the plan must include and it must be reviewed by the COT before being approved by the school. The plan must be distributed to appropriate personnel, posted at the school, and reviewed annually. Links to sample information may be found below on the IESA website and on the IHSA website.

http://www.ihsa.org/documents/forms/current/Emergency_Action_Plan_Form.pdf

GUIDELINES

The Superintendent or designee is authorized to issue Guidelines for the effective implementation of the requirements of this Policy.

COMPLIANCE

Failure to abide by this Policy or Guidelines will subject employees to discipline up to and including dismissal.

SOME ADDITIONAL RESOURCES

<http://www.ihsa.org/documents/sportsMedicine/Concussion%20Protocols.pdf>
<http://www.iesa.org/documents/general/IESA-ConcussionInfo.pdf>
http://www.cdc.gov/headsup/pdfs/schools/tbi_returning_to_school-a.pdf
http://www.cdc.gov/headsup/pdfs/policy/rtp_implementation-a.pdf
<http://www.ihsa.org/multimedia/articulate/2015-16/concussion/presentation.html>
<http://www.catholicmutual.org/Portals/0/Docs/Risk%20Mgmt/CARES/Healthcare/Concussion%20CARES.pdf>

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

Students bring their own lunches to school daily. Students are supervised in the Parish Activity Room (PAR) for lunch periods. There is no heating nor cooling opportunities for handling food.

Milk is sold on a daily basis. Soda should not be included as the lunch beverage for students.

Hot Lunch Days are offered as a treat to the students and are staffed by parent volunteers. The Hot Lunch Program runs independently of the school staff. See Myhotlunchbox.com for ordering information.

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.

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. Please do not drop off or have fast food delivered for your student.

Media Presentations

We live in a multi-media age. St. Joan of Arc is 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.

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, smart watches, laptop computers, cameras, video equipment, and 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**.

Student Records

- Birth certificates
- Emergency Contact Information
- Academic Progress Reports
- Required Health Examinations (Exemptions/Exclusion Dates)/Physical, PreK, Kdg, Grade 6, Dental, Vision, Hearing
- Maintenance of Health Records
- Required Pre-participation Sports Physical
- Concussion Information and Forms
- Self-Administration of Medication
 - Diabetes, Asthma, Allergies, Cannabis
- Self-Carry Medication Information
- School Food Service Program (breakfast and/or lunch)
- Support Services for Students (counseling, social work, etc.)

School Records

- Asbestos Letter to Parents
- Faith's Law Resource Letter to Parents
- Safety/Emergency Drills (Fire, Tornado, Lockdown, Law Enforcement, Evacuation)

Maintenance of Health Records

MEDICAL EXAMINATIONS

As required by Illinois state law, all children in Catholic schools shall present proof of having had a medical examination and received such immunizations against preventable communicable diseases. These records are to be presented to the school before the first day of school by producing a Certificate of Health Examination form completed by a physician.

If a child is not in compliance with the health and immunizations requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the medical examination and presents proof of having received required immunizations.

State law requires medical examinations:

- Prior to entrance into any public, private or parochial preschool or transferring from outside of the State of Illinois.
- Within one year prior to entering preschool, pre-kindergarten, kindergarten or 1st grade, and upon entering sixth and ninth grades.

All students are immunized according to Illinois School Code and Department of Public Health regulations. Students are excluded from school (by October 15) for noncompliance with this law.

VISION EXAMINATIONS

Illinois state law requires that all children (except preschool students) enrolling in public, private or parochial schools for the first time and/or entering kindergarten receive a vision screening. Parents/guardians shall be notified of this requirement at registration.

Proof by a physician licensed to practice medicine in all its branches or a licensed optometrist shall be submitted to the school. Report cards may be held if the student is not in compliance with this regulation. This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist (at the discretion of the principal).

HEARING EXAMINATIONS

Illinois state law requires that, once a child begins school, hearing screenings are required at kindergarten and grades 1, 2 and 3, and with teacher or parent referrals.

DENTAL EXAMINATIONS

Illinois state law requires that all children in kindergarten, grades 2 and 6, complete a dental examination by a licensed dentist. Schools shall remind parents/guardians of this requirement at least sixty (60) days before May 15 of each school year.

If a student in 2nd or 6th grade fails to present proof of a dental exam by May 15, the school may hold the child's report card until the student presents proof of the School Dental Examination form or a Dental Examination Waiver Form. School

dental examinations must have been completed within the eighteen (18) months prior to May 15 of the grade 2 or grade 6 school year.

MEDICAL AND RELIGIOUS EXEMPTIONS

Parents/guardians are able to exempt their child from state-required medical examinations in two ways: through either a medical or a religious exemption.

Medical immunization Exemption Guidelines can be found at the Illinois Department of Public Health website.

If the physical condition of the child is such that any immunization should not be administered, the examining physician, advanced practice registered nurse or physicians' assistant responsible for performing the health examination shall endorse this fact on the student's Certificate of Health Examination form.

Religious objections to immunizations shall be provided to the school from the parent/guardian in writing and must set forth the specific religious belief which conflicts with each immunization.

The parent's statement of religious objection should be attached to the student's Certificate of Health Examination form. The principal shall determine whether to accept or deny the immunization exemption request. As required by Illinois state law, parents/guardians must be informed by the local school authority of a measles outbreak control exclusion procedure with the Illinois Department of Public Health Guidance and Control of Communicable Diseases at the time such an objection is presented.

Maintenance of Health Records

Each principal is knowledgeable concerning directives and services available from local public health authorities. Each principal cooperates with public health personnel and follows directives as they apply to non-public schools.

Where the local school does not have the services of a public health nurse, a volunteer designated by the principal is available to aid in keeping student health records current.

- **Required Pre participation Sports Physical**
- **Concussion Information and Forms**

The purpose of this policy is to safeguard students and student athletes by (1) educating school personnel, parents/guardians, students and student athletes about concussions, (2) requiring that a student (student athlete) be removed from play when a concussion is suspected and requiring a licensed health care

professional to provide clearance for the student (student athlete) to return to play or practice, and (3) implementing the concussion management requirements specified by the Illinois High School Association and Illinois Elementary School Association.

While much of this policy applies to athletic play occurring in Diocese-sponsored sports programs provided by elementary, middle and high schools regardless of whether the sports program is intramural, interscholastic, after school or provided during the summer (e.g., summer sports camp), this policy also applies in the case of head injuries during the school day.

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.

Transfer of Records

Certified copies of transfer students' records are requested within 14 days of enrolling in Saint Joan of Arc School.

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 within 10 days. 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.

Missing Children Records Act

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State Police. The procedure is as follows:

Upon notification by the Illinois State Police of a child's disappearance, a school in which the child is currently (or was previously enrolled) shall flag the record of that child by placing it in an orange file folder so that whenever a copy of or information regarding the record is requested, the school or other entity shall be alerted to the fact

that the record is that of a missing child. The school or other entity shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing child has been recovered, the school or other entity shall remove the flag from the child's record.

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

designated Parking

Parking around the school is often at a premium. Please do not park in areas 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.

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.

Elementary (Grades K through 3)

Students do not change clothes for gym class. They must have gym shoes on PE days. They may wear either their regular uniform shoes (solid navy or black) or change into other gym shoes.

Teachers will provide more information about when gym is scheduled for the year.

Grades 4 through 8

Students will change into gym clothes before PE class. Uniforms are provided through Ken Woody. They must have gym shoes on PE days. They may wear either their regular uniform shoes (solid navy or black) or change into other gym shoes.

Teachers will provide more information about when gym is scheduled for the year.

MODIFICATION OF ATHLETIC/PE UNIFORMS

The school may allow student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion, cultural values or modesty preferences.

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.

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 the school office at **630-969-1732** for further information.

Report Cards

Report Cards are important tools for communication. Report Cards for Preschool - 8th grade will be posted three (3) times during the academic school year.

Re-Registration

Students will be automatically re-registered each school year unless the school is notified. 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 \$100 per child registration fee for students is required yearly.

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. Both First Communion and Confirmation require two years of 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, with at least one parent being a practicing Catholic. 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.

School Advisory Board of St. Joan of Arc

The school board is made up of elected St. Joan of Arc parishioners selected through a discernment process. 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 3rd Monday of each month at 7:00 p.m. in the Parish Center.

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 **ten days** 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.

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 required to complete the following hours of community service each academic year:

Grade 6 - minimum of 10 hours

Grade 7 - minimum of 15 hours

Grade 8 - minimum of 20 hours

Spiritual Formation Opportunities

Students in Grades 1-8 attend 8:15 a.m. Mass every Wednesday 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 Liturgical Music practice and Benediction on Friday afternoons.

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.

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

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 Dress Code

It is the custom and policy of Saint Joan of Arc Catholic School to require students to wear school uniforms. It is our belief that the wearing of school uniforms:

- Eliminates the pressure to buy expensive, fad clothing
- Removes distracting apparel from classrooms
- Shifts the emphasis from the outward appearances of how one is attired to the inner qualities of one's personality
- Gives evidence of student membership in the family of Saint Joan of Arc Catholic School
- Identifies students with the standards, values, and expectations of Saint Joan of Arc Catholic School

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 Ken Woody's Sports and More. 2225 W. Jefferson St. Joliet, Illinois. 815-725-2130. www.kenwoodys.com

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.

Girls, Grades K-5

Dunbar plaid shift or jumper with white L/S or S/S collared blouse or

Navy twill pants with white L/S or S/S polo shirt

Navy twill walking shorts with white L/S or S/S polo shirt April 1-October 31

Navy crew neck or v-neck cardigan (optional)

Red microfleece ¼ zip pullover w/ Saint Joan embroidery (optional)

Red crew neck sweatshirt w/ Saint Joan

Girls, Grades 6-8

Dunbar plaid skirt, khaki skort or khaki twill pants

White L/S or S/S oxford cloth shirt or navy polo shirt (effective 2016/17)

Navy sweater vest (optional)

Navy crew neck or v-neck cardigan (optional)

Navy microfleece ¼ zip pullover w/ Saint Joan embroidery (optional)

Boys, Grades K-5

Navy twill pants

Light blue L/S or S/S polo shirt

Navy twill walking shorts April 1-October 31

Navy crew neck or v-neck cardigan (optional)

Red microfleece ¼ zip pullover w/ Saint Joan embroidery (optional)

Red crew neck sweatshirt w/ Saint Joan embroidery

Boys, Grades 6-8

Khaki twill pants

Light blue L/S or S/S oxford cloth shirt or navy blue polo (effective 2016/17)

Navy crew neck or v-neck cardigan (optional)

Navy microfleece ¼ zip pullover w/ Saint Joan embroidery (optional)

All students, shoes and sock K-8

Sturdy dress shoes or solid color gym shoes (described below) must be worn with the school uniform. Dress shoes must be in the colors of black, brown, or navy. Shoes must be buckle, tie or loafer style and be made of leather or leather-like material. Rubber soled shoes are recommended. Gym shoes must be

solid black or navy with no obvious logo. Please check with the office if you are unsure.

Clogs, Crocs, Toms, loosely fitting shoes, sandals, open-toed shoes, or any shoe resembling a tennis shoe are not permitted.

Sperry or Sperry-like shoes may be worn but must follow the color guidelines; this means no plaids, sparkles, pastels or sequins.

Socks must be a solid color of blue, black, brown, or white (girls may also wear gray or maroon). All socks must cover the ankle.

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 on natural nails
- 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.

STUDENT CULTURAL HAIRSTYLES

Illinois Public Act 102-0360PDF Document, known as the Jett Hawkins Law, prevents school boards, local school councils, charter schools, and non-public elementary and secondary schools from creating hairstyle-based dress code requirements. Specifically, the Public Act prohibits discriminating against hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

No cosmetics, lip gloss, colored chapstick, or artificial nails may be worn. No visible tattoos of any kind. 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. No smart watches are permitted.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails 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
- bike 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.

Visitors

ILLINOIS SCHOOL CODE - POLICY 24-25

“All visitors are required to report directly to the principal’s office to identify themselves and state their business. Any visitors found in the building without permission are subject to prosecution as specified in the school code by city ordinance. Parents will be advised in advance of the occasions when they are encouraged to attend school activities and, therefore, need not check in with the office.”

Our school values our volunteers and welcomes their participation. The Diocese of Joliet requires that all volunteers who have contact with students must complete the “Protecting God’s Children Program” as well as submit information for a background check. Please contact the school office for additional information and forms. Any person(s) including parents entering the school

building to visit a teacher, child, bring a lunch, etc., must check in at the office immediately.

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

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.

Right to Amend

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

Approved amendments will appear on FACTS.

Parent/Student Signature Page

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

_____ Parent signature	_____ Date
_____ Parent signature	_____ Date
_____ Student signature	_____ Date
_____ Student signature	_____ Date
_____ Student signature	_____ Date
_____ Student signature	_____ Date