



# St. Joan of Arc Catholic School



## Family & Student Handbook 2025-2026

St. Joan of Arc School  
120 Bordner Avenue SW  
Canton, OH 44710  
Phone: (330) 477-2972

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### Who was Saint Joan of Arc, Our School Patroness?

*Saint Joan of Arc was a young woman who rallied an entire country behind her and who has inspired Christians for centuries. To read more about the Patroness of our school, click [here](#).*



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## St. Joan of Arc 2025-2026 Calendar

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						9

SEPTEMBER						
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28	29	30				21

OCTOBER						
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NOVEMBER						
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30						17

DECEMBER						
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JANUARY						
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25	26	27	28	29	30	31
						19

### Dates of Importance

#### AUGUST

13-15 Teacher PD Day  
 18 Teacher Clerical Day  
 19 Kindergarten only (last names A-M)  
 20 Kindergarten only (last names N-Z)  
 21 First Day - all students K-8

#### SEPTEMBER

1 Labor Day (No School)

#### OCTOBER

13 Teacher Day (No School)  
 17 End of Q1 (42 days)

#### NOVEMBER

26 Conference Exchange (No School)  
 27-28 Thanksgiving Break

#### DECEMBER

19 End of Q2/S1 (84 days)  
 22-31 Christmas Break

#### JANUARY

1-2 Christmas Break  
 19 MLK, Jr. Day (No School)

#### FEBRUARY

13 DOY Planned Teacher Day (No School)  
 16 Presidents' Day (No School)

#### MARCH

12 End of Q3 (46 days)  
 13 Teacher Day (No School)

#### APRIL

3 Good Friday (No School)  
 6-9 Easter Break  
 10 Conference Exchange (No School)

#### MAY

25 Memorial Day (No School)  
 29 Last Day of School (Students)  
 29 End of Q4/S1 (94 days)

#### JUNE

1 Teacher Clerical Day

**St. Joan of Arc School**  
**120 Bordner Ave. SW**  
**Canton, OH 44710**  
**330-477-2972**  
[tjoaelem@youngstowndiocese.org](mailto:tjoaelem@youngstowndiocese.org)

FEBRUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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						18

MARCH						
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29	30	31				21

APRIL						
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MAY						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						20

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6

#### Conference Dates

**Nov. 11 (3:30-8:00) & Nov. 12 (5:00-8:00)**  
**Feb. 12 (3:30-6:00)**

	First/Last Day of School
	No School
	Teacher Exchange Day (No School)
	End of Quarter
	Teacher Day-No School for Students

Student Days: 178      Teacher Days: 189  
 Calamity Day Make-Up Day Schedule: June 1, 2026, and consecutive days as needed

## **Mission Statement**

St. Joan of Arc Parish School, in collaboration with the family, the parish community, and the Roman Catholic Church of the Diocese of Youngstown, provides a learning community that promotes and lives in the model of Jesus, fosters respect for self and others, and nurtures and empowers lifelong learners.

## **Diocesan Philosophy of Education**

We believe that each Catholic school, as part of a larger believing community, has the mission to proclaim the Gospel of Jesus Christ through excellence in educational programs and service to the Catholic community in particular and in society in general. The foundation of Catholic belief and practice is taught while developing a sense of community, an atmosphere for worship, and a concern for social justice. These themes permeate all aspects of the school organization and curriculum which meet the religious, academic, personal, and social needs of children.

The Office of Catholic Schools provides leadership and support for Catholic schools to be an integral, viable element of the Diocesan Church's mission of education. The Office establishes the climate and framework for fostering excellence in education in the Catholic elementary schools of the diocese.

## **Belief Statements**

Adopted April 17, 2007

1. We believe faith formation is a shared responsibility of family, church, and school; the school is a vital ministry of St. Joan of Arc Parish and of the Roman Catholic Church.
2. We believe we are called to integrate our Catholic faith, beliefs, and traditions into the school environment to insure the future of our church, and that this faith should guide our daily interactions with our students, their parents, and our fellow staff members.
3. We believe Christian service empowers students to a commitment of a stewardship way of life motivated by compassion and understanding of all people.
4. We believe every child can learn and be successful in a safe and secure community environment.
5. We believe that children learn in varied ways so individual learning needs must be met through a variety of instructional and assessment strategies.
6. We believe we provide the foundation for students to become lifelong learners.
7. We believe it is the responsibility of the staff to be engaged in professional development that leads to continuous improvement of student achievement.

## **Portrait of a Joan of Arc Student**

Saint Joan of Arc Students are characterized by:

- appreciation for the opportunity of a Catholic education,
- reverence during times of prayer and religious activities, participation in the Liturgy, openness and effort in learning their Catholic faith,
- an attitude of service to others,
- an effort to develop Christian leadership,
- personal responsibility for learning,

- respect for the right of the classroom teacher and fellow classmates to an atmosphere that is conducive to teaching and learning,
- cooperation, consideration and respect for others in speech and actions,
- respect for and cooperation with teachers, school authorities and other adults who assist them throughout the school day,
- honesty in speech and in school work,
- respect for school and parish property and the personal property of others,
- playground behavior that ensures the safety of all students,
- good study habits that lead to life-long learning, namely effort, confidence in their ability, punctuality, completeness and quality of assignments and class work,
- regular attendance and punctuality,
- appropriate behavior on school buses or walking to and from school, cooperation with bus drivers, safety patrol guards, crossing guards and other safety personnel,
- self-care, e.g. good grooming, personal appearance, cooperation with dress code.

**The students are supported and encouraged to develop a mature Christian character by all faculty and staff members by:**

- personal attention and interest in each student,
- discussion with the student about their growth in character, appropriate behavior and self-discipline,
- notification of parents when there is a concern about character development, self-control or cooperation with school rules,
- parent conferences, both as regularly scheduled, or as requested by either the teacher or parents,
- behavior and/or learning contracts,
- conferences with student, parents, and other school support personnel, and
- conferences with the principal.

## **Liturgy and Prayer**

Grades K through 8 celebrate liturgy at the 9:00 A.M. Mass on Tuesday mornings and on holy days. The liturgical seasons of the Church are observed with sign and symbol. Students are given the opportunity to celebrate the sacrament of Confession at least twice per year. Students in grades K-8 will also regularly participate in Eucharistic Adoration. Classroom prayer is encouraged and children are introduced to a variety of prayer forms. Classroom “mini-retreats” are held periodically. Service is stressed throughout the year, as love of God assumes love of neighbor.

## **Sacramental Preparation**

Sacramental preparation is offered to the students in the school at the appropriate grade levels through a parish-based program. Attendance at parent education programs is required for those whose children will be receiving the sacraments for the first time.

The school’s religion classes during the sacramental preparation years include sacramental instruction for the children.

Children receive instructions and have the opportunity to receive the sacraments of Reconciliation and Eucharist in Grade 2. Reconciliation is usually held in January and Eucharist in May. Confirmation will be offered to students in grade 8 and is scheduled by the Bishop's office.

For children beyond the second grade who would like sacramental preparation for Baptism, Reconciliation, and/or Eucharist, the parish office should be contacted for program information or contact Mrs. Harrison-Cox at [jharrison-cox@youngstowndiocese.org](mailto:jharrison-cox@youngstowndiocese.org).

## **Admissions**

### **ADMISSIONS/ NONDISCRIMINATION CLAUSE**

St. Joan of Arc School, administered under the authority of the Catholic Diocese of Youngstown, complies with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of the educational, personnel, admissions, financial aid, athletic, and other school administered programs.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic, and behavioral requirements are eligible for admission to the school. St. Joan of Arc School is a Catholic elementary school intended to provide a quality Catholic education to children of families who are registered members of St. Joan of Arc Parish. The school also serves the families of surrounding parishes that do not have a parish school. Non-parishioners and non Catholics will be considered for admission if space and financial considerations permit. Due to school financial limitations, the educational program may not fit the needs of all children. A child with special needs will be admitted when, with reasonable accommodations, a program can be provided. It is assumed that any family seeking admission to St. Joan of Arc School shares the philosophy of the school and agrees to support that philosophy and vision as well as all policies.

### **ADMISSION PRIORITY**

Registration will begin during the first week of February.

Students will be considered for admission to St. Joan of Arc School according to the following priorities:

1. St. Joan of Arc parishioners with students presently enrolled in our parish school.
2. St. Joan of Arc parishioners with students new to our parish school.
3. Non-parishioners who are members of Catholic parishes without schools
4. Non-parishioners

Parishioner priority will be given during the February registration time period. Families with students already in the school will be given advance opportunity before open registration to register students in their families new to the school. Students currently in the preschool program will have an opportunity for early registration for either preschool or kindergarten for the next school year.

## REGISTERED PARISHIONERS

A registered parishioner has completed a parish registration form. Any parishioner registered receives Sunday Collection Envelopes and other parish mailings on a regular basis. Children are considered to be registered with their families until they become adults. At that time, they need to register in their own right.

Parishioners participate in the life of the parish family. Their families celebrate Sunday Mass regularly and contribute consistently of their time, talent, and treasure to the church and her ministries. Parish school families are asked to put their envelopes in the collection on a regular basis, no matter how small or large the accompanying donation.

## NON-CATHOLIC STUDENTS

The presence of students from other faiths provides a wonderful diversity to the school and they are welcome. The presence of non-Catholic students in the school will not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such,

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Non-Catholic students are exempt from formal co-curricular or extracurricular sacramental preparation programs, but not from the catechesis held during the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

## REGISTRATION

**Re-registration of students already attending St. Joan of Arc School:** Families whose children already attend St. Joan of Arc School will be required to re-register for the following academic year. This re-registration will take place during the second semester.

### Registration of New Students:

Registration of new students takes place during the second semester after the re-registration of the current school membership has been completed and the number of available places has been determined. At the time of initial entry to St. Joan of Arc School the parents shall present the following documents:

1. Completed application form
2. Birth certificate (original)
3. Copies of records from the school the student most recently attended or a signed release of records authorization (including preschool records for incoming kindergarten students unless child attended SJA preschool) [or a completed records request form].
4. Baptismal record (if applicable)
5. Immunization record (as required by the Ohio Revised Code)
6. Social security number (if a U.S. citizen)
7. Legal arrangements of the student's custodial and non-custodial parents
8. Completion of an emergency authorization form
9. If previously enrolled at a Catholic school in the Diocese of Youngstown, proof of having satisfied tuition obligations at the student's former Diocesan school

In addition to the above information, a **completed, accepted tuition agreement** completes the documents needed for acceptance into St. Joan of Arc School. The principal and/or pastor will sign the acceptance portion of the application when all information is in order to complete the process.

In requesting registration at St. Joan of Arc School, both students and parents agree to comply with and support all policies and regulations.

### **GENERAL CONDITIONS OF ADMISSION**

Students transferring into the school in grades 1-8 are admitted on a probationary basis for the first 30 days of school. Students with academic needs (i.e. behavioral) which cannot be reasonably addressed by the school may be denied admission; students who struggle to follow school rules or have experienced significant behavior infractions previously may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit the school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan upon application for registration. Failure to disclose known special education needs will void the application for registration.

The administration and faculty reserves the right to place students in a class which is consistent with the results of the student's prior academic records and any admissions testing deemed necessary.

### **FOREIGN STUDENTS**

The Diocese of Youngstown endeavors to remain certified by the U.S. Immigration and naturalization Service to admit F-1 Non-Immigrant students. Since January 30, 2003, all schools in the United States wishing to enroll Non-Immigrant F-1 students by the use of an I-20 form have been required to register in the Student Exchange Visitor Information System (SEVIS). In addition to the above documents, the following is also required:

1. I-20 Form (if applicable)
2. VISA

### **KINDERGARTEN REGISTRATION**

Children entering Kindergarten must be five years of age by September 30. An optional kindergarten screening process is available in the spring of the year preceding kindergarten entrance to help parents assess school readiness.

If a parent seeks early entrance for a child whose birthday is after the September 30th deadline but before January 1st, standardized testing results from the school psychologist of the public school of residence must be provided to St. Joan of Arc School. Assessment includes evaluation of the chronological age, I.Q., academic ability, physical, social, and emotional maturity, and peer relationships. Children who pass early entrance tests will be admitted only if room permits. Early entrance to school is inadvisable except in very special cases.

### **GRADES 1-8 NEW REGISTRATION**

Children entering Grade 1 must be six years of age by September 30 and/ or provide evidence of successful completion of Kindergarten in an accredited school.



New applications will be taken in the order the applications are returned to the office. If a grade level is full, students will be placed on a waiting list. Families on the waiting list will be contacted according to the admission priorities and as places are available.

An interview for new families will be arranged with the principal to review the students academic and conduct records as well as the other documentation required for admission. If it is determined that St. Joan of Arc School is able to meet the educational needs of the student, the student will be accepted when all of the information is complete. **All students transferring into grades 1-8 are accepted on a probationary period from the first day of school through September 30. During this probationary period, students may not amass 30 demerits; families of students amassing 30 demerits during this time period will be asked to unenroll their student from St. Joan of Arc (or expulsion proceeds will be initiated).**

## **TRANSFER STUDENTS**

Students at grades 1 through 8 entry level who request transfer from a public or private school without a geographic family move will be accepted on a case by case basis. Mid-year transfers are usually not encouraged. Parents who wish to transfer a student to St. Joan of Arc School from another Catholic School without the transfer of a geographic location of the family or an approved transfer of parish membership must have the approval of either the previous school principal or be a member of a parish that does not have a parish school. A family will not be accepted unless all debts to the previous Catholic school are satisfied.

Students transferring in mid-year may not accumulate 30 demerits within the first calendar month of their attendance at St. Joan of Arc School. Doing so will result in the family of the student being asked to unenroll their student (or expulsion proceeds will be initiated).

## **Daily Schedule (K-5)**

**7:40 AM Arrival:** Students will enter the building and go directly to their respective classrooms. Teachers are in the building supervising their students during this important time of informal interaction between the teachers and students. This time is crucial for children to prepare for classes, to deliver messages to their teachers and to organize themselves for the day.

**7:55 AM Morning Bell:** The bell rings, alerting students to go immediately to their seats for the start of school.

**8:05 AM Attendance, Morning Message, and Prayer**

**8:10 AM Classes Begin:** The bell rings, signaling the start of classes. Students are expected to be in their seats and ready to begin the day. Students who arrive after the 8:00 AM bell must go to the office where they sign in and receive a tardy slip, which they present to their homeroom teacher.

**11:20 AM Lunch Periods Start:** Specific times vary depending on grade level, and there are three lunch periods to help in spacing the children. Lunch periods end at 12:45 PM. Also during this time students have recess.

**2:40 PM Dismissal**

## Daily Schedule (Preschool/ Pre-K)

This information will be provided by the preschool teacher.

### Attendance

Regular attendance and punctuality are necessary for success in school and are strong traits for later success in life. Upon enrolling in St. Joan of Arc School, students assume the obligation to attend regularly and with punctuality. Attending school and being on time helps students receive the full educational benefit from the school's programs, in addition to developing habits of organization, self-discipline and meeting responsibilities. By Ohio law, the responsibility to ensure that the child attends school is shared jointly by the parent and the child, and our school staff will work with parents and students to encourage students to attend regularly and with punctuality.

### Reasons for Absence

School officials are permitted to excuse absences that, in their judgment, are for good and sufficient reasons. St. Joan of Arc School will consider an absence "excused" if it falls into any of the categories listed below:

- Personal illness, injury or disease
- Family illness
- Medical and court appointments
- Religious holidays
- Death in the immediate family
- Family emergency

### Absence on Any Day

*A call must be placed to the office at 330.477.4972 between 8:00-9:00 AM if your child will be absent.* If parents do not call the office, we are required to call the parents. Please help us meet this requirement by calling in absences. Continued illness does not require a daily call. Parents should also send in a note regarding student absence on the day that the student returns to school (and doctor's note, if applicable).

### Make-Up Work due to Illness-Grades K-8:

- The time period allowed for turning in classwork following an absence is one day for each day she is out (e.g., if she is out three days, then she may turn in her work up to three days after she returns for full credit).
- If the work is turned in later than the set number of days and no accommodations were made between you, your student, and his/her teacher(s), then at day four he/she will receive half credit.
- **Work will not be given to families and students in advance of vacations;** this places an undue burden on teachers to prepare materials in advance. Students will have ample time to make up work upon returning.
- Please contact your student's teacher(s) to request make-up work.

### Tardiness -Grades K-8

- The school day begins promptly at 7:55 AM. Students must be in their seats, ready for the day to begin at this time.
- All students must arrive between 7:40-7:55 AM. Since it takes approximately 10 minutes for the students to go to their lockers, unpack, etc., they should be allowed time to unpack their things and situate themselves properly.

- If students are not ready to begin class at 7:55 AM, they are tardy and must stop in the office for a tardy slip.
- Any student arriving at school after 11:00 AM will be logged absent ½ day.

Excessive and repeated tardiness results in missed instructional time. Arriving on time ensures your student will make the most of their school day and helps to support school success.

### **St. Joan of Arc School Policy:**

After being tardy 5 times in a quarter, a conference will be requested with parents. An attendance agreement will be composed which stipulates plans for improving punctuality and attendance. Excessive tardiness will be handled on a case by case basis, but may include numerous outcomes all intended on encouraging the student to arrive at school punctually.

### **Unexcused Absence**

Excessive UNEXCUSED tardiness or UNEXCUSED absenteeism may be cause to review the awarding of credit. Senate Bill No. 181 defines unexcused absences as follows:

- Habitual: five consecutive unexcused absences; seven unexcused absences in one month; and 12 unexcused absences in one year.
- Chronic: seven consecutive unexcused absences; 10 unexcused absences in one month; and 12 unexcused absences in one year.
- At the time of the fifth unexcused absence, a review conference with the parents, student and appropriate faculty and administration will take place. This policy does not apply in cases of prolonged illness. Prolonged absences (five or more consecutive days) require a note from a doctor. If a student has a chronic illness that affects attendance, a written explanation by the physician must be on file at the school.

### **Leaving School Early (Early Exit)**

If a student leaves school early for any reason, excused or unexcused, he/she is classified as “early exit.” Prior to the early exit, the student must present a note to the teacher indicating the time the student will be picked up and the reason for the early exit. Parents are to come to the office and sign out the student. Please do not go to the classroom to meet your student.

## **Communication with School**

### ***Family Handbook***

Each family receives an updated family handbook. Parents and students are asked to sign a verification slip stating that they have received and read the family handbook and intend to abide by the policies within. In addition, parental signing of the annual registration/ tuition agreement indicates the intentions of the family to abide by the handbook policies.

### ***Thursday Folders***

Each child is given a labeled St. Joan of Arc Thursday folder at the beginning of the school year. This folder is sent home on Thursdays throughout the year with important school communications, including a weekly newsletter, a monthly activities calendar, and a monthly cafeteria menu and order form. As much as is possible, all fliers are sent home in this way. Communications to families are given to the youngest and only child of the family. Thursday folders should be returned to school the following day.

All materials prepared for release to the school, parish, or community must be approved by the principal, the designee, or the pastor. Any student or parental publications are subject to review and approval of the school administration prior to publication.

### ***Classroom Policies and Procedures***

At the beginning of each school year, each classroom teacher will send home an introductory letter with information regarding classroom procedures and policies. Periodic class news updates will also be sent. Each teacher will inform parents of the class procedures for returning papers and projects for students to take home.

### ***Student Progress***

Parents will be kept informed of student progress through papers brought home on a regular basis, through interim reports midway each quarter, by quarterly report cards, and through the opportunity of scheduled parent/teacher conferences. Results of all standardized testing will also be communicated. Student progress for grades 5-8 can also be monitored through the Powerschool system (contact the office for login information if you do not have it).

### ***SJA Website***

St. Joan of Arc School's website address is **www.sjacanton.org**. It is designed to be an enhancement to the communication vehicles that already exist. The print communications that are sent home from the administration and faculty should be considered the primary means of communication.

### ***Communication***

It is important to the child that lines of communication remain open between home and school. If questions or concerns arise, please use the following method of resolving conflicts:

1. Reach out to your student's teacher through phone (330-477-2972) or e-mail (see directory on p. 2).
2. If a resolution has not come about, request a conference with the teacher by calling the main office.
3. If a resolution is still not found, request a conference with the principal and teacher by calling the main office.

The principal is willing to meet with parents about questions and concerns, especially ones involving administrative matters or issues that cannot be solved with other staff members. Parent perspectives are welcome, as they may help to strengthen St. Joan of Arc School.

Parents are expected to keep the school updated about individual or family situations that may have a bearing on their child at school, i.e. health concerns, custody information. Forms required by the school to provide information needed by the school should be returned promptly. **Changes in addresses and phone numbers should be reported promptly.**

### ***Parent Volunteering***

Parent volunteers are vital to making SJA the quality school that it is. So many good things are able to happen because of the dedication of our volunteers. In September, a volunteer letter is sent to parents making known areas of need. For the safeguard of the students, the Diocese of Youngstown has adopted a policy on child abuse called Virtus, and parent volunteers in contact with students must abide by this policy. Information about the policy will be given to each volunteer.

Additionally, the St. Joan of Arc Home and School Association is a great group of parent volunteers who work tirelessly to make the St. Joan of Arc School experience the best it can be. Information on Home & School Association meetings and opportunities will be sent periodically in the Thursday Folders and through newsletter communication.

Volunteers must sign in and out at the school office upon their arrival and departure (See Appendix on “Volunteer Handbook”).

## PARENT ORGANIZATIONS

Participation in parent organizations is welcomed and encouraged and is another vehicle for active parent participation in the school. For the sake of the overall school community, the parent organizations are subject in all respects to the control of the school. All parent organization activities and all materials prepared by parents must be submitted to the administration for approval prior to implementation and/or distribution.

### **Home and School Association**

The St. Joan of Arc Home and School Association is a support organization to the school. All parents and faculty are members, and board and general meetings are open to all parents. *“The purpose of the organization shall be to provide service and funds for the educational and recreational needs of the children of St. Joan of Arc Elementary School. To increase parents’ understanding of their role in educating their child, and to promote greater rapport between the members of the faculty and parents of the school children. To organize political action of parents as advocates regarding local, state, and federal legislation that affects Catholic Schools, as well as the lives of students and parents” (Constitution excerpt).*

## Student Conduct

The Lord tells us in Revelation 3:19, “Those whom I love, I reprove and discipline, so be zealous and repent.” In keeping with His Word, we believe that self control and discipline are keys to lifelong success and happiness not only for the self but for those around us. **All students are expected to model themselves after Our Lord and Savior Jesus Christ; we do not expect perfection, but we ask that everyone be kind at all times.**

The following section helps to clarify our roles in making SJA an effective and caring place to learn.

### **Responsibilities and Expectations of SJA Students**

The typical student at SJA possesses the characteristics necessary for success in reaching personal goals, as well as in furthering the mission of the school. SJA students are expected to:

- Maintain the high standard of academic achievement established by the school staff;
- Maintain an enthusiastic attitude about learning;
- Be respectful of the rights of others;
- Represent the school positively at all times; and
- Participate in activities and demonstrate conduct that furthers the mission of the school. This includes participation in religious activities. Students of all religious traditions are expected to attend all activities and participate respectfully where appropriate.

### **Responsibilities and Expectations for Parents of SJA Students**

The Catholic Church recognizes that the primary responsibility for the education of the children belongs to the parents. The Catholic school exists to assist parents in the Christian formation of their children. The single greatest factor in building a child’s intellectual, cultural, and moral & spiritual attitude is the example a parent provides in the home.

In this handbook, the term “parent” refers not only to a student’s natural or adopted parent, but to a student’s non-parental legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward the school, staff, and educational process by:

- Modeling and supporting their children's practice of the Catholic faith, including attendance at weekend liturgies.
- Supporting the school's mission and commitment to Christian principles.
- Remaining informed about and involved in the religious instruction of their children.
- Supporting the school policy and the authority of the administration and teachers.
- Encouraging their child to complete all assignments and provide homework support.
- Insisting that their children obey the regulations and principles of good behavior.
- Discussing problems with the persons concerned and avoiding criticism of teachers and school policies outside of proper channels.
- Following the policies and procedures stated in the handbook.
- Paying all fees and tuition on time.
- Reimbursing any property destroyed (accidentally or intentionally).
- Being an active member of the school and parish community.
- Signing and returning the handbook verification form and other paperwork necessary for their child's attendance and participation in school programs and activities.

**Responsibilities and Expectations of Faculty and Staff Members** The faculty and staff members of St. Joan of Arc School are expected to:

- Provide a rich school environment that addresses the personal, social, intellectual and spiritual needs of students from Pre-K through eighth grade. Foundational to this school environment is its Catholic heritage and tradition;
- Assist the students in understanding how a person of faith views the world and encourage students to integrate a value-oriented perspective into all aspects of life;
- Provide a developmentally appropriate curriculum which maintains high and attainable standards for all of the students;
- Communicate with families weekly;
- Prepare students to serve the world as kind, moral, and faithful Christian adults;
- Follow Ohio state standards and Diocesan curriculum when teaching;
- Prepare the students for the future and model learning as a lifelong process;
- Demonstrate a high level of professionalism in word and deed.

### **All-Campus Areas**

The rules stated in this handbook are in effect in the school (across campus), on the school grounds, in vehicles involved in transporting the student to and from school and school activities, and at places where the student travels as a member of a school activity. In addition, the school reserves the right to discipline students for conduct outside of school that seriously impacts another student or the student herself.

### **Student Behavior Code**

St. Joan of Arc is called to be a faith community based on the shared acceptance of the message and challenge of the Gospel. With this in mind, the faculty, staff, and administration seek to establish positive behavior patterns in students with an emphasis on developing within the student responsibility for his/ her actions and on fostering

quality relationships among students, teachers, and parents. A positive learning environment is one in which the dignity of each individual person is recognized and respected because of God's great love for all of His creation.

The Code of Conduct covers appropriate behavior for creating a Christian learning environment within the school. Each teacher develops a related classroom code of conduct to establish and define appropriate conduct in each classroom.

In requesting registration at St. Joan of Arc School, both students and parents agree to comply with and support the discipline policies and regulations.

The rules in the Behavior Code apply to all school situations during school hours, on the bus to and from school, and at any school sponsored activity outside normal school hours. Because it is impossible to foresee all problems that may arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior, within or outside of the school community, which violates the spirit, philosophy, and code of conduct of the school, even though not specified.

In line with the Catholic values, St. Joan of Arc School students are to strive for virtuous lives:

1. **Faith** → unending belief in God and His Will in our lives.
2. **Charity** → loving God above everything and spreading the Good News through words and action
3. **Hope** → trusting in God's love and eternal salvation and living a life that models the happiness that goes along with knowing that we will enter God's Kingdom of perfection and bliss.
4. **Fortitude** → hard work, resilience (never giving up), and integrity.
5. **Justice** → resolving conflict through peace; forgiving those who wrong us; showing mercy.
6. **Prudence** → seeking out things in life that are truthful, good, and beautiful to God.
7. **Temperance** → taking only what we need, sharing with others, and living simply.

The following virtues-based code encourages positive and responsible behavior (demerits are intended to discourage inappropriate behavior).

1. All students will start the year with a clean slate.
2. The following guidelines will be adopted to determine the degree of student behavior and positive participation in school life at the end of each nine weeks.
3. The code is based on the virtues by which we are called by Jesus to live our lives: faith, hope, charity, fortitude, justice, temperance, and prudence.
4. **Most importantly:** attendance at St. Joan of Arc requires that **children be on their best behavior at all times**. While an occasional mistake may be made, **all students are capable of proper and respectful behavior**. All SJA students will be held to a high standard.

Meritorious Actions	Merit Points
Earn a kindness coin.	+5
Receive no demerits for one month.	+10
Be named "Student of the Month"	+25
Demerits	Demerit Points
<i>Those offenses marked with * are immediately reported to parents and will require an in-person conference with the student, parents, and principal.</i>	
Not completing an assignment.	-1

Social talking in class; yelling/ loudness in class or in the hall.	-5
Destructive behavior in class such as breaking pencils/pens/rulers/pencils/ binders, pencil sharpeners, et c.	-2
Misbehavior and/ or horseplay in class/ hall.	-5
Disobeying instruction from teachers; negative attitude toward teachers; arguing/ debating teachers.	-20*
Sleeping in class.	-5
Leaving messes on the floor in the classroom, lunchroom, or your area (desk & lockers).	-5
Disruptive sounds or disruptions during instruction.	-5
Dress code violation.	-2
Unauthorized usage or possession of technology during school hours, including personal cell phones, school computers, personal computers.	-30*
Eating in the classroom (outside of snack time), chewing gum in class room, et c.	-5
Lying to teachers/ staff.	-20*
Leaving class without permission.	-30*
Use of obscene language.	-40*
Cheating on a test.	-30*
Stealing.	-50*
<b>Verbal Fighting / Threats</b> <ul style="list-style-type: none"> <li>• Bullying (<i>repeated</i> verbal put downs intended to harm another).</li> <li>• Threats to a student of physical harm.</li> <li>• Aggressive posturing towards another student.</li> </ul>	-30-50*
<b>Physical Fighting</b> <ul style="list-style-type: none"> <li>• Physical violence toward another student</li> <li>• Physical violence toward a staff member</li> <li>• Aggression towards a staff or student – verbal or physical</li> </ul>	-90*
Possession of harmful substances (cigarettes, vapes, drugs, weapons, et c) on school grounds or at school sponsored events.	-100*
Other	-10 or above

**Note:** *St. Joan of Arc School administration reserves the right to adjust corrective actions based on the severity of or circumstances involved in a particular incident or student action.*



**All demerits and merits are cumulative. Earned demerits remain for the entire year (unless meritorious actions remove them). The consequence list will be continuous for the entire year. Once a student has reached a consequence ranking the step continues for the remainder of the year.**

	Consequence Step	Number of demerits
Step 1	Lunch Detention	-10
Step 2	Lunch Detention	-15
Step 3	After school detention (3:00-4:00)	-25
Step 4	After school detention (3:00-5:00)	-35
Step 5	One day in school suspension - student will be placed on a behavior contract.	-45
Step 6	Saturday detention (8:30-11:00) - service to the school will be completed	-50
Step 7	Two days in school suspension	-65
Step 8	Two days out of school suspension	-75
Step 9	Five days out of school suspension	-85
Step 10	Suspension with recommendation for expulsion	-100

### **Disruption of School or Classroom**

No student shall act in a disruptive manner as to interfere with staff members or students in their attempt to accomplish the mission of the school. No student will encourage another student to act in such a disruptive manner. Also included in this rule is any action of passive obstruction involved in failure to participate in school activities.

### **Threats, Intimidation and Harassment**

No student shall threaten or intimidate with physical or verbal violence or other means any student, teacher or other school employee or visitor. Please note that our first priority is the physical, psychological, and emotional well-being of all students entrusted to our care. **Bullying, disrespect, and/or any other action to harm another person will absolutely not be tolerated.**

### **Non-Discrimination Statement: Bigotry and Intolerance**

No student shall display racial, religious, or national origin bigotry or intolerance. No student shall violate or urge others to violate the civil rights of any person. In accordance with the Catholic values of prayer, study, community and ministry, bigotry, intolerance and discrimination are counter to the Gospel of Jesus Christ. No student shall display intolerance or bigotry for racial, religious, ethnic, or cultural differences or any other aspect of another person's being.

### **Damage to School Property**

No student shall cause damage to school property or encourage another student to do so. This section also prohibits such actions that could reasonably cause damage or require cleaning or maintenance, including chewing of gum and eating in undesignated areas. Gum chewing is not permitted in school or on the school grounds.

### **Theft**

No student shall steal property belonging to the school or to another individual, nor encourage another student to do so.

### **Profanity or Abusive Language**

While everyone understands what "swear" words are, it should be noted that no students shall use the Lord's name in vain. Shouting "Oh my God," or "Jesus Christ," regardless of cultural acceptance, is completely

intolerable at St. Joan of Arc School. No student shall use profanity or abusive language or make obscene gestures. Inappropriate pictures or written material are also prohibited under this rule.

### **Inappropriate Use of Technology Resources and the Internet**

No student shall use technology resources or the internet in an inappropriate manner as described in the campus guidelines, "Acceptable Use Policy for Computer Technology Resources and Internet Use at St. Joan of Arc School." This includes, but is not limited to, social media, texting, applications or otherwise. Students found to be using school technology equipment inappropriately will forfeit all rights to use school computers for the duration of the school year.

### **Cell Phone Usage and other Personal Electronic Devices ("OFF-and-AWAY")**

Cell phones and other personal electronic devices of any type MAY NOT be used during school hours on school property or in before care/ after care (7:40 AM - 5:30 PM). They must be kept in lockers and turned off during school hours (including after care, bus lines, et c). If a student uses such a device during school time, the following results will take place:

- **1st offense:** Device will be given to the office and may be picked up by parents after school (30 demerits); conference will be held with parents.
- **2nd offense:** Disciplinary contract will be enacted and a conference held with student, parents, administration, and parish pastor (30 demerits).

If a student must make a phone call during the school day, the student will ask permission in the main office and use the office phone. If there is an emergency, please call the school office. We will provide your student with assistance to deal with the emergency should the need arise. Do not encourage students to text or call home on their own. Use of cell phones during the school day is prohibited. A student texting parents falls into this category; students who need to use the phone to contact home must do so in the office.

### **Insubordination and Disrespect**

No student will display belligerent, defiant, or disobedient behavior toward any staff member, supervising adult, or guest to the school. Further, a student will comply immediately with the reasonable request of a faculty or staff member. Disrespect in any form will not be tolerated.

### **Physical Injury and/or Fighting**

No student shall cause, or attempt to cause physical injury by fighting. Nor will a student behave in such a manner as could reasonably cause physical injury to another student, staff member or visitor to the school. Immediate removal from the instructional environment will occur if a student is a potential harm to herself or other students. In the event of a physical altercation, a conference with the student, parents, and administration must take place promptly.

### **Use or Possession of Prohibited Substances and "Look-a-Likes"**

No student shall use, possess or encourage another student to use or possess any mood-altering substance including, but not limited to, tobacco, alcohol, prescription drugs or other controlled substances. No student shall transmit such substances or any over-the-counter drugs or substances to another student. The possession of any vaping devices is not allowed.

### **Use or Possession of Weapons and "Look-a-Likes"**

No student shall possess, handle or transmit any weapon or object which can reasonably be considered a weapon. This rule does not apply to instruments used for pre-planned classroom activities under teacher supervision.

## **False Reporting of Fires and Bomb Threats**

No student shall set or urge another student to set a false fire alarm. No student shall submit or urge another student to submit a false bomb threat. Any violation of this rule will result in immediate suspension with recommendation for expulsion, and the police will be notified. False reporting is legally prohibited and punishable by law.

## **Fires and Fireworks**

No student shall set fires or ignite fireworks or other explosive devices. Any violation of this rule will result in immediate suspension with recommendation for expulsion, and the police will be notified. False reporting is legally prohibited and punishable by law.

## **Additional Rules for Student Behavior in Specific Areas**

### **Classrooms**

Students must behave in such a manner as to ensure that the learning activities can be conducted in an effective way. This means that the teacher is able to present the learning activities are planned and that each student is able to derive the maximum benefit from these activities. To establish and maintain an effective classroom learning environment, students must do the following:

- Come to class on time;
- Come to class ready to learn. Bring the necessary books, completed homework assignments, papers, pencils, etc. that are needed to participate in class activities; students will not be permitted to go to their lockers to retrieve forgotten materials outside of locker times.
- Not walk into another teacher's classroom to visit their locker during class.
- Be aware of the objective(s) of the lesson that is being presented and avoid doing things during the class period that interfere with reaching the objective(s);
- Project a positive attitude and participate eagerly in the activities the teacher provides.
- Respond immediately when asked to do something;
- Ask for help if they are experiencing difficulty. Talk with the teacher and with their parents and make plans for improvement; and
- Help and encourage classmates, as appropriate, to enable them to achieve class goals.

### **Hallways**

Conduct in the hallways must enable students to safely move from one place to another. Also, movement through the hallway cannot interfere with teachers conducting their classes. Students will remain silent when passing through the halls when classes are in session. When students pass through the halls as a class (to specials, to lunch and to after care) they are accompanied by their teacher. Students should not be in the hallways unaccompanied or without permission of an adult in the building during instructional time. Students must be in possession of their teacher's hall pass to be in the hall without adult supervision.

### **Cafeteria**

Rules for the cafeteria are intended to establish an environment in which students can enjoy eating in a clean, friendly, and orderly atmosphere. The guidelines and rules include the following:

- Students remain seated throughout the lunchtime. They raise their hands to ask lunchroom monitors for assistance or to get up and dispose of waste materials (in the event they forgot a fork, napkin, etc.).

- Students do not engage in inappropriate behavior. Inappropriate behavior includes, but is not limited to, loud talking, food throwing, disrespectful language to the adult monitor or other students and failing to immediately comply with the reasonable request of a lunchroom monitor.
- Students are responsible for keeping their area clean.
- When it is time to leave the cafeteria, the students must:
  - Wait to throw away waste until an adult has dismissed their table (which has no waste underneath it).
  - Calmly dispose of waste and follow teacher instructions.

## **Playground**

Rules for the playground are established to provide safety and fairness. Students are supervised at all times on the playground. Any and all directions from the adult monitor are to be followed to ensure safety and enjoyable play. All students must follow the instructions of playground monitors.

## **Assemblies**

Students should exhibit behavior which permits the assembly to be conducted successfully. This typically involves the following guidelines:

- Pay attention to the presentation and be ready to respond when asked.
- Be silent unless the activity requests a response in some way.
- Clap, cheer, laugh or sing when appropriate to the situation.
- Refrain from yelling, hollering, shouting or any other disruptions to presenters, classmates and community members.

## **Consequences for Rules Violations**

Consequences are applied for inappropriate behavior to help the students understand there are consequences for all behaviors (*see "Behavior Code"*). Consequences also help the students understand they are responsible for their actions.

The principal will make the final decision regarding the consequence to be administered and will intervene when and where necessary.

## **Anti-Harassment, Intimidation and Bullying Policy**

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

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

St. Joan of Arc School will not tolerate behavior that infringes on the safety of any student, school employee or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

## Dress Guidelines

### Where to Purchase Uniforms:

- **The Uniform Guy** - 1910 Whipple Ave. NW Canton, OH 44708 / 330-605-9204

**NOTE:** *It is advised to call before heading over, as their hours of operation are not standard.*

### Statement on the School Uniform:

The SJA school uniform has many purposes and utilities, the foremost of them being to create some semblance of equality amongst the students, regardless of family financial or social status. By sending your son/ daughter to SJA, you are agreeing to help the teachers and school administration teach students that life does have rules and guidelines by making your students meet the requirements spelled out below.

## Girls' Attire

### Regular Uniform:

- Plaid skirts, jumpers:
  - must be in the correct plaid purchased from The Uniform Guy.
  - must not be more than two inches above the knee.
  - shorts or tights must be worn under skirts & jumpers.
  - No navy or khaki skirts or jumpers are permitted.
- Shorts:
  - must be either navy blue or khaki.
  - must not be more than two inches above the knee.
  - may be worn during the hot times (beginning of school-Oct. 1 and April 1 through the last day of school).
  - No fashion logos are permitted on shorts.
- Pants:
  - must be either navy blue or khaki.
  - must be loose fitting.
  - must not have exterior pockets; no rivets; no elastic ankles.
  - a belt must be worn with pants.
  - No fashion logos are permitted on pants.
- Shirts:
  - Three button golf/ polo style shirts in gray, navy blue, or red are permitted. No other colors of shirts are permissible (the powder blue is no longer an option). Long or short sleeve shirts may be worn.
  - No fashion logos are permitted on shirts.
- Sweaters & Sweatshirts:
  - Sweaters (pullover or cardigans) may be worn in gray, navy blue, red, or white.
  - These sweaters should not be longer than waist length.
  - Professionally printed hoodless SJA sweatshirts in gray, black, or red (*see image below*) may be worn over uniform tops from Oct. 1-April 1.



Hoodless  
Sweatshirt

Full Zip  
Fleece

- Professionally printed charcoal gray fleece zip tops (see *image to the left*) may be worn over a uniform top from Oct. 1-April 1. The Uniform Guy stocks these.
- Dri-fit half zip tops in charcoal gray are also permitted.
- **7th & 8th Grade Only:** students in these grades are permitted to wear SJA or CCHS professionally printed hooded sweatshirts on **Fridays only** from Oct. 1-April 1.

### ● Socks & Tights

- Girls may wear knee high or crew length socks in navy blue, white, black, or gray
- Girls should wear tights in navy blue, white, black, or gray. It is encouraged that girls wear insulated tights during cold months.



### ● Shoes

- Students may wear **solid white or black tennis shoes** (bottom row of pic to the right). No color swooshes or embellishments. Students who wear tennis shoes that are not solid colored will be told to get new shoes, regardless of the cost of the initial incorrect pair - note pictures to the right. This is not an optional guideline.
- Students may wear traditional dress shoes in blue, black, and brown.
- Boots may be worn to and from school, but students must change into shoes at school.
- Canvas dress shoes are not recommended but are permitted (canvas shoes tend to degrade and fall apart quickly). These shoes should not be fashion statements or declarations of wealth. Uniforms are meant to create a semblance of equality.



### Mass Uniform (Tuesdays):

- Students are encouraged to wear dress shoes but may wear solid colored black or white tennis shoes on Mass days. Again, tennis shoes must be solid white or black.
- Girls must wear their plaid jumpers or skirts (with shorts/ tights underneath) or navy or khaki pants (shorts optional in warm months).
- Girls must wear a white or light blue button up oxford style shirt.
- Sweaters may be worn with the button up shirt.
- No hooded sweatshirts should be worn at Mass.

### Gym Uniform:

- All students must wear professionally printed gray or black gym shirts purchased through The Uniform Guy.
- Students are to wear black athletic shorts (The Uniform Guy stocks appropriate length shorts, but parents are welcome to buy plain black athletic shorts elsewhere (no stripes or embellishments). Short shorts (volleyball or cheer styles) are not permitted.
- Students may wear their favorite tennis shoes on gym days (should be tennis or basketball style).
- Professionally printed SJA hoodless sweatshirts in black, gray, or red may be worn on gym days. No hooded sweatshirts are to be worn on gym days (\*an exception to this rule is given for 7th and 8th graders who have gym on Friday).
- Students may wear plain black sweatpants during the cold months.
- The Uniform Guy has a nice black track style suit that can be purchased to be worn during the cold months.

- Charcoal fleece zip ups may be worn by all students on gym days.

### Spirit Days

- Spirit days occur throughout the year for various reasons. The following guidelines should be followed.
  - Acceptable bottoms are jeans (no holes or tears), athletic pants, casual pants, and shorts of appropriate length. All bottoms must be loose fitting.
  - Leggings/ yoga pants are not permitted to be worn at SJA unless worn under the school plaid skirt or jumper.
  - Students should wear SJA or CCHS themed and professionally printed shirts or sweatshirts. These can be related to a specific club, academic, or sports team that they are on. The Uniform Guy stocks a lot of nice spirit wear gear. A second company will have more spirit wear available this year (more information coming).
  - Hooded sweatshirts promoting SJA or CCHS are permitted.
  - Students should wear tennis shoes on dress down days - no sandals, Crocs, flip flops, slides, etc.
  - The following may not be worn: halter tops, tank tops, spaghetti strap tops, or shirts showing the midriff or cleavage.
  - Students may dress down in spirit wear on their birthdays.
  - Note: "dress down days" no longer exist.

### Other Uniform Considerations:

- Hair
  - Hair will not be dyed, colored, or bleached. Students coming to school with hair treated in this manner will be asked to return the hair to its natural color regardless of the cost that was involved in dying it originally. Students will be asked to remain at home until the natural color (or something close to it) has been returned.
  - Bangs are not permitted to obstruct the eyes.
  - No mohawks, fad, or distracting haircuts are permitted.
  - Girls may wear headbands, bows, and/ or ponytail bands that are in school colors only (red & white) or the school plaid (these kinds of accessories are sold at The Uniform Guy).
  - Girls with beads in their hair should only wear them in red & white.
- Accents
  - Girls may wear earrings that are small button type (less than ½ inch in size), preferably in Catholic/ Christian symbols. Girls should not have more than two piercings per ear.
  - Facial piercings are not permitted.
  - Tattoos of any kind should not be visible.
  - One simple necklace, bracelet, and/ or ring may be worn at a time.
  - For the sake of allowing girls to maximize the small window of their lives during which they are children, girls at **SJA will not wear make up**. Girls coming to school wearing make up will be given make up wipes and sent to remove it. This is considered a dress code violation.
  - A clear coat of nail polish is permitted. No colored nail polish should be worn. Fake nails are absolutely not permitted. Students arriving at school with fake nails will be instructed to have them removed by the next school day, regardless of the cost that was paid to have them put on.

### School Sponsored Events

- The parameters for "dress down days" must be followed for school sponsored events off of campus.
- Students arriving to such events with inappropriate dress will not be granted entrance or will be sent home.

## Boys' Attire



## Regular Uniform:

- Pants/ Shorts:
  - must be either navy blue or khaki.
  - must not have exterior pockets; no rivets; no elastic ankles.
  - shorts must not be more than two inches above the knee.
  - may be worn during the hot times (beginning of school-Oct. 1 and April 1 through the last day of school).
  - No fashion logos are permitted on shorts.
  - Pants should be worn with a belt.
- Shirts:
  - Three button golf/ polo style shirts in gray, navy blue, or red are permitted. No other colors of shirts are permissible (the powder blue is no longer an option). Long or short sleeve shirts may be worn.
  - No fashion logos are permitted on shirts.
- Sweaters & Sweatshirts:
  - Sweaters (pullovers or cardigans) may be worn in gray, navy blue, red, or white.
  - These sweaters should not be longer than waist length.
  - Professionally printed hoodless SJA sweatshirts in gray, black, or red (*see image below*) may be worn over uniform tops from Oct. 1-April 1.



Hoodless  
Sweatshirt

Full Zip  
Fleece

- Professionally printed charcoal gray fleece zip tops (*see image to the left*) may be worn over a uniform top from Oct. 1-April 1.
- Dri-fit half zip tops in charcoal gray are also permitted.
- **7th & 8th Grade Only:** students in these grades are permitted to wear SJA or CCHS professionally printed hooded sweatshirts on **Fridays only** from Oct. 1-April 1.

- Socks
  - Boys may wear knee high or crew length socks in navy blue, white, black, or gray

- Shoes
  - Students may wear **solid white or black tennis shoes** (bottom row of pic to the right). No color swooshes or embellishments. Students who wear tennis shoes that are not solid colored will be told to get new shoes, regardless of the cost of the initial incorrect pair - note pictures to the right. This is not an optional guideline.
  - Students may wear traditional dress shoes in blue, black, and brown.
  - Boots may be worn to and from school, but students must change into shoes at school.



- Canvas dress shoes are not recommended but are permitted. These shoes should not be fashion statements or declarations of wealth. Uniforms are meant to create a semblance of equality.

## Mass Uniform (Tuesdays):

- Students are encouraged to wear dress shoes but may wear solid colored black or white tennis shoes on Mass days. Again, tennis shoes must be solid white or black.
- Boys will wear a white full button up oxford style shirt on Mass days.
- Boys will wear a tie purchased from The Uniform Guy in the school plaid.



- Boys will wear regular uniform pants (shorts in hot months) to Mass.
- Sweaters may be worn with the button up shirt.
- No hooded sweatshirts should be worn at Mass.

#### **Gym Uniform:**

- All students must wear professionally printed gray or black gym shirts purchased through The Uniform Guy.
- Students are to wear black athletic shorts (The Uniform Guy stocks appropriate length shorts, but parents are welcome to buy plain black athletic shorts elsewhere (no stripes or embellishments). Short shorts (volleyball or cheer styles) are not permitted.
- Students may wear their favorite tennis shoes on gym days (should be tennis or basketball style).
- Professionally printed SJA hoodless sweatshirts in black, gray, or red may be worn on gym days. No hooded sweatshirts are to be worn on gym days (\*an exception to this rule is given for 7th and 8th graders who have gym on Friday).
- Students may wear plain black sweatpants during the cold months.
- The Uniform Guy has a nice black track style suit that can be purchased to be worn during the cold months.
- Charcoal fleece zip ups may be worn by all students on gym days.

#### **Spirit Days**

- Spirit days occur throughout the year for various reasons. The following guidelines should be followed.
  - Acceptable bottoms are jeans (no holes or tears), athletic pants, casual pants, and shorts of appropriate length. All bottoms must be loose fitting.
  - Students should wear SJA or CCHS themed and professionally printed shirts or sweatshirts. These can be related to a specific club, academic, or sports team that they are on. The Uniform Guy stocks a lot of nice spirit wear gear. A second company will have more spirit wear available this year (more information coming).
  - Hooded sweatshirts promoting SJA or CCHS are permitted.
  - Students should wear tennis shoes on dress down days - no sandals, Crocs, flip flops, slides, et c.
  - Students may dress down in spirit wear on their birthdays.
  - Note: "dress down days" no longer exist.

#### **Other Uniform Considerations:**

- Hair
  - Hair will not be dyed, colored, or bleached. Students coming to school with hair treated in this manner will be asked to return the hair to its natural color regardless of the cost that was involved in dying it originally. Students will be asked to remain at home until the natural color (or something close to it) has been returned.
  - Bangs are not permitted to obstruct the eyes.
  - No mohawks, fad, or distracting haircuts are permitted.
  - A boy's hair must not be longer than the top of his collar.
- Accents
  - Boys will not wear earrings or facial piercings.
  - Tattoos of any kind should not be visible.
  - One simple necklace, bracelet, and/ or ring may be worn at a time.
  - No students are permitted to wear make up.

#### **School Sponsored Events**

- The parameters for "dress down days" must be followed for school sponsored events off of campus.

- Students arriving to such events with inappropriate dress will not be granted entrance or will be sent home.

## Technology Acceptable Use Policy

No student may use the Internet or email without a signed and dated “Acceptable Use Policy.” Please read the following:

All students and families who use SJA technology devices, apps, and other programs must complete the “Acceptable Use Policy” form, which will be coming home in the first week of school. Students may not use any SJA technology devices until parents and students both have signed the document for the current school year.

### Additional Information on Internet Safety & Cell Phone Use by Children:

Resource	Description	Address
Guide to Parental Controls	This guide offers a wide variety of options for parents to use to keep their children safe while on the Internet.	<a href="https://www.common sense media.org/blog/parents-ultimate-guide-to-parental-controls">https://www.common sense media.org/blog/parents-ultimate-guide-to-parental-controls</a>
Google Family Link App	Google Family Link allows you to monitor your child’s screen time and activity.	<a href="https://families.google.com/familylink/">https://families.google.com/familylink/</a>
Internet Safety Database	This is a site with research, statistics, and information on Internet trends of America’s youth Internet users.	<a href="https://internetsafety101.org/">https://internetsafety101.org/</a>
Internet Safety Apps	This site offers ideas and suggestions on apps to use on your student’s personal devices (phones, et c).	<a href="https://www.educationalappstore.com/best-apps/7-internet-safety-apps-to-keep-your-kids-safe">https://www.educationalappstore.com/best-apps/7-internet-safety-apps-to-keep-your-kids-safe</a>

[\*Weighing the Risks & Benefits of Cell Phones for Children\*](#) - Nationwide Children’s

[\*10 Harmful Side Effects of Mobile Phones on Teenagers\*](#) - Mom Junction

[\*How Smartphones are Causing Kids to Experience Altered Childhoods\*](#) - Healthline

[\*Have Smartphones Destroyed a Generation?\*](#) - The Atlantic

[\*Internet Safety for Kids\*](#) - Consumer Notice

### Cell Phone Parental Control Information / Apps

[\*Parental Control Now\*](#) - Article with many ideas for free and paid apps that you can install on your child’s phone to monitor her activity.

[\*Bark\*](#) - Highly popular and user friendly phone monitoring and safety app.

## Birthdays and Holidays

Birthdays are a special day for our students to celebrate. Their names will be announced over the PA system during morning announcements. If families would like to send treats to school, we ask that treats be kept simple. As healthy alternatives, we recommend granola bars and fruit snacks. Please also check with your child's teacher regarding allergies before sending in a snack. No gift deliveries are to be made to the school.

In fairness to all students, birthday invitations will not be passed out at school unless every student in the class is receiving one. If not, parents are responsible for sending invitations via U.S. mail.

Please note: If birthdays fall on a Saturday, they will be celebrated on Friday; if birthdays occur on Sunday, they will be celebrated on Monday. Birthdays that occur during a holiday break will be celebrated on the last day of school before the break.

## Emergency School Closing

Within the 178 student attendance days, Ohio law provides for calamity days (inclement weather or other non-weather related emergencies) which a school does not need to make up. The school calendar lists possible days to be used if the school exceeds its five days.

**In case of inclement weather, if Perry Local Schools and/ or Canton City Schools close, St. Joan of Arc School is also closed.** Your family will receive a text, phone message, and e-mail noting that school is closed for the day. Additionally, you will see our school's closing listed on WKYC's list of school closings.

If there is an emergency affecting St. Joan of Arc School only, you will receive a text, phone call, and e-mail noting the emergency.

On any day on which classes are canceled due to severe weather conditions or any other reason, all other school-related activities (e.g. school-sponsored social events, meetings, extra-curricular activities, or athletic practices/ events held on or away from school property) shall be canceled on that day and evening. **This is mandated by Diocesan policy.**

## Lines of Communication

It is our goal to be as clear and open in communication as possible. Please also note that the instruction and business of school and the safety and well-being of our students is our top priority. If parents have questions and/or concerns regarding their child, please follow the lines of communication as outlined below:

1. Reach out to your student's teacher through phone (330-477-2972) or e-mail (see directory). Please understand that teachers cannot be called out of class to take phone calls from parents. Teachers will respond to emails after 3:00 PM and within 24 hours of your communication during the regularly scheduled school week. If your question needs an immediate response prior to dismissal, please contact the school office.
2. If a resolution has not come about, request a conference with the teacher by calling the main office.
3. If a resolution is still not found, request a conference with the principal and teacher by calling the main office.

The administration is willing to meet with parents about questions and concerns, especially ones involving administrative matters or issues that cannot be solved with other staff members. Parent perspectives are welcome, as they may help to strengthen St. Joan of Arc School.

## Lunch

Lunch is an important part of the students' day which permits them to relax and have social interactions with their friends. Although exceptions can be made by the teacher, in general, it is not appropriate for students to leave the school for lunch. This is not an approved reason for students to be absent from the school day (as is listed under the "Attendance" section of this Handbook).

Students who forget lunches can get a hot lunch and reimburse the school the following day. Students are not permitted to call home for forgotten lunches. **NO lunch deliveries from food delivery services are permitted.** It is strongly recommended that soda pop not be packed as a lunch beverage.

Hot Lunch menus will be sent home prior to the coming month; families are to choose which lunches the student would like to buy and either load their child's online account with funds to cover the cost or send in payment for the lunches. For new families, information on how to set up an online payment account will be coming home at the start of school.

Milk and water are available for purchase for the convenience of those who choose to pack their lunches from home. In addition, chips, cookies, and a selection of "healthy" snacks such as fruits and vegetables are available. Students in grades K-6 are limited to the purchase of two snacks per day in addition to a drink purchase. Students are expected to bring their snack money to the cafeteria with them.

St. Joan of Arc School's cafeteria participates in the government subsidized lunch program. A hot lunch is available for purchase every day except for the first and last weeks of the school year, menus are sent home by the month. By the guidelines of the federal lunch program, milk is provided as a part of the lunch. Lunch prices may not be discounted if the child chooses not to drink the milk. Lunches are to be ordered for the entire month.

An alternative lunch is available for students who forget a lunch and did not order for the day. A peanut butter sandwich, fruit, and another side will be given (unless the child is on the allergy list for an item).

The prices for all items available in the cafeteria will be announced each year.

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap, or national origin. Reduced or free lunches (through the Federal Program) may be applied for by contacting the Principal. Applications will be approved or denied according to Federal guidelines. Detailed information will be provided to all St. Joan of Arc School parents at the beginning of the school year. Please be assured that all information is treated confidentially. No child will be "known" or singled out in the lunch line by the fact that they are getting a free lunch. **Families are urged to take advantage of this opportunity that may help to ease a family financial burden. Some of the school's federal and state funding is based on these forms. So the family is also helping the school if they qualify.** Families approved for free or reduced lunches are expected to complete the lunch order form as above.

## Recess

Weather permitting (dry, above 20 degrees Fahrenheit) students will go outside for recess. They may be out for morning recess, as well as during the lunch periods in all weather, except in the case of rain or extreme cold. Parents should be sure that their child has appropriate clothing for the weather, i.e., boots, warm jackets, gloves, etc. Sometimes a health issue arises in which the student needs to stay in for recess. Please send in a note from the doctor indicating your child should stay in at recess.

Arrangements will be made for your student during the regularly scheduled recess period.

## Parental Custody

Annually, the school will give parents a *Waiver/Right to Object Form* to indicate preferences for student videotaping, audio recording, school pictures, other photography, or internet.

### STUDENT CUSTODY AND GUARDIANSHIP

At the time of school entry or at any other time when a change in custody status/ arrangements occurs, it is the responsibility of the parent(s) to provide the principal/ administration with a certified copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

### FAMILY CUSTODIAL SITUATIONS - DIOCESE OF YOUNGSTOWN POLICY ON RELATIONSHIP WITH THE SCHOOL

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Joan of Arc School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. St. Joan of Arc School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the school is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the school. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has a right to the same access as the custodial parent. St. Joan of Arc School will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" includes official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases the

custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Custodial parents should also realize that unless restricted by Court Order, any non custodial parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching the children.

In cases of “joint custody” (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled “jointly” if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding or misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services.

Visitation should generally be at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this statement of procedures or circumstances you feel necessitate other arrangements, please contact the principal personally.

## **DIVORCE COMMUNICATION POLICY**

Divorce is a situation that intimately impacts families. It is the school’s desire to be a support to children and families who are experiencing divorce.

The above policy is the Diocese of Youngstown policy for dealing with the legal and school ramifications of divorce. The spirit of the policy is that when it comes to the children, it is the school’s hope that the parents can rise above their differences and work together for their children. It is the school’s policy to send home all communications with the child. It is up to the parents to share information with each other. The involvement of both parents in the educational process is most desirable. It is understood that sometimes circumstances make this more difficult. On the other hand, it is very burdensome and costly for the school to send double information to both parents.

First, parents must be the ones to keep the school updated. Unless the school has copies of the certified, current, proper, official documents, it will not be known that there might be restrictions to access of records and information.

The school will still send information (if there is nothing to prohibit us from doing so in the divorce decree) to the

non-custodial parent upon request with these guidelines:

1. Written requests must be made each year.
2. Teachers will be given a list of names of parents who have asked for this service so that they will know to have extra copies run to send to the office. The office staff will do its best to keep up-to-date with this.

Special circumstances should be discussed with the school principal.

## **ACCESS TO RECORDS**

Every student has a record in the school office containing attendance, academic and testing information, registration information, and health records. Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during school hours. Parents who wish to inspect their child's permanent record must make an appointment with the principal. The school shall respond to reasonable requests for explanations and interpretations of the records. If the parent challenges educational data, a signed copy of the challenge will be included in the student folder.

According to the regulations of the Family Privacy Act, no student's records can be released to another school or agency without the parent or guardian's written permission. When requesting records, a release form must be signed by a parent or guardian. Records copied for parents will be marked "unofficial."

## **Safety**

*Reporting Child Abuse or Neglect* Ohio Revised Code, Section 2151.421, requires certain persons, including school personnel, to report all cases of suspected child abuse or neglect. The law also grants these persons immunity from criminal or civil liability as a result of such reports. The Children's Services Board of the Department of Human Services is the investigating agency for child abuse or neglect. St. Joan of Arc School follows the law and cooperates with the Department of Human Services.

The Diocese of Youngstown policy on Child Safety and Protection can be accessed [here](#).

## **Smoking Policy**

The purpose of this policy is to protect the right of the non-smoker to breathe clean air. It also serves to protect and preserve in a reasonable manner the health and comfort of all persons by establishing areas that are free from the toxic and annoying effects of tobacco smoke. This policy is also in accordance with Ohio's state law regarding smoking in public places and places of employment.

This policy prohibits smoking anywhere on the campus of St. Joan of Arc School. Cooperation in adhering to this policy is required. Courtesy toward and understanding of everyone's health is necessary in order for the Elms to comply with applicable state and local law. This policy is effective regardless of the time of day, the day of the week or the presence of other individuals.

## **Student Information**

All pertinent information concerning students must be on file in the office. Parents should complete a "Change in Student Information" form when applicable. A copy of this form is available in the school office.

## Telephone Use

The office phone is for official school business only. Arrangements for after school projects, appointments, transportation, etc. should be taken care of before a student comes to school for the day. In an attempt to build responsibility, children are not permitted to call for forgotten homework, lunches, gym clothes, band instruments, etc. No SJA students will use a cell phone within the school day (including aftercare).

## Tuition and Other Financial Matters

All matters regarding tuition and other fees are handled in the office. Contact Mrs. Floom with any questions.

## Transportation

### *School Arrival*

The school doors open at 7:40 to greet students for the day. Bus riders arrive on Bordner Avenue and enter by the south school doors (#3 by the parish center). Car riders and walkers enter by the middle school doors (#2). No student is to be unsupervised on the campus before 7:40.

### **Dismissal/ Early Exit**

2:45 Club members are dismissed to check into their after-school rooms at the 2:40 bell. Walkers and car riders are dismissed at the 2:40 bell. They exit through the middle school doors (#2) to the playground area. Parents who need to do business at school at this time are asked to stay out of the school halls at this very busy time.

Bus riders exit at the 2:40 PM bell through the Bordner breezeway doors. Students staying after school for extra-curricular activities stay in their own classrooms until the 2:40 PM bell rings.

A student may be excused early from school if the school has received a written statement from the parent or guardian. The parent or guardian reports to the office and signs the child out. If the child leaves for an appointment and returns before the end of the school day, the adult must sign the child back in or send in a note with the child.

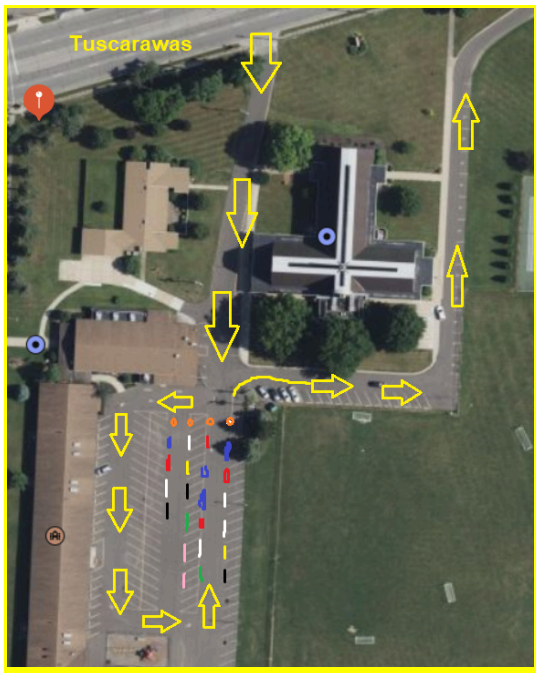
It is very important that the parents inform the school office if a change of dismissal plans is to take place from the normal means home. While it is preferred that the information be given in writing to the office in the morning, the information will be taken over the phone **in an emergency. Please try to have any dismissal changes communicated to the office by NOON if at all possible.**

## Traffic Patterns

### **Morning Arrival**

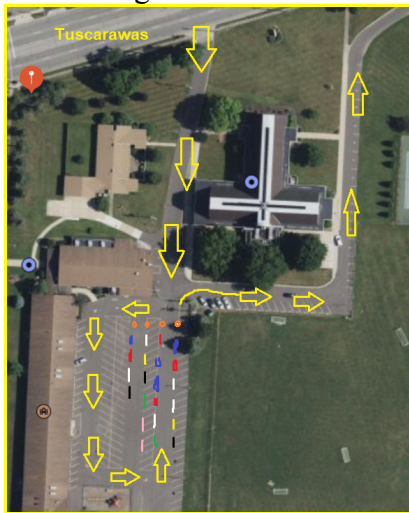
Car riders enter through the middle parking lot doors beginning at 7:40 AM. Supervisors are on duty to oversee the safety of the students. Cars should enter off Tusc. Cars should “loop” the playground by slowly driving from the social hall in the car lane closest to the school building. Cars should pull up to the furthest orange cone (see illustration) and place your car in park. It is key that **In compliance with the Ohio Revised Code, cars are to be turned off if a parent is in the parking lot longer than a quick student drop-off. Vehicles are not permitted to idle for any extended period of time in the parking lot.**





### Afternoon Dismissal

The traffic procedure for dismissal is similar to the morning. Supervisors bring the car riders and walkers to the playground area out the middle doors (#2) when the 2:40 bell rings. After a reasonable amount of time, supervisors will bring any children not picked up to wait in the school office. Circumstances sometimes prevent the driver from being on time. Parents are encouraged to call the school office if possible if they know that they are running late.



### BUS TRANSPORTATION

St. Joan of Arc School children are transported under the provisions of the Ohio Fair Bus Law. The law provides elementary school pupils who live more than two miles from the school which they attend must be transported to that school by the public school district in which they reside. Several school districts serve St. Joan of Arc School. **SJA does not have control over the buses.** If an incident occurs on the bus involving your child, please let Mr. Mitchell know in addition to letting your local public school's transportation department know. We at SJA will work to rectify the situation with the bus garage, but we encourage you to call, as well, as the old saying, "the

squeaky wheel gets the grease” is true. Specific questions regarding busing should be addressed to the bus coordinators of each district:

Perry Local 330-477-1300  
 Plain Local 330-492-1918  
 Canton City 330-456-6710  
 Massillon City 330-830-1849  
 Jackson Local 330-830-8042  
 Canton Local 330-484-8006  
 Fairless Local 330-767-4259  
 North Canton City 330-497-5615

Any parents who provide their own transportation because they live outside the districts that do provide transportation to SJA are eligible for reimbursement from the school district in which they live. This reimbursement must be claimed in writing according to the directions of the superintendent of your local school district.

**Each district notifies parents of routes and schedules by August.** If you have not heard from your local public school district on busing, we encourage you to call them (see numbers above).

If a student is a regular bus rider within a district, he/she may ride another bus from the same district only with a written request from the parent and with the principal’s knowledge and approval, if seating is available. Most bus districts will not transport students from another district unless special arrangements have been made. Parents will need to contact the appropriate bus coordinator if out-of-district transportation is desired.

Bus regulations vary by district; therefore, parents and students should familiarize themselves with the policies that apply to their specific district. A copy of these regulations can be obtained through the districts. There is staff supervision during the arrival and departure of buses.

While riding a bus, students by state law fall under the supervisory responsibility of the bus driver, whose authority is the same as that of any school official.

Students are to be at their bus stops five minutes before the scheduled pick-up time and wait in an orderly manner, off the highway, and without destroying, damaging, or littering public or private property.

Proper bus behavior is of extreme importance to the safety of all riders. The drivers have a great responsibility, and each student must do his/her part to assist them. Parents are urged to reinforce proper bus behavior with their children. Strong parental support and cooperation are needed for the maintenance of good bus conduct.

St. Joan of Arc School fully supports the bus regulations of the local districts. **When a driver files a misconduct report, disciplinary action will be taken as stated in the Behavior Code.**

## **WALKERS**

Children who walk to and from school should arrive on school property no earlier than 7:40 and are dismissed at 2:40 through the middle school doors (#2). Walkers should go directly home and not linger on school property. Parents should file a note in the school office at the beginning of the year granting permission for their child to be a walker.

## BICYCLES

A note from a child's parent or guardian must be on file in the school office. Bicycles are to be parked and locked at a spot designated by the principal during the school day. No skateboards or skates are permitted.

## After School Program

To provide parents whose work schedule demands hours beyond the school day with peace of mind in knowing their children are in a safe, secure environment, St. Joan of Arc School has instituted an extended day program. This service will be available each day that St. Joan of Arc School is in session. The program is held from 2:45-5:30 p.m. Families who wish to enroll their children in this program must register. If there is space, students may be admitted into the program after that time. A registration/snack fee per student is required at the time of registration and is non-refundable. Parents are billed separately for these services. Students enrolled in 2:45 Club are under its jurisdiction once the 2:40 bell rings. 2:45 Club members who wish to participate in other extra-curricular activities during 2:45 Club make those arrangements with the supervisors according to 2:45 Club policy. 2:45 Club takes its responsibility to provide proper supervision to the students in its care seriously.

## Health Services

St. Joan of Arc School Clinic is staffed by a part-time registered nurse. The nurse is responsible for maintaining all health and emergency records needed for students, for managing and distributing student medication, for conducting routine health screenings, and for providing care for student accidents and illness.

Parents and guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for their children's health.

## ACCIDENTS AND FIRST AID

The school staff will administer basic first aid as needed. If beyond a simple scrape or bump, the parents of an injured student will be notified of the accident/injury by the administration or the administration's designee as soon as reasonably possible, given the severity of the injury and priority of providing assistance to the student. In addition, the staff may secure professional diagnosis or treatment if such action appears to be reasonably warranted. The school shall be expressly held harmless from any expenses associated with the professional diagnosis and /or treatment provided (including but not limited to the cost of transportation), such costs being the responsibility of the parents of the injured student.

## EMERGENCY MEDICAL INFORMATION

All parents must complete an emergency medical form for each child during the first week of each school year. In an emergency, parents are notified, or, if they cannot be reached, the person listed on the emergency medical form will be contacted. If the nature of the emergency warrants it, the child will be transported to the hospital via an emergency vehicle, accompanied by a school staff member. **It is essential that a parent notify the school of changes of phone number, address, employment, or babysitters throughout the school year so this data is always up-to-date.**

## HEALTH RECORDS

State regulations require specific immunizations according to the current Ohio Board of Health requirements found in the Ohio Health Guidelines. This information must be on file by September 15th or the child will be excluded from school by state law until immunizations are up-to-date. Parents or guardians who object to

immunizations for their child on the grounds of health or religious reasons must complete a form that can be obtained from the school office. This documentation will be kept on file.

Parents should inform the school of any serious ailment or health problem on an annual basis as needed. If there is concern about a child's health or physical condition, the school has the right to request written information from the child's doctor.

If a child cannot participate in a physical education class or other regular school activity, a note is required. Prolonged absence from a class requires a doctor's note.

## **HEALTH SCREENINGS**

As recommended by the Ohio Department of Health, vision and hearing screenings are routinely given to all students in Grades K, 1, 3, and 5 and postural screening for Grades 6 - 8. Any test may be given upon parent or teacher request. While these screenings are conducted by our school nurse, they are screenings and will not uncover all possible problems. If concern exists because of the screening results, parents will be notified and asked to follow up with the family physician.

## **COMMUNICABLE DISEASE**

Students with fevers or communicable diseases will be sent home to reduce the risk of infection to the student body. Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes strep throat, chicken pox, and head lice, among others. When a child has been home with an illness, the child should not return to school until free of symptoms and temperature has been normal for at least 24 hours. If a child has had a throat culture one day, he/she should be kept home the following day until the results of the culture are known or the antibiotics have been taken for at least 24 hours and there is no sign of fever.

Notification of communicable diseases will be sent to parents upon the recommendation of the state and local health departments in compliance with their regulations.

All students infested with head lice are excluded from school until the head is completely free of lice and nits. Re-admission is permitted only after examination by the school nurse reveals the head to be clear of lice and nits.

## **DISMISSALS DUE TO ILLNESS**

When a child becomes ill or injured during the school day and needs to go home, the child is sent by the teacher to the clinic to wait until a parent or other responsible party can be reached. Students cannot dismiss themselves by calling home, and an ill child may not go home alone.

## **MEDICATION**

In order to ensure proper administration of medication, all medication must be brought to the school office or clinic and dispensed from there.

According to the Diocese of Youngstown and the Prescription Drug Medication Act, no prescription or non-prescription medication will be administered to a student without a "request for the administration of medication" form on file. Forms must be obtained from the Office or nurse to be signed by the parent and physician requesting medication to be given. If any of the information stated on the permission form changes, the parent is asked to furnish the school with a revised statement signed by the physician prescribing the medicine. Medication must be delivered by the parent to the school in a properly labeled container from the pharmacy

containing the child's name, the name of the medication, the dosage to be given, the time it is to be administered, and the name of the physician. Parents should not send in medications with the child to be administered in school. Parents are responsible for notifying the school in writing if there is a change in dosage or time of administration or if the administration of the medicine is to be terminated.

It is the responsibility of the parent to claim any unused medication within one week of the school year end or within one week after the medication is no longer needed. Any unclaimed medication will be destroyed. Empty containers may be returned home with students.

Inhalers are an exception to the medication regulations. While a signed medication form is still required to be on file, a student may keep an inhaler in his/her possession if necessary.

### **HIV/AIDS - HBV (HEPATITIS B)**

Based on the Diocese of Youngstown policy available in the principal's office, decisions concerning children infected with HIV or HBV virus will be made on an individual basis.

### **CHEMICAL USE/ ABUSE**

Parents will be notified immediately if a student is found to have possession of or be under the influence of tobacco, alcohol or drugs, or to have drug paraphernalia in his/her possession on school property, on the bus or during off-campus activities sponsored by the school. This includes non-prescription drugs (with exception of registered inhalers). Individualized testing may be required when there is reason to suspect that a child may be under the influence of alcohol or other drugs. Students found to be under the influence of illegal drugs, alcohol, marijuana, or medications not prescribed to them by a doctor will be suspended with recommendation for expulsion. If a student gives evidence of signs of chemical abuse or dependency, parents will be contacted by the principal and teachers, and an appropriate course of action will be decided upon. Parents who are aware of similar problems with a student are to inform the school so that together we can assist the student in overcoming this dependency. (See DOY Statement Regarding Alcohol/ Drug Abuse under SCHOOL POLICIES AND PROCEDURES.).

### **HEALTH AND PREVENTION PROGRAMS**

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the pastor and/or principal. These may include but are not limited to, D.A.R.E, guidance programs, special assemblies and guest speakers, parent education programs, social activities that foster positive group identification and behavior, and parish-based youth ministry activities.

### **CRISIS MANAGEMENT PLANNING**

St. Joan of Arc School has a current crisis management plan that is periodically reviewed and updated. The school takes seriously its responsibility to provide a safe environment for students, staff, and visitors. All school doors are locked during the school day.

### **DRILLS**

Fire, tornado, lockdown, evacuation, and rapid dismissal drill procedures are explained to all students. These drills are practiced at regular intervals as required by law. All drills will be handled as if there is an actual emergency.

## **Curriculum and Instruction**

Parents are a child's first and most influential teachers. This is due to the strong bond between the child, the parent and the family environment. Research findings show that students achieve when parents:

- Have high expectations for academic success;
- Provide outside-of-school experiences which support school goals; and
- Foster an attitude in their child that hard work is necessary to achieve high goals. It is, therefore, very important that parents are directly involved in the teaching-learning process and must communicate regularly with the classroom teacher about their child's progress.

Teachers are responsible for providing formal academic experiences at school. They develop lessons that are appropriate for the students' developmental level and current interests. Activities are routinely hands-on or abstract, as appropriate, and are presented using motivating methods, often involving cooperative groups. Teachers regularly check students' mastery of the content and communicate progress with parents. **PowerSchool is our on-line communication tool for students, parents, and faculty/staff.**

The curriculum, which is the basis for classroom activities, closely follows the courses of study prescribed by the Youngstown Diocese and Ohio Academic Content Standards. St. Joan of Arc Parish School is chartered by the state of Ohio and is accredited by the Ohio Catholic School Accrediting Association (OCSAA). Curriculum alignment and student success in meeting these standards is accomplished through year-long teacher assessments, as well as through an analysis of the student's performance on standardized assessments.

Students at St. Joan of Arc School participate in activities that reach objectives in mathematics, religion, science, language arts (reading, spelling, literature, composition, listening, speaking), health, and social studies. They also regularly participate in art, music, physical education, technology, and Spanish language instruction (grades 5-8).

### Grading Guidelines

A grade is defined as a letter which indicates the extent to which a student has mastered course objectives. When determining grades, teachers consider a variety of factors including, but not limited, to:

- Daily class participation (attentiveness and involvement in lessons);
- Performance on home and daily classroom assignments;
- Performance on quizzes, tests, and projects; and
- Effort.

Pre-K students will receive holistic, developmentally-responsive progress reports in November and March.

The marks assigned to students in grades K-3 are 1, 2, and 3, all of the marks being based on our Diocesan Standards-Based grade program. You will receive more information on this system from your student's teacher.

The letter grades and corresponding meanings and percentages for grades 4-8 are the following:

<b>A</b>	<b>Superior</b>	(93 - 100)	Consistently does superior work
<b>B</b>	<b>Above Average</b>	(92 - 85 )	Usually does above average work
<b>C</b>	<b>Average</b>	(84 - 75)	Usually does average work
<b>D</b>	<b>Below Average</b>	(74 - 67)	Usually does below average work
<b>F</b>	<b>Failing</b>	(67 - 0)	Usually does unsatisfactory work

All students are expected to earn at least a “C” in each subject to demonstrate academic progress. If a student is unable to meet this expectation, parents, the student, and teachers will meet at the end of the nine weeks grading period to discuss the reasons for the lack of greater success and to develop and implement a plan to help the student succeed.

Grades are determined by student competence in each subject to indicate success in completing the nine week grading period and the year in that subject. The teacher is the subject area expert and is, therefore, best qualified to assess the degree of mastery of the students’ work. This may include both quantitative and qualitative measures as appropriate to the characteristics of the subject. Assessments may, therefore, be objective or subjective. This can include the evaluation of written tests, long-term projects, presentations, or a variety of other assessments. Emphasis is placed on evidence which shows the students’ success in reaching specific outcomes.

The responsibility for assuring student success is shared by the student, the parent and the teacher.

- It is the student who assumes the greatest responsibility in the learning process.
- The roles of teachers and parents are supportive in nature.
- The student is responsible for maintaining an attitude and a pattern of behavior that promotes learning.
- The student must be actively involved in the learning process.
- The student will participate in and complete all assigned work and react in a positive way to directions given by parents and teachers.
- Teachers are responsible for presenting appropriate instruction, for assessing the results of that instruction and for communicating student progress to both students and parents.
- Parents are responsible for **setting appropriately high expectations** for their children and for providing **support and guidance** to ensure that their children complete assigned work.

## Summer School

Students who fail two or more quarters of any subject (ELA, Math, Social Studies, Science, or Religion) will be asked to attend summer school. Students failing two or more quarters of Math or English Language Arts will be **required** to attend summer school to be promoted to the next grade. Other students will be invited to attend summer school as a form of academic enrichment.

## Homework

Homework is an integral part of the educational program and provides opportunity for practice and skill reinforcement. It is directly aligned with class activities and is a means of developing responsibility and good study habits. Homework assignments include creative work, as well as provide practice on instructional skills.

Some amount of homework should be done every night. Late homework is handled at the teacher’s discretion. Each teacher will have a policy as it relates to late homework that the administration will review and support.

The goal of homework is to help students reinforce skills taught in the classroom. Students also learn educational responsibility when they realize the importance of homework to the learning process. Homework grades are part of the overall grade received in each subject.

## Request for Homework

**Only in the instance of an extended illness will students be provided with homework prior to absences.** It is important for students who are ill and out of school a day or two to rest and recuperate. For those students heading for a family trip or vacation, requiring work to be put together to be done on the trip puts an undue



burden on our educators, so it is more ideal for the students to make up the work once he/ she has returned from the trip.

### **Textbooks and School Resources**

Students are expected to take care of all textbooks and instructional materials provided to them by the school. All materials given to a student will be inventoried by the teacher and students will be considered financially responsible for any missing or damaged materials.

### **Copyright Policy**

All students are expected to conform to existing United States copyright laws and to maintain the highest possible ethical standards in use of copyrighted materials.

### **Search and Seizure**

Student lockers, desks, SJA email accounts, Google and similar items are the property of St. Joan of Arc and are provided to students as a convenience for their use. They carry no expectation of privacy for the students who utilize them. School lockers, desks, email, etc. and their contents are subject to search by school authorities at any time and without warning.

### **Instrumental Music Program**

An optional instrumental music program is available to students in grades 5 through 8 that can include instrumental lessons and a band experience. An informational meeting will be held each year in the fall. There is an additional fee for this program. Students are responsible to bring their instruments to school on their designated band and lesson days. They are to follow the posted band schedule. They are responsible for any class work missed while at band or lessons, with every effort being made to minimize class interruption. It is expected that students commit to daily practice of at least 20 minutes per day. Performance opportunities are scheduled throughout the year. Progress reports are sent home with the 2nd, 3rd, and 4th quarter report cards.

### **Library**

The St. Joan of Arc School Library has volumes of books, periodicals, and reference materials available for student and teacher use. All classes participate in a weekly library period during which they are instructed to develop, maintain, and expand basic library skills and apply them to a variety of learning tasks on their grade level. The library is automated and students have access to on-line catalogs and resources. Students are encouraged to choose good literature and develop their background of leisure reading experiences.

Additional library periods may be arranged by the teacher for classes involved in independent study or library research activities.

Students are requested to handle books carefully and to return them promptly. Lost and damaged books will be charged to the student. A student may not check out new books until ones previously borrowed are returned. After two weeks, the student will be charged for the lost book.

SJA has a positive relationship with the area public libraries. The teachers work with these libraries to borrow special collections for classroom use. The public librarian brings library story time and services to the school.

### **Technology**

St. Joan of Arc School recognizes the impact of technology on society and its related impact on a curriculum that adequately introduces students to a world in which technology skills are essential. Technology is integrated



throughout the curriculum in all grades. Students have access to computers, the internet and on-line resources, instructional television, CD-ROM, floppy disks, video, and other available forms of educational technology to enhance and aid instruction (we don't still use floppy disks, btw :-). Our facility is equipped with Google Chromebooks, Apple iPads, and a lab of Apple desktop computers for each child in the school, as well as wifi internet access and age-appropriate apps to supplement and enhance the curriculum. Each student also benefits at least once per week from technology class in the school computer lab that was established to provide more student access to technology use. SJA has a technology plan that provides vision and planning for the integration of technology into the curriculum. A full-time staff member coordinates the technology program. (See "Student Use of Technology and Student Acceptable Use Policy").

## **Standardized Testing**

The testing program is designed to provide a systematic means of assessing student mastery of basic skills and evaluating the academic and religion programs of the school. Students in Grades 5 and 8 will take the ARK Assessment to gauge knowledge of the Catholic faith.

Students in all grades will take the NWEA MAP assessments three times a year (August, January, and May). These assessments help us to show that students are growing and learning at appropriate levels; they help us to see places where more academic attention is needed; they also help us to determine potential learning problems as well as to identify students who need to be challenged more.

## **Extra-Curricular Activities**

Student activities are seen as educational extensions intended to provide a well-rounded program with a variety of growth opportunities. Some of these activities are class or whole school participation events; others are individual opportunities designed to meet diverse interests and needs.

All extracurricular activities are under the direction of the school and can be eliminated at the discretion of the principal. Outside clubs and organizations may not have access to our students or student information and may not distribute information about their organization without specific review and approval of the principal.

Extracurricular activities offered at the St. Joan of Arc School will be made available to the students and shared with parents.

## **Promotion and Retention**

Assignment of students to specific grade levels and classes is determined by the principal in consultation with the parents and teachers after reviewing the student's academic history, and individual learning needs. Promotion is based on the satisfactory completion of grade level work.

As soon as a student is identified as having academic difficulties, the teacher will notify the parents and begin intervention and special assistance procedures to enable the student to succeed. These include but are not limited to tutoring, individual educational programs, individual testing by the school psychologist, and parent conferences. Retention is considered in individual cases after thorough discussion between the teacher, principal and parents.

If retention of a student is being considered as an option, the teacher will initiate either a phone or in-person

conference, and a “first notification form” will be sent as a follow-up. A formal parent conference will then be held to outline intervention strategies that have been and will be employed. A recommendation for a Multi-Factored Evaluation and/or the designing of a Minor Adjustment Plan will take place at this time if it has not already been put in place.

When all intervention procedures have been employed for students in grades K-4 and the student still does not meet the criteria used for promotion, the principal will set up a conference in the spring with parents, teacher(s), psychologist, and counselor to discuss the student’s educational progress and program (Intervention Assistance Team). All data will be discussed and plans for the next year will be made. At that time, a recommendation for retention may be made. If it is determined that additional educational support may enable the child to be placed in the next grade, a program will be developed and agreed to that may include tutoring, summer school, and/or instruction at a learning center. Satisfactory completion of this program serves as the condition for placement into the next grade.

If, however, the parent(s) of the student in grades K-4 does/do not agree with the educational decision of the school for retention or summer school tutoring, the parents may have the child placed in the next grade but must sign a waiver that states this is a parental decision. The parents accept the responsibility for the placement of the student in the next grade.

Students who are struggling academically and have not successfully completed summer school or another program approved by the principal, but it is determined by the Intervention Assistance Team that the student would not benefit from being retained, may be placed in the next grade. The school will prepare either an Individual Service Plan or a Minor Adjustment Plan if one does not already exist.

Students who fail two or more quarters of any subject (ELA, Math, Social Studies, Science, or Religion) will be asked to attend summer school. Students failing two or more quarters of Math or English Language Arts will be **required** to attend summer school to be promoted to the next grade. Other students will be invited to attend summer school as a form of academic enrichment.

## **PROVIDING FOR INDIVIDUAL DIFFERENCES**

At each grade level children are assigned to classrooms of mixed skill and ability groups. In such an environment students are able to develop the skills necessary to interact with a wide variety of achievement levels. Students are challenged to reach or exceed their ability levels.

A variety of instructional techniques and strategies are used to meet individual student needs. Examples include, but are not limited to, small group instruction, large group instruction, multi-level\* classes, departmentalization, self-contained classes, team teaching, computerized instruction, cooperative learning, individualized learning contracts, and peer tutoring. (\*Grouping by learning needs is a teaching strategy. It is not a reward, a punishment, or a status symbol.)

St. Joan of Arc School is fortunate to have the services of teachers and aides who help support the special needs of our students. An Intervention Assistance Team plans for student interventions and support as needed. A student experiencing difficulty with the academic program may be referred for an Intervention Assistance Team conference by a teacher or parent. Individual educational/psychological testing by the school psychologist may be recommended. Special education needs that may be identified through this Multi-Factored Evaluation will be addressed in compliance to the rules of IDEA B as apply to chartered nonpublic schools in the state of Ohio. Students with disabilities are expected to follow the school’s policies.

## **AUXILIARY SERVICES**

In the summer of 1974, the U.S. District Court in Columbus, Ohio, upheld the constitutionality of an Ohio law providing Auxiliary Services and materials to non public school students.

The services of a school psychologist, school counselor, a speech and language pathologist, an intervention specialist, a nurse, a remedial teacher, and an auxiliary services clerk are available through Auxiliary Services Funding. Testing materials, textbooks, and science and math materials are also purchased through auxiliary services. Federal funding assists with the salary of the intervention specialist, and Title I funds provide a primary reading tutor.

### **Speech, Language, and Hearing Services**

All children new to St. Joan of Arc School (Grades K - 8) are screened for language/speech problems, and routine screenings are done at specified grade levels. Children referred by the professional staff, parents, or physicians are given a threshold hearing test.

For students identified with speech, language or hearing problems, the therapist plans an individualized follow-up program and maintains on-going parent and teacher contact.

### **Psychological Testing and Counseling**

A school psychologist is available for individual testing and diagnosis. The administration, parents, or teacher may refer a student for testing. Testing can be done after other interventions planned have not caused the desired results. Written parent permission is required in order for the psychologist to proceed with formal testing or intervention.

### **Intervention Specialist**

Individual and small group instruction is provided for children identified with special learning disabilities through a formal multi-factored evaluation on all grade levels. A resource room setting is also available to qualified students. A teacher certified in special education gives remedial and supportive instruction in the mobile educational unit based on an Individual Service Plan (ISP) that has been written for the student and agreed to by the parents. Periodic evaluations and parent conferences are held.

### **Remedial/ Enrichment Tutor**

Individual and small group services are provided for students who need support in reading or math. These services can be either short-term or long-term.

### **Title I Services**

Small group tutoring is provided for students in grades K through 4 in reading and/or math who qualify on the basis of standardized tests.

Parental permission is needed for most special services whether these are provided through St. Joan of Arc School or Auxiliary Services personnel.

### **School-Based Counselor**

A school-based clinical counselor is available to work with students, teachers, and parents in a variety of ways. Some of the services in the school counseling program include individual sessions to help children adjust to school, and to address behavioral, academic, or emotional concerns, small groups to help children learn new skills and discuss theme issues, classroom psycho-educational lessons, consultation with parents about general

adjustments, academics, parenting strategies, etc.

Students, parents, teachers, and the principal can request the use of guidance services for a child. Guidance services are a part of the school curriculum and support all students at St. Joan of Arc School. The school-based counselor may see a student twice without parental consent unless there is an annual written request to the contrary on file. If the child or the counselor feels that the child would benefit from extended sessions, parental permission will be sought.

## **Athletic Program**

St. Joan of Arc students may participate in the athletic programs sponsored by the St. Joan of Arc School Booster Club. The purpose of the athletic program is to encourage students to participate in athletic games, thereby fostering physical and moral growth.

## **ATHLETIC POLICIES**

### **Program Goals and Objectives**

To provide an atmosphere of fun and enjoyment for all participants, cultivate wholesome team and school spirit, teach fundamentals of the sport, and encourage good sportsmanship and high ideals of Christian character.

### **Program Structure**

Interscholastic sports for students in grades 1-8 are available through the Stark County Parochial School League. Girls' sports offered include basketball, volleyball, track, golf, and cheerleading. Boys can participate in football, golf, basketball, and track. The program falls under the jurisdiction of the school principal and the designated athletic director.

### **Participation**

It is the philosophy of St. Joan of Arc Parish School to have player participation in its sports programs. Students who desire to participate and are willing to commit to practice are placed on a team. SJA does not "cut" players from its sports teams. This means that there will be players with different experience levels on the same team. At times, two teams may be formed at one grade level to maximize playing time. The athletic director will work with the coaches to divide teams if necessary. Team division is the prerogative of the school. Teams will be considered for division only if at least 14-16 players sign up and stay to play. All players in all sports on the bench and in uniform play in all league regular season games according to Diocese of Youngstown and league rules. The league does not set a minimum playing time. While SJA encourages as much playing time as possible, the coaches will play team members according to game circumstances and ability and commitment evidenced in practice. All team members are not required to play in tournament games.

### **Athletic Participation Fee**

The fee for athletic participation varies by sport. A student may not practice until the fee has been paid. Families facing financial hardships should contact the office regarding struggles to pay fees.

### **Athletic Program Eligibility and Responsibilities**

The following must be on file **in the school office BEFORE** a student may **BEGIN PRACTICE**: (All are available in the school office- return to the school office or coach):

- Physical Form (each year)
- Proof of Insurance and Release form (Because participation is voluntary, the Diocese of Youngstown requires that each player be adequately insured through his/her parents by an acceptable insurance program. SJA School, Parish, or coaches are not responsible for injuries sustained in practices or games. Information on the school supplementary insurance program is available in the school office.)

- Emergency Medical form
- Registration form for the sport
- Participation fee
- Signed SJA Athletic Policies (by both parent and athlete)

Student participation in athletics is a privilege. Players are expected to conduct themselves in an exemplary manner at all times. Misbehavior, unsportsmanlike conduct, disrespect to a coach, non-cooperation with the coach, and/or inappropriate language can result in suspension or dismissal from the team, as can damaging the social hall or its contents. Students are under the responsibility of the coach during practices and games. They are to abide by any rules set forth by the coach with the approval of the principal. The players should only be in the social hall before, during, \ and after practice and not on other parts of the property. If a practice is scheduled at a community facility, the same rules of respect apply.

Parents **MAY NOT** drop their child off more than five minutes before the start of practice and are to **BE PROMPT** in picking up their child at the end of practice. Students **MAY NOT** stay at school to wait for any sports practice that begins later than 3:00 PM. Special arrangements can be made on an individual basis with the 2:45 Club director if this policy presents a hardship to the child's participation. A student may not be on the school or parish premises unsupervised. The school staff is not responsible for after hour supervision except through the above arrangements.

Team uniforms and equipment are the property of the SJA/ Western and are to be immediately cleaned and returned upon request. If a uniform is damaged before its "lifetime" of use, the player will be asked to replace it by remitting financial compensation for the garment. Please follow all washing and care instructions for uniform pieces. Report cards may be held at the end of the school year for any outstanding fees or uniforms if special arrangements have not been made.

SJA is fortunate to run the strong sports program it does with the generosity of volunteer coaches. The athletic director interviews prospective coaches and makes selections and recommendations to the principal. Head coaches may choose assistant coaches to help, but the athletic director and principal must be informed to ensure that all paperwork for coaches is in order.

**Parents are expected to treat coaches with respect and to conduct themselves in an appropriate manner before, during, and after a game.** Nothing is ever accomplished though screaming at a player or coach, another parent, another fan, or an official. While different opinions will always exist about coaching styles and officials' calls, please keep in perspective where this activity fits in the big picture of life. Parents are welcome to instruct their child at home in a sport, but they are asked to refrain from "coaching" their child in practice or a game unless specifically asked by the coach. A child should not be put in the position of having conflicting instructions being given him/her in the course of a game. The coach is the designated person to handle disputes with officials in the game setting.

Parents may address concerns to the coach, athletic director or principal. Our coaches are volunteers, and have the emotional, physical, and spiritual well-being of the players at heart. Parents are asked to provide positive support and encouragement to all players and to the coach. If a concern does exist, please handle it directly with the person in a calm manner. The official in charge has the right to expel anyone from a sporting event who violates good sportsmanship.

If parent behavior towards a coach is especially threatening, derogatory, or out of line, the parent's student may be

dismissed from the team. Such instances will be assessed by the school athletic director and principal.

**POLICY FOR EXTRACURRICULAR ELIGIBILITY Grades 6-8:** The primary goal for students of St. Joan of Arc School is to develop their abilities to their fullest potential in a Catholic Christian atmosphere. It is the responsibility of the school staff to assist students in attaining these goals so that they may reach their potential. Students are encouraged to become involved in many school sponsored activities.

Participation in school-sponsored activities is both a privilege and responsibility. Therefore, two eligibility standards will determine a student's participation in all extra-curricular activities. These two standards are the character and academic growth of each participant.

### **Character**

If, at any time, the behavior of a student of St. Joan of Arc School is substandard, either during school or during a school sponsored activity, the student may be removed immediately from participation in extracurricular activities for a period of time.

### **Academic**

If a student is failing one subject or is doing D work in two subjects, he/she will be placed on probation for two weeks. If the situation does not improve, a student may then be removed from participation in the activity. This includes participation at practice as well as the event.

### **Determination and Notification**

Eligibility will be determined bi-weekly and notification will be given on Tuesdays. Parents, teachers, coaches, advisors, and students will be notified when a student is placed on probation. It is the hope of the school that with a concerted effort of all involved parties, this process will not prevent students from participating in extracurricular activities. However, if the student's grades have not improved during the two-week probation period, the student will be ineligible. After a week of ineligibility, the student's grades will be checked. Improvement will move the student off of the ineligible list.

### **EMERGENCY MESSAGES DURING SCHOOL HOURS**

In an emergency a message may be given to a child through the office. Parents should not call a student from the classroom or interrupt the teacher during school hours.

Children may not use the office telephone during school hours without permission, and then only in case of emergency. Students are not permitted to use the pay phone or a cell phone during school hours. Students forgetting things such as lunches, homework, gym clothes, etc. are usually not permitted to phone home. The office staff will make a judgment about the urgency of the child's request. Arrangements to go home in a manner other than the student's normal means should be made ahead of time.

**During school hours or on school-sponsored trips, children are not permitted to use a cell phone.**

### **RECESS**

At least one recess is scheduled per day. When the temperature or wind chill is below 20 degrees Fahrenheit, it is raining, or the playground conditions are judged not suitable, the students will remain indoors for recess. Otherwise, students should come dressed for the weather including coats, hats, gloves, and boots.

Generally, if a child is well enough to be at school, he or she should be well enough to participate in outdoor

recess. When it is necessary for a child to be excused from outdoor activities, a written request signed by the parents must be given to the teacher.

## **Diocesan Policy Statements:**

### **STATEMENT REGARDING ALCOHOL/ DRUG USE**

#### **Diocese of Youngstown**

St. Joan of Arc School recognizes that the problem of drug and alcohol abuse does not respect any group or age, and that the dependency stage of alcohol and drug abuse constitutes a treatable illness. It is further recognized that health and social problems of youth are primarily the responsibility of the family and that parents have the primary responsibility for assisting their children with such problems.

As educators in the church, we, in an effort to provide a drug-free environment, call ourselves to charity and compassion for those in need while at the same time ensuring a safe and productive environment conducive to learning. Alcohol and other drug-related activity endangers the ability to learn and teach; disrupts classrooms; threatens safety; contributes to a climate of fear and disregard for authority; and may put non-users at risk of becoming involved (inadvertently) in illegal acts.

It is forbidden for any student to manufacture, distribute, dispense, possess, use, or be under the influence of, in the school setting, any alcoholic substance, any intoxicating or auditory, visual, or mental altering chemical or substance, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by federal or Ohio law, or any counterfeit of such drug or substance; all being collectively referred to as drugs.

School setting includes any school building or any school premises up to a thousand feet away (Ohio Law); any vehicle used to transport students to and from school and school activities off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event where students are under the jurisdiction of the school. In the event school officials believe that a student is under the influence of an illegal substance, parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials.

Students who violate this policy will be subject to disciplinary procedures which may result in suspension or expulsion from school. While each student is expected to comply with the school's standards for performance, school authorities may hold penalties in abeyance if students and their parents demonstrate willingness to seek appropriate assistance and if acceptable progress and satisfactory performance is observed. Where violations of the law are involved, law enforcement agencies will be notified.

St. Joan of Arc School will promote, enhance, and maintain a drug-free school through a systematic program of coordinated student assistance services, prevention through instruction, intervention, administrative (enforcement) procedures and recovery support.

### **SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY Diocese of Youngstown**

#### **Purpose**

St. Joan of Arc School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. Joan of Arc School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for

others.

### **Sexual Harassment defined:**

For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds; continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all the following:

- verbal warning/reprimand and apology to the victim,
- a parent/student/principal conference,
- written warning/reprimand & parent notification, entered in the student's file,
- detention or removal from selected school activities and/or extracurricular activities,
- behavior/probation contracts, possibly requiring professional intervention,
- suspension,
- expulsion.

### **Sexual Violence**

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident (O.R.C. 2151.421). The Department of Human Services and the police will be contacted immediately if there is any "reason to believe" (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Office of Catholic Schools will be contacted immediately in this situation.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including gross sexual imposition, sexual battery, rape, importuning, voyeurism, public indecency, or felonious sexual penetration. In these cases, the Department of Human Services will be contacted immediately or police if warranted.



## **STATEMENT ON WEAPONS AND FIREARMS**

### **Diocese of Youngstown**

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance onto these premises. O.R.C. SEC. 2923.1212. A valid concealed carry permit does not authorize the licensee to carry a weapon onto these premises.

A "weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy.

Dangerous objects include, but are not limited to, clubs, brass knuckles, knives, butterfly knives, stun guns, and billy clubs, firecrackers or other explosive devices that would bring potential harm to people or property.

Possession includes bringing a weapon onto school property, to school-sponsored events either on or off school property, storing a weapon in one's locker or other area of the school property, or having a weapon on one's person.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator will immediately contact the police department and the Diocesan Office before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

Disciplinary action may include immediate in or out-of-school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, exclusion from extracurricular activities, and any other conditions deemed appropriate by the administration of the school.

## **STATEMENT ON RACIAL NONDISCRIMINATORY POLICY**

The governing board of St. Joan of Arc School located at 120 Bordner Ave SW. in Canton, Ohio 44710 has adopted the following racial nondiscriminatory policies:

- St. Joan of Arc School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.
- St. Joan of Arc School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

## **STATEMENT REGARDING YOUTH GANGS AND GANG-RELATED BEHAVIOR**

### **Diocese of Youngstown**

Youth gangs and gang-related activity are prohibited. A gang is defined as any non school-sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, - initiation, - a manner of grooming, hair style, and/or wearing clothing, jewelry, head covering, or accessories which, by virtue of color, arrangement, trademark, or other attribute denotes membership in a gang, - displaying gang markings or slogans on school or personal property or clothing, - having gang tattoos, - possessing literature that indicates gang membership, - fighting, assault, hazing, - extortion, - establishing turf, - use of hand signals, gang vocabulary, and nicknames, - possession of beepers or cellular phones, - possession of weapons or explosive materials, - possession of alcohol, drugs, drug paraphernalia, - attendance at functions sponsored by a gang or known gang members, - exhibiting behavior fitting police profiles of gang-related drug dealing, - being arrested or stopped by police with a known gang member, - selling or distributing drugs for a known gang member, - helping a known gang member commit a crime, - or any other action directly resulting from membership or interest in a gang.

### **Consequences**

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in school (if possible).
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs is involved.
6. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
7. Students may be suspended and/or expelled as already outlined in the school discipline policies.
8. Parents/students will be held liable and financially responsible for all forms of vandalism.

### **Jurisdiction**

Realizing that gang activity is a community concern, communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang-related incidents occurring outside the school or off parish/school property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

### **Handbook Changes**

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that may arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Youngstown, or

the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be amended or modified by the school at any time after reasonable notice to the parents/students of the effective date of any changes. Changes may be communicated in a separate communication or as a part of the regular school newsletter. Any section heading in this handbook is for convenience of use and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and that they agree to abide by this handbook. Signing the annual enrollment/ tuition agreement indicates that the family intends to abide by all provisions in this handbook. Failure to have a signed form on file will not prevent the school from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing to enroll) in the school.