

**Archdiocese of Omaha  
Catholic School Office  
Omaha, NE**

August, 2018

This Parent/Student Handbook is provided for information purposes only and does not constitute a contractual agreement between St. Joan of Arc School and any student or parent of any student.

The information contained in the Handbook provides a general description of rules and regulations. The school reserves the right to add to, modify, or abolish any of the Handbook provisions without notice.

Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement.

This Handbook does not create any restriction upon St. Joan of Arc School's right to institute any course of disciplinary action which, in St. Joan of Arc School's sole discretion, it believes is necessary and consistent with its Catholic educational mission.

We ask that the Acknowledgement of Responsibility Form at the end of this handbook be signed and dated and returned to the School Office by the date requested stating that you understand and intend to abide by our Philosophy and Policies.

St. Joan of Arc School admits students of any race, color, and national or ethnic origin.

## **ST. JOAN OF ARC SCHOOL MISSION STATEMENT**

*Saint Joan of Arc School will teach, nurture, and encourage learners of all abilities to reach their full potential in a respectful, accepting and faith-filled Catholic environment.*

### **PHILOSOPHY OF EDUCATION**

St. Joan of Arc School is a community where teachers, students, and parents work together for a quality, Catholic education. At St. Joan of Arc School, students and teachers share more than a building and more than a pursuit of knowledge. Binding them together is a shared faith in the Father, the Son, and the Holy Spirit. From the common belief in a loving Father, arise values that reach deep into every part of the curriculum. Values such as respect for self and others, concern for those who need help, a desire to alleviate suffering and loneliness, a deep realization that life has a meaning beyond the moment that is central to our philosophy.

From our shared belief, a spirit is born that puts value and principles into action. This spirit gives our school its special atmosphere. It is as intangible as mutual respect and as real as children working together. It is the spirit of happy and engaged students.

### **GOALS**

The goals of St. Joan of Arc School are:

- to provide a Catholic environment that encourages an appreciation of the uniqueness of each individual and recognition of his/her strengths and limitations.
- to promote Christian relationships through respect and appreciation of each person and his/her property – students, teachers, and staff – and their role in the educational process.
- to provide daily religious instruction through a comprehensive religion program that explores and develops knowledge of Catholic doctrine, encourages participation in liturgical services and personal prayer, and provides opportunities for responding to social issues in a Gospel-oriented way.
- to provide a rigorous academic curriculum, in conjunction with the Omaha Archdiocesan curriculum, that defines clearly the subjects to be taught stressing the basic areas.
- to provide learning situations that allow students to believe that they can learn and understand that they share the responsibility for quality work necessary for successfully learning.

### **NON-DISCRIMINATION POLICY**

St. Joan of Arc School admits students of any color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## ABSENCE

In the case of a child's absence, parents are requested to call the School Office at **402-393-2314 Ext. 160** prior to 8:00 am. It is the school's policy to contact parents when an absence of a student is not reported to the school.

Parents will be contacted when a child becomes ill during the school day. Parents must make provisions to have the child picked up from school when an illness prevents them from staying in school. Students will NOT be allowed to walk home. In the event that a parent cannot be contacted for an ill child, school personnel will phone the emergency contact(s). Emergency contacts should be listed on the Census Cards at the beginning of the school year. If emergency contact information changes, please be sure to contact the school office.

A written request from the custodial parent or legal guardian is required when it is necessary for a pupil to leave school during the school day. The request must clearly state the reason(s) for leaving early as well as the date and time the student is to be dismissed. A parent or adult must pick up the child at the school office. Upon leaving, the student must sign out. If they return to school prior to dismissal, they also must sign back in and receive an admit slip.

**Students should not be dropped off earlier than 7:40 am.** Upon arrival to school and prior to the bell ringing, students are to report to the gym. Students will be supervised by a staff member at 7:40. **Students are not allowed to go to a teacher's classroom unless requested by the teacher.** This time is spent by faculty/staff preparing for the day.

Students are dismissed at 3:15 pm and are to be picked up at that time. Out of respect for the Blessed Sacrament and those who are praying in church, no students will ever be allowed to wait in St. Joan of Arc Church. Students not picked up by 3:30 pm will be sent to extended care and parents will be charged.

Students with excessive absences are subject to retention in the same grade for the following year unless they are able to maintain scholastic standards. The administration will review academic standing after 15 days of absences in one semester. **Students with 20 unexcused absences are reported to the office of the County Attorney, Truancy Division.**

Students will never be sent on errands OFF THE SCHOOL PROPERTY during the school day.

Instructional time is considered the quality time for students to learn skills and concepts taught by the teacher. **Please refrain from pulling your child from instructional time to go to appointments as much as possible. This not only impacts your child, but also other students and the teacher.** Also, please refrain from bringing backpacks, homework, clothing, etc. to the office during the school day. Due to student and teacher schedules, we cannot guarantee that a child will receive these items in a timely manner. We strongly encourage you to remind your child to remember all necessary items before they leave for school in the morning.

## **ACADEMIC COMPETITIONS**

Students may participate in a number of academic competitions. These may include the annual Spelling Bee, Modern Woodmen Speech Contest, Geography Bee, Math Contests, Book Bowl, and/or other inter-school activities and competitions.

## **ACADEMIC RESPONSIBILITY**

Students are responsible for completing all schoolwork assigned to them by their teachers. They are also responsible for having the necessary supplies such as pencil/pen, paper, etc. Any student who fails to show a sincere and regular effort to complete his/her assigned schoolwork may have consequences for being academically irresponsible. Consequences may vary from one teacher to another.

## **ACCIDENT INSURANCE**

Medical expenses that are incurred due to accidents during the school day and on the school grounds need to be paid by the student's parent and/or guardian. The school's liability insurance does not pay for any medical expenses.

## **ADMISSION REQUIREMENTS**

Nebraska State Law requires that a child be five (5) years old on or before July 31 to be admitted to Kindergarten.

A birth certificate and Baptismal certificate is required of all students upon application for admission to the school. Students transferring from another school need to supply a birth certificate and a Baptismal certificate. Original certificates must be provided as official proof.

### ***Physical Exams:***

The Nebraska School Law (79.444.01-.08) requires all students entering Kindergarten, Seventh Grade or transferring from an out-of-state school to have a physical examination by a physician, physician's assistant, or nurse practitioner within six (6) months prior to entering the school.

Nebraska State Law (79-214) states that all students have a visual examination within 6 months prior to entrance in Kindergarten.

A dental examination is recommended at this time.

Exceptions to the physical examination and/or the visual examination requirement may be made if the parent/guardian submits a written statement refusing either a physical or visual examination.

### ***Immunizations:***

The Nebraska School Immunization Rules and Regulations, requires the following immunizations for students (Kindergartners, 7<sup>th</sup> Graders, and those transferring in from another state) before attending classes:

- 3 doses of DTaP, DTP, DT or Td vaccine, one given on or after the 4<sup>th</sup> birthday
- 3 doses of Polio vaccine,
- 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month,
- 3 doses of Hepatitis B vaccine,

- 2 doses of varicella (chicken pox). Written documentation (including year) of varicella disease

Please list the dates, including the month and year, of the immunization on the Physical Examination card.

An exception to the immunization requirement is made only if a medical reason is documented by a physician, physician assistant, or nurse practitioner, or for valid religious objections.

**A completed Physical Exam form and an up-to-date immunization record is required by the first week of school, or your child will not be allowed entrance to St. Joan of Arc School as per state law.** Upon completion of the physical exam and immunizations, your child will be admitted to school.

### ACCREDITED

St. Joan of Arc School has been recognized as an accredited school by the State of Nebraska for the 2018 - 2019 school year.

### ASBESTOS NOTE

St. Joan of Arc School has been inspected for asbestos-containing products, especially in a form that may represent a risk. Asbestos has been found in various locations in the building. The school monitors the situation as required by law to document any changes and make repairs accordingly. If you wish to see the Asbestos Management Plan for St. Joan of Arc School, it is available for review. The school building was tested in July of 2016 and the report is available in the school and parish office.

### ASTHMA POLICY (Archdiocese of Omaha policy)

Catholic Schools, both accredited and approved, should be prepared to implement an emergency treatment plan, known as protocol, anytime a student or staff member experiences a life-threatening asthma attack or systemic allergic reaction.

Protocol:

- \*Call 911
- \*EpiPen injection is given
- \*Albuterol is provided through a nebulizer

Parents must provide the following for students having a known allergic condition of asthma:

- \*written medical documentation
- \*instructions
- \*medications as directed/prescribed by a physician

### ATTENDANCE

Nebraska State Law (79-201) holds parents and guardians responsible for regular school attendance of their children. It also requires 1,032 instructional hours each year in grades 1 through 8 and a minimum 400 hours for Kindergarten students.

Absentees miss valuable class instruction, discussion, and the continuity of work. If one is to be successful in school, regular attendance is necessary.

If possible, **parents are requested to schedule medical/dental appointments outside of school hours.**

If a child must leave school during class hours due to illness or some other good reason, he/she will not be dismissed until a parent or guardian arrives at the office. Students are required to sign in at the office when arriving and sign out at the office when leaving at times other than the scheduled beginning time of 8:00 a.m. and the scheduled dismissal time of 3:15 p.m.

Vacations during the school year are discouraged. Adequate vacation time is built into the yearly calendar.

If a child is ill and gone during the day, homework will be ready in the school office at the end of the day if requested by parents. Please don't ask for homework to be ready prior to this time.

**Tardy:** Classes officially begin at 8:10 a.m. Any student entering the classroom after 8:10 am will be marked tardy. If students are tardy they need to sign in at the school office. Students will be counted tardy up to two hours (10:00 a.m.) after school has begun. Students arriving after 10:00 am will be counted ½ day absent.

**Additional Information:** If students have entered the building prior to 8:10 am, they will be allowed to enter their classroom without a tardy against them. However, if they enter the building after 8:10 am, they will need to check in at the office as tardy. Students gone during lunch/recess will not be counted absent.

**½ Day Absence:** If a student arrives after 10:00 a.m., leaves before 2:00 p.m., or is gone longer than two (2) hours during the day, he/she will be counted ½ day absent.

Truancy is a violation of Nebraska's Compulsory Attendance law through excessive unexcused absences from school. Administrators carefully review all student absences and communicate with parents whenever absences for reasons other than serious illness occur. They also advise parents of the following guidelines and procedures:

- Teachers notify parents and principal of potential for charges of truancy after 10 unexcused absences;
- Collaborate with parents in documenting a plan to obviate excessive absences after 13 unexcused absences.

Principal will send official letter to parents after 15 unexcused absences. Notice to the parent/guardian warning him or her to comply with the Nebraska Compulsory Attendance Law and advise him/her that failure to do so will result in a report to the County Attorney.

In accordance with Nebraska Compulsory Attendance Law, the school will file a report with the County Attorney if student reaches 20 absences.

## **BAND**

Instrumental instruction begins in Grade 5. The school band is operated under the direction of Music in Catholic Schools. It is funded by a separate tuition. Classes for band take place during the school day. Students in band are expected to keep up with their studies. A band meeting is held early in the fall.

## **BICYCLES, SKATEBOARDS, AND ROLLERBLADES**

All students must refrain from riding their bicycles on the school grounds before, during, and after school. Students are to walk their bicycles on and off the school property. The school is not responsible for any damage or loss of bicycles that may occur. Skateboards and rollerblades are not allowed on school and church property.

## **BOARD OF EDUCATION**

The St. Joan of Arc Board of Total Education consists of ten members in two categories:

- Three ex-officio members--the Pastor, Principal, and Director of Religious Education
- Seven members elected by the Parish

The Board of Total Education reports to the Parish Pastoral Council. This Board is an advisory body, regulating total educational opportunities at St. Joan of Arc Parish, subject to the requirements of the Archdiocesan Board of Education and the State Department of Education.

Meetings of this Board are held the first Tuesday of the month (September through May) starting at 7:00 pm. These are open meetings with the exception of the executive sessions. Non-members may address the Board provided they have submitted a written request one week in advance of the meeting to the President of the Board. The request should include the purpose of the presentation. Adding a request to the Board agenda rests with the decision of the Board President.

Three new members are voted on each spring for a three-year term. If interested in being on the Board of Education, talk to the pastor, principal, or current board member in early spring.

## **CALENDAR**

A calendar for the next school year will be sent home in the student report card at the end of the school year. Monthly activities will be posted on Sycamore. Lunch calendars from District 66 will be sent home monthly with the youngest/only child and posted to Sycamore.

## **CARE OF BOOKS AND PROPERTY**

A student is responsible for textbooks or other materials issued to him/her. Book bags are to be used daily to protect the books from moisture, damage, or loss. Students in grades three through eight are required to have their workbooks and textbooks covered to protect them from the wear and tear of daily use.

Students are expected to care for and protect all school property. Any damage or fines incurred is the financial responsibility of the student involved. Damages will be assessed. Report cards will be given when all bills have been paid.

## CHANGE OF FAMILY INFORMATION

If a family has a change of address, phone number, place of employment, emergency contact information, etc. during the school year, please report the change to the school office. This will assist in keeping all records current.

## CHILD ABUSE, NEGLECT, & CRUELTY

Any St. Joan of Arc employee who has reasonable cause to believe that a student is being subjected to abuse or neglect or observes such conditions as would reasonably result in abuse or neglect shall report the incident to the appropriate law enforcement agency or to Child Protective Services.

St. Joan of Arc will cooperate with and assist the authorities in any investigation of a reported incident of child abuse or neglect. Willful failure to report the incident is a Class III misdemeanor.

## CLOSING OF SCHOOL/LATE START

In the case of snow or inclement weather during the night, we will follow the Archdiocese of Omaha Catholic Schools policy concerning closing. The decision will be announced on Radio Station KFAB (1110 on your AM dial) before 7:00 am. Local TV stations will also carry the announcement of a closing.

In the case of an emergency during the day, early dismissal will be announced on Radio Station KFAB (1110 on your AM dial). Parents are asked to make arrangements to pick up your child as soon as possible in the case of an early dismissal, in order that staff members may leave as well. The school will follow the written instructions provided in the Emergency Closing Section on the back of the Student Census Card.

In most cases school will not be dismissed once it is in session. Parents may pick up students early in the event of inclement weather. **There will be NO Extended Care on that day.**

## COMPULSORY ATTENDANCE

St. Joan of Arc School complies with Nebraska State Law that requires 1,032 hours of instruction per year. Therefore, the progress of each child at school depends to a great extent on the regularity and punctuality of attendance.

## COOPERATION WITH LAW ENFORCEMENT

In cooperating with Law Enforcement Personnel or other Government Agents requesting access to students, administrators will grant such access in accord with the expressed wishes of the student's parent(s) or legal guardian. Exceptions to parental wishes must be made in the case of warrants for arrest and in the case of suspected child abuse as defined in Nebraska statutes.

NOTIFICATION OF POLICE INTENTION TO REQUEST ACCESS: Police Department procedures indicate that schools will be notified, prior to arrival of police in their buildings, of the intention of the police to visit the school and to request access to a student.

Upon notification that police officers are coming to the school to talk with a student, the administrator will ascertain the purpose of the police visit.

**CONDITIONS RELATIVE TO GRANTING ACCESS TO STUDENTS:** The following provides the conditions related to granting access to students:

- Administrators have been presented with appropriate identification by those requesting access to students.
- If police officers possess a warrant for the student, the administrator must grant access to the student regardless of parental wishes.
- If police officers wish access to a student for investigative purposes related to suspected child abuse or neglect, the administrator must grant access to the student without parent or legal guardian permission.
- For all other requests for access to students, administrators will contact custodial parents or legal guardians to inform them of the police request for access to their children. In situations where the parents/legal guardians cannot be contacted, access to the student ordinarily will not be granted.

**PRESENCE OF ADULTS DURING POLICE INTERVIEWS WITH STUDENTS:** In cases where police officers are granted access to students, the parents or legal guardians designate who will be present with the student for the interviews with the police officers.

In cases where the parents or guardians cannot be contacted, if circumstances dictate that access should be granted, the administrator or her/his designated representative will be present with the student during the interviews with police officers.

**OTHER GOVERNMENTAL AGENCY REQUESTS TO ACCESS TO STUDENTS:** Guidelines regarding the access of police officers to students apply, as appropriate, to other governmental agency representatives requesting access to students.

## **COUNSELOR**

St. Joan of Arc School does not have a counselor on staff. However, it works closely with District 66 for families who desire such a service. The school also contracts counseling services as needed through Family Enrichment Incorporated. Family Enrichment Inc. is located at 8610 Cass St., Suite 3, Omaha, NE. Their phone number is (402) 391-2477.

## **CRISIS/EMERGENCY PLAN**

St. Joan of Arc has developed a Crisis/Emergency Plan that is designed to minimize danger to anyone in school should an emergency occur. Our main objective is to attend to the health and welfare of our students in the event of a crisis.

In most emergencies, students will remain and be cared for at school. In the rare event of an emergency affecting the school that prohibits re-entry to the school building (such as a broken gas or water main, a fire or toxic chemical spill), all students will be evacuated to the nearest and most appropriate facility (Westgate Elementary School) as designated by the school personnel.

We ask that you follow this procedure if you hear of any school emergency:

- Turn on your radio or television. We will keep the media informed of an emergency.
- Please do NOT telephone the school. We have limited phone lines. These must be used to

respond to the emergency.

- Please do not come to the school unless requested to pick up your child at school. Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.
- In a situation where students are not allowed to return to the building, they will be released to a parent/guardian from a designated location through a checkout process.

## CURRICULUM

St. Joan of Arc School is committed to the development of the whole person. The character of the school is in its Catholic teaching, which is the fundamental element in the educational process.

Instruction in religious truth and values is an integral part of the school program. In addition to religion classes, students attend Mass weekly.

In addition to religion and the Eucharistic liturgy, other subjects taught include: Reading, English, Spelling, Phonics, Handwriting, Mathematics, Social Studies, Science, Library-Media Skills, Computers, Art, Music, Health, and Physical Education and Spanish in grades 7 and 8.

St. Joan of Arc School follows the Omaha Archdiocesan curriculum and standards.

## CODE OF STUDENT CONDUCT

Education at St. Joan of Arc Catholic School is a privilege, not a right. Students must treat all members of the community with care, respect, and dignity.

High standards of conduct are an important goal in our school. Proper attitudes and character development are stressed. An unacceptable action on the part of an individual child almost always interferes with the education of many. It is our purpose to develop good citizens who will respect and abide by rules of good conduct and therefore the cooperation of everyone is desired.

Classroom teachers have the authority to set any and all rules as expected in their classroom. Teachers shall have consequences for breaking classroom rules and will handle all incidents in their rooms. Teachers shall request the assistance of the administration of the school to intervene with such consequences as deemed necessary. Teachers and staff have the authority to correct and discipline any student at any time for any incident they deem inappropriate.

The Principal, Pastor, teachers, or a combination of these officials will determine the appropriate consequences.

### DISCIPLINARY ACTION: (Grades K-5)

**Purpose:** The purpose of our disciplinary action is to assist the student in becoming self-disciplined and more aware of appropriate behavior to increase his/her opportunities to grow and learn as Jesus taught us. Types of disciplinary action that may be taken are as follows:

**1. Warning Conversation** - a discussion between the student(s) and school personnel. The purpose of this is not to scold the student but to inform him/her that his/her inappropriate behavior needs to change so that he/she does not violate the rights of others.

**2. Conduct Form** - Conduct forms are a communication tool between home and school. A Conduct form is designed as a means to assist parents in working with their child to discuss behaviors that are interfering with peer and/or teacher relationships and the educational process at school.

Conduct forms will be issued to students for inappropriate behavior that may affect the students' learning environment or relationships. This *may* include the following examples: late assignments, not following rules and procedures, inappropriate language, not wearing the school uniform, etc.

These forms are by no means meant as a punishment. Students need the opportunity to discuss better ways to handle inappropriate choices they make during the school day. By completing the statements on the conduct form, students may begin to make better choices for themselves by understanding how their actions may harm themselves or others.

**Conduct Form Procedure:** Students are to work with a parent/guardian to complete the conduct form. When parents are unclear about why a student has received a conduct form, they may call the teacher who gave the conduct form for more information. When the conduct form is not returned by the designated date, another conduct form will be issued.

**Accumulation of Conduct Forms:** After four (4) conduct forms have accumulated for a student in grades Kindergarten through 3<sup>rd</sup> grade and three (3) conduct forms have accumulated for a student in grades 4<sup>th</sup> through 5<sup>th</sup>, a detention will be issued. Students will have the opportunity to begin each new quarter with no conduct forms.

**3. Conference** - A conference with the student's parents or guardians and school personnel to discuss behavior of the student may be called.

**4. Detention** - A detention requires a student to remain after school for half an hour. The student serving a detention will have an opportunity to make up work missed due to his/her behavior and/or provide time of service to the classroom teacher or someone else in the school. Detentions are to be served within one (1) school day after they are issued.

After three detentions, a conference will be held. The conference will include the student's parents/guardians, the student, and school personnel. Detentions do not carry over from one quarter to another.

After six (6) detentions, an in-school suspension shall occur. The student placed in an in-school suspension will be kept in a separate classroom to be supervised by school staff and will be expected to complete all classroom assignments. Assignments missed in the classroom that are not finished during the in-school suspension, will be completed at home and are due within one school day after the in-school suspension.

After nine detentions, a short-term suspension will occur. A short-term suspension is a temporary forced withdrawal of a student from school. A short-term suspension will not exceed five days of school. The student is responsible for all assignments missed during this period of time and is due within three days after the short-term suspension ends.

After fifteen detentions, a long-term suspension will occur. A long-term suspension is a forced withdrawal from school. A long-term suspension will not exceed twenty school days. The student is responsible for all assignments missed during this period of time and is due within five days of the long-term suspension.

After eighteen detentions, expulsion will occur. An expulsion is a permanent withdrawal of a student from school.

**5. Suspension or expulsion:** reasons for suspending and/or expelling a student include the following:

- behavior of the student which presents a moral or physical danger to other students.
- behavior that is incorrigible (meaning the student has been issued nine or more detentions.)

It is the responsibility of the administrator to notify the public school authorities and the Archdiocesan Superintendent of Schools whenever a student is expelled. A record of the evidence justifying the expulsion of the student must also be available to the Archdiocesan Superintendent of Schools.

**6. Restriction of activities** - informing a student that he/she cannot participate in certain activities because of his/her past or present behavior.

**7. School probation** - action taken by the principal to assist a student in resolving his/her educational problems. The action is in the form of certain stipulated conditions agreed upon by the school, student, and parent(s)/guardian(s).

**8. Corporal punishment or the use of force** - teachers and/or administrators may not use corporal punishment to discipline a student for alleged violation(s) of school rules. Teachers, administrators, and other school employees may use force to restore order to the educational environment or to protect a student (or themselves) from physical harm.

**9. Requiring that a student receive counseling** - an action that may require a student to visit a guidance counselor to assist the student in resolving his/her problem.

### ***Middle School (grades 6-8) - STRIDE CARDS***

Middle school students will be given many opportunities to use self-discipline skills, both in and out of the classroom. Many times our students will excel and live up to the challenge of making decisions that will be good choices. There will also be times when we know they will fall short of such expectations. To assist them in this area, we are enacting a system similar to a demerit card system. Our students will carry with them a STRIDE card and will be used when they have not been able to make a good decision. **STRIDE is an acronym** standing for “***Students Taking Responsibility in Demonstrating Excellence***”. At any time when a student does not live up to the expectations of a self-disciplined student, they will receive a STRIDE mark (similar to a demerit) on their STRIDE card. The front of the card will list offenses in which they may receive a mark. After three STRIDE marks, the student will have a detention to be served after school and the detention will last until 3:45 pm. When a detention is issued, parents will be contacted. Please also note on the front of the STRIDE card that there are more offenses that would automatically qualify a student for a detention. If a student is to serve a detention, it will be served either on Monday, Wednesday, or Thursday after school.

After four detentions, a conference with the teacher, parent(s), and student may take place. After six detentions, a conference will take place with the principal, parent(s), teacher, and student to develop a detailed Behavior Modification Contract.

After receiving eight detentions, the student will be assigned a (1) day in-school suspension. All homework assigned on this day needs to be completed and turned in on time.

After receiving ten detentions, the student will be assigned to a (3) day in-school suspension. All homework assigned on these days will be completed and turned in on time. If a student, in the judgment of the principal and respective teachers, still does not demonstrate significant behavioral improvement, student expulsion may be recommended to the pastor.

New STRIDE cards will be issued each quarter and students begin each quarter with a clean, new card. Students are asked to keep the STRIDE card in a pocket in the assignment notebook so that it is

accessible at any time for a faculty member as well as being available for parents to view and to see how their child is doing in terms of self-discipline.

Our goal is for our students to become as self-disciplined as possible. We are hopeful that the use of the STRIDE cards will assist our students in becoming the best they can be.

### **DISCIPLINE CONSEQUENCES**

#### **Conduct forms and/or detentions may be imposed for the following behaviors:**

- Disruption in class, in the lunchroom, or during any school activities.
- Disrespect for authority - principal, teachers, staff, substitute teachers, and volunteers.
- Violation of safety or fire drill rules.
- Violation of lunchroom and/or playground procedures.
- Demoralizing conduct and/or the use of vulgar language.
- Fighting and rough playing.
- Use of violence, force, intimidation, coercion, or threats.
- Cheating.
- Stealing.
- Any other forms of behavior as deemed inappropriate by the administration or faculty.

#### **Detentions will be imposed for the following behaviors:**

- Leaving school grounds without permission during school hours.
- Damaging or defacing school property.
- Throwing snowballs, rocks, gravel, or other dangerous objects.
- Any other forms of behavior as deemed inappropriate by the administration or faculty.

Legal authorities will be contacted when a violation of local, state, or federal laws occurs. The above consequences apply to the school and school sponsored activities.

#### **Suspension**

Suspension from school should be imposed only for very serious reasons. The decision to suspend a student rests with the principal after consultation with the pastor/superintendent.

Short-term suspension is a temporary forced withdrawal of a student from school. Such action will comply with state statutes. A short-term suspension will not exceed five school days in length.

Long-term suspension is a forced withdrawal of a pupil from school. Such action will comply with state statutes. A long-term suspension will not exceed twenty school days in length.

Suspensions may include in school or out-of-school and is at the discretion of the administrator.

#### **Expulsion**

Expulsion should be used when all other means of discipline have failed, and the student's conduct is a definite hindrance to the welfare and progress of the school community and/or evidences repeated disregard for the philosophy, policies, rules, and regulations of the school. The final decision to expel a student is the responsibility of the principal and the pastor.

Expulsion is the permanent withdrawal of a student from school. The following procedures will be followed for expulsion:

- The decision to expel a student rests with the principal and pastor.
- The student will be removed from the situation and taken to the principal.
- The principal will investigate the situation
- Parents/guardians will be involved in all the procedures leading to expulsion.
- Upon expulsion, the student's parent/guardian will be notified in writing of the measure being taken, the reasons for the expulsion, and their right to a hearing with the pastor and principal.
- The expulsion may be reconsidered by the pastor upon a written request from the parent/guardian for a special hearing with the pastor and principal.
- The principal will notify the Superintendent of Catholic Schools and upon request, provide record of the evidence justifying the expulsion of the student.
- The principal will notify the public school authorities.

### **DRESS-DOWN DAY**

Throughout the year, days will be designated as "dress-down" days. *Jeans with holes, cut off shorts, bike shorts, short shorts, tank tops, spaghetti strap shirts, shirts/blouses without sleeves, and mid-riff tops or any clothing with inappropriate words or pictures will not be allowed.* If shorts are worn, they should be appropriate in length and can only be worn during the months when shorts are allowed. **Shorts must not be any shorter than 3 inches above the knee.** *No open toe shoes may be worn and socks are required to be worn.* Boys are not allowed to wear earrings or jewelry on dress down days. Girls wearing jewelry must follow the guidelines of the handbook. No clothing is allowed which promotes or advertises the use of tobacco, alcohol, or controlled substances or contains graphics or slogans that are in conflict with the values taught at our school.

Students who attend with inappropriate clothing will need to call home for their uniform to be brought to the school or they will wear a uniform provided by the school. Students always have the option of wearing their uniform on dress down days.

### **DRESS-UP DAY**

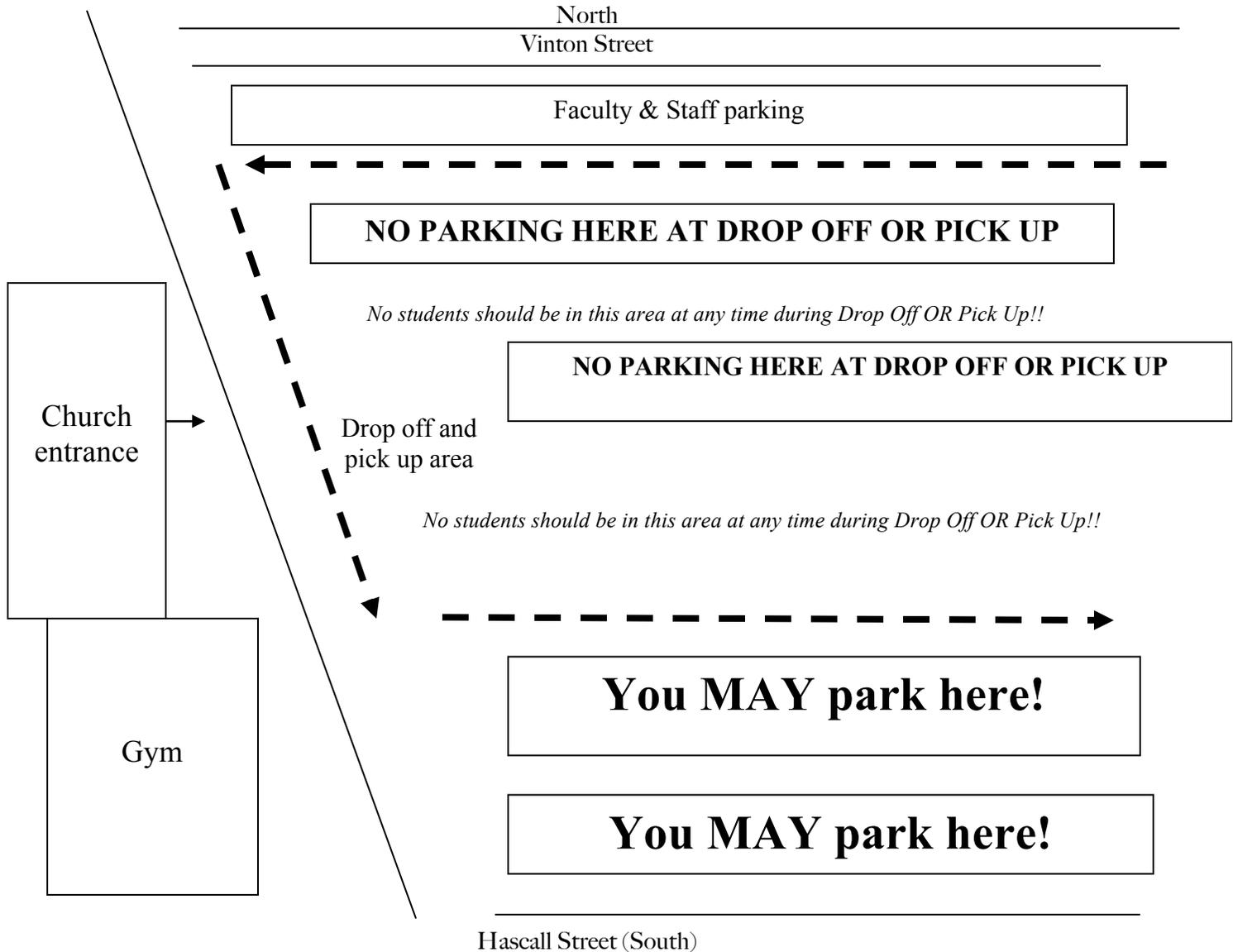
Throughout the year, there may be days designated as "dress-up" days for the students. One of these would be "picture day". Students will receive information concerning what to wear and the dates for designated "dress-up" days. As the name implies, these are to be "dress-UP" and not "dress-down" days. Students should take pride in the clothes they wear on a dress up day and should remember that what they wear represents them.

Girls may NOT wear spaghetti strap blouses on this day (or any day) to school. All students should wear a shirt/blouse that covers their shoulders - no shoulder should be exposed. If girls wear dresses or skirts, they should be no shorter than 3 inches above the knee.

All students are required to wear socks/foot coverings along with dress shoes on this day. **Flip flops, sandals, etc. are not acceptable footwear for a dress up day.** See the section on Uniform Policy for more information on acceptable/non-acceptable attire for this day. Students may wear their uniform on these days if they so desire.

## DROP OFF AND PICKUP PROCEDURE

Refer to the map below for the proper way to enter and exit the church parking lot to drop off and pick up students. Your cooperation is appreciated so that a safe environment is created in keeping all individuals safe.



**Playground supervision is not provided before or after school. Children MUST be supervised by a parent/guardian if using the playground equipment outside of stated school hours.**

## **DRUG-FREE/SMOKE FREE SCHOOL**

In order to comply with state and federal law, no person may consume, distribute, or possess any illegal drugs or controlled substance in the school building. Possession of or distributing alcohol or drugs will result in suspension or expulsion.

St. Joan of Arc School is a smoke/drug free zone. No smoking is allowed in the building or on the school grounds.

## **EXTENDED CARE**

In order to be of service to working parents, a program for extended care after school is provided from 3:15 pm to 6:00 pm. The Extended Care program is in the Cafeteria.

Additional information on the Extended Care program including fees, billing, and guidelines will be available during Back-To-School Night.

Persons interested in Extended Care after the school year has begun should contact the Extended Care at 393-2314 Ext. 107.

In the case of an early dismissal due to weather or other emergency closing, Extended Care will not be in session.

## **EXTRA CURRICULAR ACTIVITIES**

St. Joan of Arc offers various extra curricular activities in which a student may participate:

- Field Trips are part of the educational program. Signed permission slips are required.
- Field Day is held in the spring. Signed permission slips are required.
- Band lessons are offered for a nominal fee for students in Grades 5 – 8. This program is Offered through the Catholic Schools Office and Music in Catholic Schools.
- Athletic Activities are offered on a parish and community wide basis.

## **FEES**

At Back-To-School Night held in August, parents will see (as part of their first tuition statement) certain fees on their bill. Fees are different for each grade level. Some fees include Sycamore, Kindergarten snack, Nebraska Federation of Catholic School parents, etc. These fees are for items that are above and beyond expenses paid for by the assessed tuition amount. Fees must be paid at the beginning of the school year.

## **FIELD TRIPS & STUDENT PARTICIPATION**

Learning environments other than the classroom are of value. Students taking field trips may be asked to help fund the transportation costs and entry fees to the event. Permission slips must be signed by the parent and/or guardian and returned to school prior to the day of the field trip for the student to go on the field trip. Drivers for field trips are required to complete insurance information prior to the field trip and the Chaperone Information sheet. For supervision and safety reasons, siblings of our students and/or other children are not allowed to accompany parents on any field trips.

Students may not be allowed to participate if they have incomplete/late assignments or if they have multiple documentations of poor/inappropriate behavior.

Permission slips signed by a parent or guardian must be turned in prior to the day of the field trip. Without the signed permission slip, the student will not be allowed to participate in the field trip event.

Appropriate attire for field trips will be the school uniform unless otherwise directed. Chaperones will be asked to pay for any admission charges to events.

Chaperones will also need to complete the Chaperone Letter and adhere to the guidelines set forth. Chaperones must have Safe Environment training. Because chaperones play an important role for the children entrusted to their care for the field trip, they must always be *physically* and *mentally* aware of the students around them. This is also equally important for the teacher(s) who is supervising the field trip.

## **FIRE AND TORNADO DRILLS**

There will be periodic practice drills throughout the school year. Students are expected to follow proper evacuation procedures. Consequences may be imposed upon a student for not following the rules during a drill.

## **FUNDRAISING**

St. Joan of Arc Schools depends on fundraisers as a way of supplementing the school budget. It is important that all school families do their part in helping to support these fundraisers.

## **GIFT EXCHANGE/PARTY INVITATIONS**

In fairness to all students, exchange of any gifts or distribution of party invitations AMONG STUDENTS OR BY PARENTS is prohibited during school hours.

## **GRADING**

A+	99-100	C+	84-85
A	95-98	C	80-83
A-	93-94	C-	78-79
B+	91-92	D+	76-77
B	88-90	D	72-75
B-	86-87	D-	70-71
		F	69 and below

The percentages listed pertain to second-eighth grades only. Kindergarten and first grade have their own grading policy stated on the report card. Additional marks on the students report card indicate levels of academic achievement or weakness. Students need to complete work to receive a grade. Lack of effort and class participation may affect student grades.

## **GRIEVANCES**

If parents or students have a grievance, listed below are the proper procedures to follow.

1. If the grievance is with the administration, contact the administration immediately.
2. If it is with a faculty member, contact the faculty member for a conference BEFORE the administrator is contacted.

If the problem is not resolved satisfactorily through a parent/teacher conference, then the administration will visit with the faculty member and finally, if necessary, all those involved (parent, teacher, student, principal, and pastor) will discuss the problem.

## **HANDWRITING (CURSIVE & MANUSCRIPT)**

Manuscript handwriting is introduced in Kindergarten and developed and mastered in First and Second Grade. Cursive handwriting is taught in the Third Grade and developed in Fourth Grade. The faculty of St. Joan of Arc School believe that due to the materials and time that faculty devote to the instruction of teaching cursive handwriting, it is a skill which students should continue to show proficiency in throughout their intermediate and middle school years just as there is an expectation to show proficiency in other areas of instruction.

All faculty members will have an expectation that students will use cursive handwriting in all subject areas. Failure to provide assignments in the requested format (ie. cursive handwriting) may result in points deducted from an assignment and/or for the student to redo the assignment. Certain exceptions may apply.

## **HARASSMENT**

Archdiocesan policy states, “Student Offensive conduct or harassment on the basis of a person’s gender, sexual orientation, race, color, age, religion, national origin, marital status, or disability is prohibited. Repeated incidents of offensive conduct directed to the same person or group of persons constitutes harassment. Offensive conduct or harassment may result in suspension or expulsion.

Examples of offensive conduct which when repeated constitute harassment include but are not limited to the following: explicit and offensive sexual references or gestures; name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability; language of any kind including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status or disability”

An individual who has complaints of offensive conduct or harassment should report such conduct to the principal. If an individual feels uncomfortable with bringing the matter to the principal, or if the principal is thought to be involved in the offensive conduct or harassment, he or she should inform the Superintendent of Schools of the Archdiocese of Omaha. Charges of offensive conduct or harassment will be promptly and thoroughly investigated and a written report will be made concerning the results of the investigation.

If it is determined that offensive conduct or harassment has occurred, appropriate relief for the individual bringing the complaint, and appropriate disciplinary action against the guilty person, up to and including dismissal or expulsion, will follow.

The school will not tolerate retaliation against any employee or student who complains in good faith of offensive conduct or harassment or provides in good faith, information in connection with any such complaint.

The school will assist persons falsely accused of offensive conduct or harassment in making known to appropriate parties, the false complaint. The school will take disciplinary action, which may include

dismissal or expulsion, if sufficient evidence substantiates the guilt of a person who falsely alleges offensive conduct or harassment.

## HEALTH/NURSE

The Creighton University School of Nursing will provide needed health services. They will review all immunization dates, physical exams, dental dates, visual evaluations, and other health data. They will also direct all health screenings.

Students need to stay home when they are ill. In order to keep all students healthy, students with a condition which may be passed on to others in the classroom must be excluded from school until no longer contagious. Included, but not limited to:

- Fever – students should remain home until 24 hours after a fever breaks
- Vomit – students who vomit at school during the school day due to illness, must be removed from school for the remainder of the day
- Antibiotics (for communicable or contagious diseases) – students should be kept at home for a minimum of 24 hours after starting medication.

**Some conditions may require a doctor's attention and note before returning to school.**

Examples: pink eye; skin rashes (which may be impetigo, ringworm or fifth disease), and strep throat.  
Note: students who have taken a strep test must remain home until the results of the test have become known. If the test is positive the student will need to stay home at least 24 hours.

When students are detected as having Head Lice, they are sent home immediately and isolated from others in school. They may return after treatment with head lice shampoo. A note should accompany the child indicating the date of treatment and type of treatment for head lice.

## HOMEWORK ASSIGNMENTS

Schoolwork completed at home should be supplemental to the skills presented in school. Examples of homework may include assigned work, practice in needed subject areas, test preparation, work not completed during the school day, and work needing to be redone.

If you believe your child has excessive homework, please contact the respective faculty member for an explanation. Serious home study is an important means to success in school.

The recommended daily amount of homework is equivalent to 10 minutes times the grade level.

Example: 2<sup>nd</sup> grade –  $2 \times 10 = 20$  minutes of homework.

Students who are absent are responsible for the missed assignments. They will be allowed the number of days absent plus one extra day to complete assignments.

Students who have not completed school work on time or have work that needs to be redone will be required to do the work at recess breaks, after school, or at home. School work is the responsibility of the student and may have a definite effect on report card grades.

Parents should provide a place and time where homework may be done without distractions. A regular schedule should be established and followed. When students do not have a regular homework assignment to do, they should be encouraged to read library books or spend some time on a particularly difficult subject. Every child is encouraged to read daily.

Students are responsible for making sure homework is completed and returned to school. It is important to establish good habits in every grade. Parental involvement could include making sure homework is completed, checking assignment books, and/or urging the child to return homework on the day assigned.

*If a student is absent, the homework will be ready to be picked up at the END of the school day. Please do not request to have homework ready before dismissal time.*

## **HOURS**

School hours are:	8:00 am - 3:15 pm
School office hours are:	7:30 am - 3:30 pm
Faculty is present at school:	7:40 am - 3:30 pm

## **HUMAN SEXUALITY EDUCATION**

St. Joan of Arc School will provide a comprehensive program for education in human sexuality, which is in accord with Archdiocesan guidelines and official Church teaching.

“As children and young people advance in years, they should be given positive and prudent instruction on human sexuality.” – Vatican II, Declaration on Christian Education, No 1 (1965)

“We continue to regard this education in human sexuality as an important priority in Christian education, met in part through diocesan-approved family life education in Catholic schools and other instructional programs.” – US Bishops, To Teach as Jesus Did, No. 56 (1972).

PROGRAM GOALS: The program in human sexuality education will have the following characteristics:

- To embrace the entire person—moral, spiritual, psychological, emotional, and physical.
- To include all important biological and scientific information within the context of the moral teaching of the Church.
- To respect the age, maturity, and circumstances of life of the learner.
- To present clearly both the beauty and giftedness of sexuality and the ways that society has abused and distorted sexuality through hedonism, sexism, and consumerism.

PARENTAL INVOLVEMENT: The right of parents as the primary religious educator is respected at every level. A special program for that parallels what is being given in the classroom will be presented to assist parents in choosing/not choosing their child’s participation.

TEACHER INVOLVEMENT: It is essential those teachers:

- Have a faith commitment to Catholic moral values and teaching.
- Accept themselves in their own sexuality and the developing sexuality to those they teach.
- Have the enthusiasm and ability to handle course content intelligently and sensitively.

## **ILLEGAL DRUGS**

State laws and school policy strictly prohibit the use, evidence of use, or possession and/or transfer of narcotics, depressants, stimulants, hallucinogens, look alike pills of any type, or possession of drug-related paraphernalia, anywhere on school property or at any school sponsored activity. If students choose to violate this policy, they may be suspended, referred to the appropriate legal authorities, and/or required to participate in a counseling program at the expense of the parent/guardian.

## **INSERVICE**

Teacher in-service is required to improve instruction and classroom management for the students at St. Joan of Arc School. School will be dismissed periodically throughout the school year to facilitate in-service opportunities for professional staff.

## **LIBRARY PRIDE/BIRTHDAY BOOKS**

Students are invited to donate a birthday book to the St. Joan of Arc Library. The child's name and year will be recorded in the book each year a book is given. Please check to see if we have the book before you purchase it. Any book donation will be treated with acknowledgement inside the book cover. This may be donations from clubs, organizations, or relatives.

A 5 cent per day fine will be assessed for each late library book. If a book is lost, the family will be responsible for the cost of replacement of the book.

## **LOCKERS**

Lockers are the property of St. Joan of Arc School and may be opened at any time by the school administration for just cause. Destruction of property may result in suspension with damages paid for by the student and his/her parents.

The following rules apply to the lockers:

- No food or drink (other than a lunch) may be kept inside the locker.
- Nothing may be attached to the inside of the locker.

## **LOST ARTICLES**

The school is not responsible for lost or stolen articles. Please label ALL ITEMS, including JUMPERS, SWEATERS, SHIRTS, BOOK BAGS, PENCIL CASES, ETC.

## **LUNCH PROGRAM**

Hot lunches are served at St. Joan of Arc School and are provided through a cooperative agreement with District 66. Since we contract with District 66 for lunches, all prices are set through their administrative offices.

Students who bring sack lunches may purchase milk. Procedures concerning the purchase of lunches and milk are available on Back-To-School Night in August.

Free or reduced price lunches are available for qualified families. Guidelines and application forms are provided during Back-To-School Night in August. Please complete and return the forms to the school office. All information is kept confidential. Free/reduced lunch will not only benefit you and your child but also benefits the school. This information is used to determine if our school qualifies for other federally funded programs. Families can apply at any time during the school year for free/reduced lunch. Contact the school office for the forms.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program or protected genetic information in employment or in any program or activity conducted by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <http://www.ascr.usda.gov/complaint-filing-cust.html>, or any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

### LUNCH ACCOUNTS

Please check your lunch account on the Sycamore website regularly. Family/Student Lunch Accounts often reach a negative balance without families noticing. **If your account falls to a negative balance of \$20.00, all hot lunches will be suspended until the account is brought to a credit balance. Lunch accounts must be paid in full at the end of the school year.**

### MASS

St. Joan of Arc students attend Mass at least once a week. Parents are invited to attend. School masses are held usually on Fridays at 8:30 am unless school is not in session. Students will attend mass on Holy Days of Obligation.

### MEDICATION

In accordance with Nebraska State Regulations, St. Joan of Arc School personnel will not dispense prescription or over-the-counter medication without written permission from both parent/guardian and physician. Students needing medication on an **as-needed basis during the entire school year or on a daily basis** must have the Medication Authorization form on file. The original completed, signed, and dated Medication Authorization form must be presented to the school office along with: Medication that is not expired and Medication that is in the original pharmacy-labeled pharmaceutical container.

Medication will be dispensed by certified school staff. If a child needs medication and the school does not have a Medication Authorization form on file, then no medication will be dispensed.

If a child is taking medication for a short period of time (under 5 days), the parent/guardian or other

authorized adult may come to school to dispense the medication. A signed note from the parent/guardian is required in addition to instructions for the dispensing of the medication. The medication must be in the original pharmacy container. It is against school policy for any student to carry any unauthorized medications. The school office does not have any type of medication on hand, including aspirin, to dispense to students. Permission to take medication of any kind cannot be given over the phone.

If there is a specific medical problem (diabetes, epilepsy, etc.) the school should be given any emergency instructions (doctor, medication, etc.) to be kept on record in the school office.

Each child may bring cough drops or lozenges to the classroom to use. Classroom teachers will need a note from the parent or guardian in order to distribute the cough drops or lozenges. Students who require the use of inhalers will be allowed to keep them with them, with signed parent permission, so that if the need arises for immediate use, it is available.

## **MONEY**

Facilities for safe keeping large amounts of money are not available. If money is not for lunch or other school purposes, students are discouraged from bringing it to school.

## **MULTICULTURAL EDUCATION**

It is the policy of our school to use the resources of curriculum, instruction, in-service, counseling, and guidance to reflect the racial, ethnic, language, and cultural heritage of both historical and modern-day United States of America. We do this by observing the following objectives:

- Select materials and methods that will eliminate stereotypes in our schools.
- Conduct in-service programs for our staff that will assist them to understand a multi-cultural approach and to reflect it in their teaching and administrative duties.
- Encourage all students to grow in self-esteem and to understand and develop their academic and human potential.
- Guard against the group of students that reflect racial, ethnic, or cultural bias.

## **MUSIC PROGRAMS**

The music programs at St. Joan of Arc School will include an all school Advent/Christmas Program in December and Spring Program that will include grades Pre- K - 8 each year. Since music is a part of our curriculum, student attendance at programs is required. An absence will affect a student's grade.

## **NEBRASKA FEDERATION OF CATHOLIC SCHOOL PARENTS**

The Nebraska Federation of Catholic School Parents is a statewide organization committed to the educational rights and responsibilities of parents and dedicated to the tasks of communication, preparation, collaboration, and empowerment. According to the Bylaws of the Federation, the purpose is to inform the Catholic school community about public policy affecting Catholic school students and parents, mobilize the Catholic school community to communicate with legislators and other public officials regarding educational rights and public policy, and enhance the advocacy efforts of the Nebraska Catholic Conference with a visible, well-informed Catholic education network in congressional and legislative districts across the state.

Individual membership is open to parents of Catholic school students and others interested in promoting the purposes of the Federation. Institutional membership is open to Catholic school boards and Catholic school parent organizations.

All school families become members of the Nebraska Federation by paying the \$3 fee on Tuition Night. This fee is included with other school fees.

## NON-CUSTODIAL PARENTS

The following provides St. Joan of Arc School's policy regarding the rights to school information of parents who do not have custody of their children:

*Court Orders:* At the time of registration and/or as the parents become aware, court orders must be presented to the principal by either or both parents.

*Records:* Non-custodial parents may submit a written request for their children's records, unless a court order prohibits them from doing so. School personnel may assume the non-custodial parent has a right to the student's records unless a court order to the contrary has been provided to the school. School personnel do not need permission from the custodial parents, but they will notify the custodial parent that they intend to comply with a request from the non-custodial parent.

*Conferences:* Non-custodial parents may attend regular parent/teacher conferences or arrange special parent/teacher conferences unless they have been restricted from doing so by court order.

*Other Contact:* The school will not release a child to the non-custodial parent unless asked, in writing, to do so by the custodial parent. If custody has not been decided, the student may leave with either parent unless a court order to the contrary has been provided to the school. Non-custodial parents may visit the student's classes unless restricted by a court order.

*Joint Custody:* If parents have joint custody, each parent will have the same rights unless restricted by a court order. The School may require a copy of the legal document indicating who is the custodial parent and may require identification from the non-custodial parent.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

## NUISANCE ITEMS POLICY

Students are asked not to bring personal items from home to school or school-related events. These items are a distraction to the learning environment. The items, if of any value, could also be lost, broken, stolen, or misplaced. St. Joan of Arc is not responsible or liable for any of these personal items brought from home.

Such items are, but not limited to, radios, game boys, laser pens, iPods, Palm Pilots, CD's, DVD's, pagers, beepers, baseball cards, fantasy cars, playing cards, questionable books and/or pictures, any electronic device, or anything else which might distract from the learning situation are not allowed at school at any time. Cell phones must be kept in lockers during the school day.

School personnel reserve the right to confiscate and hold any such items. Items will be returned at the discretion of St. Joan of Arc personnel.

## **PARENT PARTICIPATION PROGRAM**

Saint Joan of Arc's Parent Participation Program is a service hour policy designed to foster involvement in our school and parish community and to teach children by example that God's gifts to us are valued and are returned as time, talent, and treasure in service to others. PPP details are included in Tuition Night packets at the beginning of each school year.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held after the first and third quarter. When it will benefit the student's educational process, parents and/or teachers may request a conference at any other time. Parents may confer with any or all of the student's teachers. These conferences will be between parent and teacher, unless the teacher or parent requests the child's presence.

## **PARENTAL DISAGREEMENT WITH SCHOOL PROGRAMS OR ACTIVITIES**

If parents are seriously dissatisfied with an aspect of the school's program or activities which the school's governance body has deemed as integral to or in the best interest of the school's goals, they may wish to exercise their option of choosing another school for their children.

If serious dissatisfaction results in continued agitation on the part of parents, the school's governance body will assess the impact of such agitation, and after discussion of the matter with the parents, may exercise the school's prerogative to withdraw permission for enrollment of the child or children.

## **PARENTAL KNOWLEDGE OF SCHOOL PROGRAMS OR ACTIVITIES**

As the primary educators of their children, parents should always be fully informed regarding the educational programs and activities of the school. In the event that parents have questions or concerns regarding specific programs or activities, they should discuss their questions and concerns with the administration.

## **PHYSICAL EDUCATION**

All students are expected to participate in the physical education program to the best of their ability. If there are health reasons why a child should not participate, please advise the school and include a note from the student's physician. Students are required to wear tennis shoes on the days of PE instruction.

## **PROGRESS REPORTS**

The students will receive progress reports in the middle of every quarter. Mid-quarter progress reports are sent home in grades K through 8. Parents may monitor grades on Sycamore at any time.

## **PROMOTION**

The student is promoted each year on the recommendation of the teacher and principal. When evaluating the student's academic progress the teacher reviews the social, emotional, physical, and moral development of the student.

Students who have achieved the basic competence at their grade level will be promoted. At the end of the first semester, a teacher will evaluate the progress of each student. If a student is not achieving grade competency, a conference will be held with the parents.

Throughout the next two quarters, every effort will be made to aid the student. Testing, extra tutoring, and parental involvement are just some of the ways that can be utilized to assist the student's progress. If at the end of the third quarter, sufficient progress has not been made, another conference with the parents will be held. Parents, principal, and teacher will make the final decision regarding retention.

## **RECESS**

Grades Pre-K-5 children have time for recreation on the playground during a lunch break. Recess is meant to be a change of pace to provide fun and physical exercise. Since the playground is for exercise and active play activities, only equipment for outside exercise and play may be on the playground during recess. SAFETY is very important on the playground during recess. Therefore, the students are within sight of the teacher or any other supervisor and owe respect and obedience to them. Inappropriate behavior or failure to accomplish assigned tasks may determine a student's participation at recess.

During the recess breaks, students will be expected to go outside. Each time a student needs to stay inside for recess breaks, a written, dated note stating the reason must be sent to the school. If a student stays in from recess for an extended period of time, a note from a family physician will be needed. An extended period of time would be beyond three (3) school days.

It is important that students have the proper clothing for inclement weather. Students are expected to wear boots during the winter months. A change of shoes is needed to wear while inside.

## **RECONCILIATION**

Opportunities are scheduled during Advent and Lent for students to receive the sacrament of Reconciliation. During the year, students are also encouraged to receive the sacrament of Reconciliation with their parents.

## **RELIGIOUS FORMATION**

Families make the decision to send their child(ren) to St. Joan of Arc School for the faith formation. Therefore, active participation by family members at Sunday liturgy and acts of stewardship should be a fair and reasonable expectation by the parish community.

The traditions and teaching of the Catholic Church are permeated throughout the school day. This is a high priority and is expressed through prayer, worship, religion classes, and the general climate of the school. Catechesis for justice, mercy, and peace is an integral part of the curriculum and school environment because of our need to live this in our daily lives.

## **RELIGIOUS INSTRUCTION**

Each student receives instruction in religion. The instruction follows the Archdiocesan Curriculum guide. Content includes Doctrine, Scripture, Tradition, and Church History. Topics are taught using methods appropriate to the various age levels. Integrated with instruction is attitude formation. It is important that students have pleasant, joyful, religious experiences and positive attitudes about faith, practicing faith, church personnel, and being a Catholic. The pastor makes weekly visits to each classroom.

## **REPORT CARDS**

Report cards are issued each quarter. Parents can monitor student progress in all subject areas by accessing Sycamore.

## **RETENTION**

A teacher may recommend retention of a student after conferring with the principal and the parents. Reasons for retention may include, but are not limited to:

- Excessive absences.
- Failing grades.
- Immaturity/inability to interact with peers.
- Emotional instability.

The final decision to retain a student rests solely with the parents. If the decision is made to retain a student, the parents are required to document this decision with a signed and dated statement to be placed in the student's cumulative file.

## **SAFE ENVIRONMENT TRAINING**

All employees and regular volunteers who have one to one contact with students are required to go through the required Safe Environment training and have a background check completed as required by the Archdiocese of Omaha. This 2-hour course also has a fee which the participant is required to pay. Once trained, the person is certified for a five (5) year period. When the five years expires, the person is required to go through a re-certification process and another background check. A complete Child Protection Manual is available in the school office.

## **SAT – (STUDENT ASSISTANCE TEAM)**

The SAT is an interdisciplinary support team whose primary purpose is to assist the general education teacher with academic and/or behavioral needs through the development of classroom interventions.

The SAT team includes the school principal, school resource teacher, the student's classroom teacher, and other general education teachers. They will convene as needed to problem solve, offer suggestions and strategies, and review and evaluate interventions the general education teacher has implemented. If the SAT team determines that the general education interventions are not successful, a referral to the appropriate public school for additional referrals will be made.

## SACRAMENTS

Students in second grade are prepared for the reception of the sacraments of First Reconciliation and First Holy Communion. Students in eighth grade are prepared to receive the sacrament of Confirmation. This is done in conjunction with the parents/guardian. Students will receive the sacraments only if they are adequately prepared. Reception of the sacraments is celebrated jointly by families in both school and religious education program.

## SCHOOL DAY

### **Regular**

Grades Pre-K(full day) – Eighth	8:00 a.m. - 3:15 p.m.
Pre-K (half day)	8:00-11:30

Please note early dismissal days on school calendar due to holiday break or teacher in service.

Students are to gather in the gym upon arrival to school. Supervision of students begins at 7:40 a.m. School begins at 8:00 a.m. and ends at 3:15 p.m. Supervision is not provided after school.

### **The following outlines the expectations of students and teachers prior to school beginning:**

- Students are to go directly to the gym.
- Only students who have permission from a teacher may enter the building before 7:45 a.m. and when that teacher is present to supervise.
- At 7:40 a.m., teachers will be on duty in the gym to supervise the students before school begins.

### **The following are the expectations for the closing of the school day:**

- Students are dismissed at 3:15 p.m.
- Teachers will escort students to the main entrance/exit.
- Students will not be allowed to wait in the hallway for friends.
- No students will be allowed to loiter in the school after hours.
- Students on the playground after dismissal must be supervised by their parent/guardian. Students are to be picked up in front of the church. They are not allowed to enter the Church. Students should treat parish grounds and others with respect.
- Once students are dismissed they will not be allowed to re-enter the building or their classroom after 3:30 p.m. to retrieve materials/books they forgot.
- Students who are requested by a teacher to stay after school will be expected to leave school grounds promptly after they are dismissed.

The administration and the faculty are not responsible for the students or their behavior before 7:45 a.m. or after 3:15 p.m. However, behavior that does not reflect the philosophy of our school will be subject to the disciplinary procedures established by the school. When students are not in school or have left the school building for the day, they are the responsibility of their parents and/or guardians.

## SCHOOL ENTRANCE

For the safety of the students and faculty of the school, all entrances to the school will be locked during the school day. The main entrance of the school can be accessed by entering through the main church

outside doors and then proceeding to the “link” area between the church and school. Upon your entrance you will have to be “buzzed into the building” and then will need to sign in at the school office and also to wear a Visitor nametag while in the building. Upon leaving the building, all visitors are asked to sign out and return their nametag. This procedure helps school personnel to know who is in our building and the reason why.

## **SCHOOL PICTURES**

School pictures are taken each fall. Parents have an option to purchase them. Students need not wear their uniform on picture day. The photographer encourages brightly colored apparel to be worn. Jeans are not allowed.

## **SMOKE-FREE AND DRUG-FREE WORKPLACE**

In order to be appropriate role models by modeling healthy living for the students and provide for the safety and well-being of the students and the school facility, St. Joan of Arc School personnel will comply with the Smoke Free School Building and Drug Free School policies.

## **STUDENT CUMULATIVE RECORDS**

The school maintains a very complete folder for each student. The information in the cumulative folders is open to parent/guardian upon request. Parental permission is necessary for any non-school personnel to look at these files. Cumulative folders must remain on school premises.

## **STUDENTS' BIRTHDAYS**

Birthday parties for students on school premises during the school time are not allowed. A treat may be given to the class to share at an appropriate time in the afternoon after the lunch period as designated by the teacher. Please check with your child’s teacher regarding appropriate kinds of treats. Flowers, balloons, and/or gifts for students should not be delivered to school as they cause a disruption for office staff and to the instructional setting of the classroom. Invitations to personal parties cannot be handed out at school.

## **SUPPLY LISTS**

At the end of the school year, the faculty will prepare supply lists for the following year and they will be posted on the Sycamore and SJA website. A hard copy of the supply list will be sent home at the end of the year with the final report card.

## **SYCAMORE EDUCATION**

All parents will have access to an online program called Sycamore provided their student fees for the program are paid. At Back to School Night, new families will be provided with a user name and password to log into the program. With this program, families will be able to view student information such as grades, attendance, family balance for lunches, etc. A link to Sycamore will be on the school website. Families may also log on at [www.sycamoreeducation.com](http://www.sycamoreeducation.com).

## **TECHNOLOGY POLICY**

### **Saint Joan of Arc School**

1. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school.
2. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the pastor and principal, and their decision is final.
3. Use of technology, for educational or social reasons, must be consistent with the educational and religious objectives of the school.
4. Some examples of unacceptable uses of the Internet or technology are:
  - a. Using technology for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted
  - c. Invading the privacy of individuals
  - d. Using another user's password or account
  - e. Using pseudonyms or an anonymous sign-on
  - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and teaching of Saint Joan of Arc School
  - g. Engaging in abuse of technology. This includes communications, in or outside of school, by personal computers, social networking sites or Electronic Communication Devices such as cell phones, tablets, or other similar devices that threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive communication includes, for example, posting or dissemination of written material, graphics, photographs, or other representations which communicate, depict, promote, or encourage:
    1. Use of illegal or controlled substances including alcohol
    2. Violence or threats of violence, intimidation, or injury to the property or person of another
    3. Use of degrading language to describe or refer to another student, faculty member, or school official, or
    4. Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin board systems, email, or any other function of the Internet or world wide web electronic media.

5. Your school account and password are confidential and must remain so. Do not use another individual's account and confidential password.
6. Use of a photograph, image, or likeness of one's self or of any other employee, student, or parent on any Internet or web-based site, or in any electronic communication, is prohibited except with the express permission of the pastor or principal.
7. Using school equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent, or parishioner is prohibited except with the express permission of the pastor or principal.
8. Employees are prohibited from permitting any other individual or entity from creating a web site for the school facility, or from photographing, video graphing, or otherwise creating the likeness of any employee, student, or parent for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the pastor or principal.
9. Employees are not permitted to allow a non-employee to use a school computer or other equipment unless the non-employee is an authorized volunteer.
10. The school reserves the right to monitor employee and student use of school computers, including an employee's Internet use and email use and content. Thus, employees and students have no expectation of privacy in their use of school computers, the Internet, or email.

### **TELEPHONE**

The school telephone is a business phone. Students will not be allowed to call home for books/materials forgotten or to make arrangements for after school. All after school arrangements must be made before the beginning of the school day.

Parents or anyone else should not telephone a student during class hours - students will not be pulled out of class for phone calls. Only an emergency should warrant such a call and then only through the school office. Messages will be given if needed. Faculty/staff will also not be called from a class for phone calls, unless in the case of an emergency. Messages for faculty/staff should be left on their voicemail.

### **TESTING PROGRAM**

In order to meet the requirements of the Archdiocese of Omaha and the Nebraska State Department of Education, St. Joan of Arc School administers the Terra Nova in grades 3 through 8. Test days will be posted on the school calendar. Test results become a part of the student's permanent records.

### **TRANSCRIPTS AND RECORDS** **STUDENT TRANSFER/WITHDRAWALS**

When a student transfers to another school, the principal will furnish the new school with the student's academic record upon receipt of a written request (with the parent or guardian signature) from the new school.

## **TREATS**

Students who wish to bring birthday treats should make arrangements with the teacher ahead of time. All treats must be individually wrapped and ready to be distributed at the end of the day. No gum or pop is to be given as a treat.

The government lunch program prohibits the distribution of treats at lunchtime.

## **TUITION**

### **Tuition/Parish Support**

Tuition is reviewed and established annually by the St. Joan of Arc Board of Total Education in cooperation with the Pastor, Finance Committee, and Parish Council. Families are informed of tuition fees at the time of spring registration. Textbook/workbook fees are included in the tuition.

Tuition is due according to the payment timing specified on the Registration Form that is completed in the spring. Tuition transactions are processed in the Parish Office. The Parish Office is located across from the school office. Payments can be dropped off at the Parish Office between 8:00 am – 3:00 pm Monday through Friday. Payments can also be made through an Electronic Funds Transfer (EFT) through your bank. For more information on EFT and the forms to complete, please see the Parish Business Manager. EFT is an easy and convenient way to pay your tuition monthly as well as to help so one doesn't get behind in their monthly payments. Lastly, payments may also be sent through the mail to:

St. Joan of Arc Parish  
Attention: Business Office  
7430 Hascall Street  
Omaha, NE 68124

The educational programs provided by St. Joan of Arc help make us a Catholic family. The tuition you pay ensures the operation of its educational programs. In addition to tuition, support of the parish through the Sunday collection is a separate responsibility of all school parents. The continued support of tithing on Sundays is very important.

### **Tuition Assistance**

St. Joan of Arc Parish provides tuition assistance to help those families who ask for such assistance. The deadline for the tuition assistance is in the spring and forms are available at the Parish Business Office. All school families are made aware of the assistance and deadline for application through school communication and the parish bulletin.

If for some reason during the year, your family's finances should change, (ie. due to loss of a job, separation from spouse, etc.) please contact the principal or parish staff to apply for assistance. Assistance is available on an on-going needs basis.

## **UNIFORM POLICY**

St. Joan of Arc School has a uniform policy for three primary reasons.

- The manner in which individuals present themselves affects how they perceive themselves, how others perceive them, and how they perform in school.

- The uniform policy fosters a sense of unity and equality within the student body.
- It can prove to be economical for the family.

Compliance of the uniform policy is the responsibility of the parents. Students comply with the uniform policy as an indication of cooperation and pride in their school and themselves. The school faculty, staff, and administration shall enforce the uniform policy.

St. Joan of Arc Schools utilizes Dennis Uniform for school uniforms. Parents should make every effort to purchase uniforms from Dennis Uniform in order to provide the necessary uniformity in required color and style.

Students who are out of compliance with the uniform policy will have a note sent home with the child informing the parent of the uniform policy violation and that it needs to be corrected.

Size appropriate clothing must be worn at all times. Size appropriate is defined as clothing that is not too tight or too loose, i.e. pants are to be worn at the waist and not at the hips.

### **Girls:**

Shirts: (note - shirts/blouses, etc. MUST be tucked in at all times)

- Solid white or solid light blue in color.
- Styles worn can be blouses with collar, long sleeve turtlenecks and polo type shirt with collar (no emblems).
- If a tee shirt is worn under the shirt, it must be solid white in color without any emblems or lettering.

Jumpers:

Plaid (blue, gray and burgundy) - can only be purchased at Dennis Uniform. Jumpers must not be more than 3 inches above the knee.

Skirts:

Plaid (blue, gray and burgundy) - can only be purchased at Dennis Uniform. Skirts must not be more than 3 inches above the knee. Girls should NOT roll up the skirt at the waist.

Pants/Slacks:

- Solid navy in color.
- Twill or corduroy in style. Pleated or flat front are allowed.
- Denim jeans and sweat pants do not constitute uniform pants. Pants that have faded and washed gray do not constitute uniform pants.
- NO cargo, carpenter pants, or pants with multiple pockets are allowed.

Skorts:

- Solid navy in color.
- Skort must not be more than 3 inches above the knee. Girls should NOT roll up the skort at the waist.

Head bands:

- Should be modest in nature and should not have any additional items attached to it which would cause a safety hazard.
- Head bands should not be any bigger than 2 inches in width.

Tights/leggings:

Girls may wear tights with the skort, jumper, or skirt. Footless leggings are acceptable if the sock rule is also followed. Acceptable colors for the tights/leggings are solid white, navy, or black.

### **Boys:**

Shirts: (MUST be tucked in at all times)

- Solid white or solid light blue in color.
- Polo-type shirt with collar (no emblems), long sleeve turtlenecks, or oxford dress shirt (with collar).
- If a tee shirt is worn under the shirt, it must be solid white in color without any emblems or lettering.

Pants/Slacks:

- Solid navy in color.
- Twill or corduroy in style. Pleated or flat front are allowed.
- Denim jeans and sweat pants do not constitute uniform pants. Pants that have faded and washed gray do not constitute uniform pants.
- NO cargo, carpenter pants, or pants with multiple pockets are allowed.

### **All Students:**

Socks:

- Socks are required and must be visible above the shoe.
- Acceptable colors are white, navy, or black with no logos, beads, or ornaments.
- Sport socks, quarter length, crew, or knee-highs are acceptable.

Shoes:

- Shoes should be non-scuffing. No shoes with wheels, light up shoes, or air pump shoes are to be worn.
- Shoes must have a closed heel and closed toe. For safety reasons, no flip-flops, sandal-type shoes, slippers, crocks, or any shoe with an open back or front is allowed.
- All students are required to wear tennis/gym shoes during PE class.

Shorts:

- Solid navy in color. May be a pleat or flat front. May be worn in August, September, October, April, and May.
- Shorts MUST not be 3 inches above the knee.
- Dennis Uniform shorts are preferred.
- Trendy and/or fad shorts are not allowed, including cargo-style, carpenter, or multiple pockets shorts. Uniform shorts are to fit the student. The waistband must be worn around the waist. Large, baggy shorts are not permissible as well as tight shorts or short shorts.

Belts:

Students are encouraged to wear a belt if they have difficulty keeping their pants/slacks/shorts at waist level.

### **SJA Sweaters/hooded sweatshirts:**

**Only the navy blue SJA sweatshirt is part of the uniform. The gray SJA sweatshirts and hooded sweatshirts are not part of the uniform policy. They may not be worn**

during the school day. They may be worn on dress down days as well as to and from school and out to recess.

### **Personal Appearance for all Students:**

Items of personal adornment, which could be a distraction to the learning environment, will not be permitted at school.

#### Hair:

- Unusual hair colors and styles with ornamentation would also be a distraction to the learning environment and therefore will not be allowed.
- Hair shall be a reasonable length and style. Final interpretation of excessively long/short and/or inappropriateness of hairstyle will be determined by the administration.
- No facial hair for boys is allowed.
- Boy's hair must be above the collar of the shirt, out of the eyes, etc.

#### Make up:

Make-up is not allowed on any school day. This includes lipstick, eye shadow, mascara, dark nail polish, or current fads (i.e. dyed hair on boys or girls).

#### Jewelry/Earrings:

- Girls may wear small earrings, used to keep pierced ears open. Only one earring per ear is allowed. Students shall not wear earrings in the cartilage part of the ear. Earrings must be small as opposed to long and dangling.
- No body piercing for boys or girls is allowed.
- Boys are not allowed to wear earrings.

#### Tattoos:

No tattoos, fake or real, are allowed. Writing, marking, drawing on the hands, arms, legs, etc. are not allowed.

### **Dress Down Days:**

Shirts MUST have sleeves. Tank tops are NOT permitted. If casual dress days occur during the shorts season of the uniform policy, then shorts are allowed. Any garment which advertises drugs or alcohol or contains references to put downs or glorified destruction is inappropriate and should not be worn. School Personnel have the authority to decide when clothing and accessories are inappropriate, distracting to learning, or pose a threat to safety and they may instruct the student to remove such articles. The length of shorts, if worn on dress down days, should be the same in length as designated in the uniform guidelines. If a student chooses not to participate in the particular type of dress for a dress down day or for another designated day, he/she shall wear the school uniform.

#### **Clothing allowed on dress down days:**

- Blue jeans, cargo pants, or shorts (during the short season of the uniform policy)
- Other colored shorts, but not short shorts
- Other t-shirts with appropriate logos, etc.
- Sweatshirts
- Sweat suits
- Shirts without collars
- Dress up clothing – dresses, etc.
- Short-sleeved turtlenecks or mock turtlenecks

- Other colored socks
- SJA gray sweatshirts/hooded sweatshirts
- Any other clothing which is appropriate for a Catholic School but is not mentioned in the list.

**Clothing not allowed on dress down days:**

- Shoes which have the toe and heel enclosed/covered (NO sandals, flip flops, crocks, etc.)
- “Spaghetti” string tops and tank tops
- Short shorts – for either boys or girls
- Hats, bandanas, etc. may be worn to school, but they may NOT be worn in school unless there is a special occasion.

**PE Class Clothing & Footwear**

Students are required to wear tennis/gym shoes to PE class. (GRADES K-8)

Students in grades 6-8 are required to wear solid colored navy blue, shorts with a solid colored navy blue, grey or white short sleeved T-shirt. Students may continue to wear grey SJA PE uniforms as long as the are in good condition. Adequate time will be given to students to change before and after PE.

**VACATIONS**

When an absence is planned, teachers need to be notified in advance. When students vacation during the school year, they will be provided with their make up work upon their return to school. The teacher will set a reasonable timeline for completion of the make up work. Although students make up work, valuable teacher/student instructional time can never be made up, and this often results in the student experiencing a disadvantage in their understanding of academic concepts. It is strongly suggested that families vacation during the vacation days listed on the school calendar.

**VISITORS**

Parents are most welcome to visit school. If parents are interested in observing their child in the classroom, on the playground, or in the lunchroom, prior arrangements need to be made with the homeroom teacher. For the safety of everyone, we ask parents and visitors to report to the school office first to check in and receive a nametag.

**VOLUNTEERS**

The volunteer program is open to anyone (parents, grandparents, friends who feel they have time to help teachers and students). Volunteers must complete the Archdiocesan required Safe Environment Training. Aides can help us by doing clerical tasks, assisting in small learning centers, listening to children read, and in many other ways allowing the teacher to work more with the children. Our aides contribute to the educational growth of our children and provide additional opportunities to direct children in constructive activities. Volunteers also help in the supervision of students at recess time.

**WEAPONS**

Students are forbidden knowingly and voluntarily to possess, handle, transmit, or use any instrument in school, on school grounds, or at school events that is ordinarily or generally considered a weapon. Any

object which could be used to injure another person and which has no school related purpose will be considered a weapon for purposes of this code.

The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, fireworks, explosives, or other chemicals.

A first offense in violation of the weapons' policy will result in immediate suspension and may result in expulsion. Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

A second offense in violation of the weapons' policy will result in immediate expulsion. Police will be contacted when there is a suspected violation of criminal law concerning weapons.

## RESPONSIBILITY FOR WHAT IS IN THIS HANDBOOK

Since the Parent-Student Handbook contains much of the essential information about Saint Joan of Arc School, it is important that each student and each parent/guardian read it in order to better understand the policies of the school. It is expected that each student and parent/guardian will comply with these regulations, and will support the religious, Christian, and Catholic nature of the school.

We ask that the acknowledgment of responsibility form be signed by the parents/guardians and student(s) to ensure that you have read the material and intend to abide by the philosophy, policies, and procedures set forth. These signatures will be kept on file in the office.

**ACKNOWLEDGEMENT OF RESPONSIBILITY FORM**

The undersigned parent(s) and student(s) acknowledge their responsibilities and the need for their cooperation under the terms of this handbook. The undersigned further agree to all of the authority and rights of the school to administer a program that provides an educational environment as St. Joan of Arc School deems appropriate and as operated pursuant to the terms of this handbook. After reading the handbook, please fill out the form below and return it to the school office by **Friday, Aug. 31, 2018.**

Parent's/Guardian's  
signatures:

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Student Signatures:

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Date:

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**Saint Joan of Arc School**  
PHOTOGRAPH/MEDIA CONSENT AND RELEASE (2018~2019 SCHOOL YEAR)

Dear Parents/Guardians,

At various times during each school year, the students of Saint Joan of Arc Catholic School are chosen to publish their writing/artwork etc. and/or may be photographed/recorded for Saint Joan of Arc Catholic School Web page, newspapers, radio, television. Some contest/events may require permission forms to be signed specifically for the stated event. A permission form will be sent home for the event.

In order for your child(ren) to participate, a permission form must be on record in the school office. You may notify the school office in writing at any time to rescind this permission form.

**COMPLETE EITHER “ Section A” or “Section B”**

**Section A**  
**(Please initial)**

\_\_\_\_\_ ***I do*** give my permission for the following student(s) to participate in my media/publicity/web page activities and may identify my child(ren) by name (first name, last initial) and grade: (Please print full name)

Student Name	Grade	Student Name	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I also release the school and all the school staff who act according to this consent and authorization from any and all liability.

\_\_\_\_\_

Print Name of Parent/Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent/Guardian

**Section B**  
**(Please initial)**

\_\_\_\_\_ ***I Do Not*** give my permission for my child(ren) to participate in any medial/publicity/web page activities of Saint Joan of Arc Catholic School.

\_\_\_\_\_

Print Name of Parent/Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent/Guardian

**Due August 31, 2018**

**Saint Joan of Arc School**  
**User Agreement and Parent Permission Form**

**STUDENT AUTHORIZATION FOR INTERNET ACCESS**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Each student and his or her parent(s)/guardian(s) must receive the Technology Use Policy of Saint Joan of Arc School and sign this authorization before being granted supervised or unsupervised access to the Internet. Teacher and other staff must also sign as a condition of using Saint Joan of Arc's Internet connection.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**The following must be signed by a Parent/Guardian**

*I have read the Technology Use Policy of Saint Joan of Arc School and agree to the terms of that Policy. I understand that access to the Internet is designed for educational purposes and that Saint Joan of Arc School prohibits the access of inappropriate materials, but that it is impossible for the School to restrict access to all controversial and inappropriate materials. I will hold harmless the School, its employees, and/or agents from any harm caused by materials or software obtained by my child via the Internet. I also agree, on my child's behalf, to the terms of the Technology Use Policy; I affirm my child's obligations pursuant to that policy and this Authorization and accept all responsibilities and/or liabilities arising from my child's compliance or non-compliance with that policy and/or Technology use. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to school technology/Internet.*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Complete and return to School by August 31, 2018**

(revised 6/14)