

ST. JOAN OF ARC CATHOLIC SCHOOL PARENT / STUDENT HANDBOOK

2023 - 2024



501 Southwest 3rd Avenue
Boca Raton, Florida 33432
Phone: 561-392-7974 Facsimile: 561-368-6671

Our School is a Catholic community, which by design has an open admission policy. No person is ever excluded or otherwise subjected to discrimination in receiving services at our school on the grounds of race, color, or national origin. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment on the basis of race, color, disability, age, gender, or national origin. However, before the start of each academic year, St. Joan of Arc School, in its sole discretion, shall have the right to admit or deny admittance to any student, regardless of that student's enrollment history with the school. We do not hire or assign staff on the basis of the race, color, or national origin of the students that we serve.

***INTRODUCTION**

An interesting and challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

MISSION STATEMENT

"St. Joan of Arc School, as part of the parish faith community, commits to building the Catholic identity of its students, to challenging them academically, and to preparing them for lives of service to others."

SCHOOL CALENDAR 2023-2024

Updated (7-21-2023)

8/2-8/8	W - T	All Teachers Report for Diocesan Teacher Workdays
8/9	W	STUDENTS REPORT – Regular Dismissal- Aftercare available
8/11	F	Erin Go Brew – 7:30 am – 9:00 am
8/15	T	School Welcome Mass at 8:15 am
8/15	T	Grades 6-8 Parent Night Meeting in Mercy Center at 6:30 pm
8/17	TH	Grades 1-5 Parent Night Meeting in Mercy Center at 6:30 pm
8/22	T	Grades Pre-K 3, Pre-K 4 & Kinder Parent Night Meeting in Mercy Center at 6:30 pm
9/4	M	NO SCHOOL – Labor Day
9/13	W	Early Dismissal by noon- NO HOT LUNCH----- EXTENDED DAY AVAILABLE
9/21	TH	Family Science Lab Night – 6:00 pm to 8:00 pm
10/6 - 10/12	F/TH	Fall Scholastic Book Fair
10/13	F	NO SCHOOL – Teachers Workday
10/16	M	NO SCHOOL
10/20	F	First Quarter Report Cards after 5:00 p.m. on Ren Web
10/26	TH	School Pictures in School Uniforms
10/26	TH	Middle School Science Fair 6:00 – 7:00 pm
10/31	T	AR Book Day
11/20-24	M - F	NO SCHOOL – Thanksgiving Vacation
12/2	Sat.	Palm Beach Diocesan High School Placement Exam
12/8	F	Immaculate Conception Mass at 8:15 am
12/12	T	PK and Kinder Christmas Program at 9:30 am
12/15 - 21	F-TH	Grades 6 – 8 Mid-Term Exams TBA
12/15	F	Parish and School Auction
12/18	M	"A" Classes Christmas Program - in Church – Grades 1 – 8 - 6:30 pm
12/19	T	"B" Classes Christmas Program - in Church – Grades 1 – 8 - 6:30 pm
12/22	F	Dismissals by noon for Christmas Vacation - NO HOT LUNCH--NO EXTENDED DAY
12/25 – 1/5	M - F	NO SCHOOL – Christmas Vacation
1/8	M	NO SCHOOL – Teachers Workday
1/9	T	School resumes
1/12	F	Second Quarter Report Cards after 5:00 pm on Ren Web
1/12	F	Erin Go Brew – 7:30 am – 9:00 am
1/15	M	NO SCHOOL – Martin Luther King, Jr. Day
1/28 – 2/2	M	CATHOLIC SCHOOLS WEEK
2/1	TH	CATHOLIC SCHOOLS WEEK: Field Day
2/2	F	CATHOLIC SCHOOLS WEEK STREAM Day 8:00 am - Dismissals by 1:00 pm HOT LUNCH & EXTENDED DAY AS USUAL
2/12	M	Class Group Pictures in uniform
2/14	W	Ash Wednesday – Parents welcome
2/16	F	NO SCHOOL – Teachers Workday
2/19	M	NO SCHOOL – Presidents' Day
2/20- 3/8	T-F	Grades 2-8 Terra Nova Assessment
3/15	F	St. Patrick's Day Programs: "A" Classes at 8:15 am "B" Classes, at 9:30 am
3/18-22	M - F	NO SCHOOL – Spring Break
3/25	M	Stations of the Cross – Grades K –3 attends at 8:45 am
3/26	T	Stations of the Cross – Grades 4 - 8 attends at 8:25 am
3/28-3/29	TH - F	NO SCHOOL – Easter Holiday
4/11	TH	School Drama Show at 6:00 pm
4/18	TH	Sports Banquet at 6:00 pm
4/22	M	NO SCHOOL
5/2	TH	Fine Arts Night at 6:00 pm
5/7	T	Ballet Recital – 5:30 pm
5/16	TH	Eighth Grade Graduation Breakfast at 8:15 am Eighth Grade Graduation Mass and Reception at 5:30 pm
5/23	TH	Kindergarten Graduation in church at 8:30 am
5/27	M	NO SCHOOL – Memorial Day
5/30	TH	Last Day for Students Dismissals by noon – NO HOT LUNCH, NO EXTENDED DAY

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NOTE – Throughout this Handbook, when the word “parent(s)” is used, it also refers to “guardian(s).”

Diocesan verbatim policies.**

I. MISSION STATEMENT, PHILOSOPHY, AND OBJECTIVES

PARISH MISSION STATEMENT

As a diverse Catholic community, we joyfully worship God, celebrate fellowship, and care for our neighbor with steadfast faith, confident hope, and passionate love. Alive in the Spirit of Christ!

ST. JOAN OF ARC SCHOOL INTRODUCTION

The influence of the Irish Sisters of Mercy was an integral part of St. Joan of Arc School, in conjunction with a staff of dedicated and experienced lay teachers. Most Reverend Nestor Rodriguez, Pastor of St. Joan of Arc Church, serves as Chief Administrator. We are also fortunate to have a School Advisory Council whose purpose is to reflect the sentiments of parents and parishioners in our community.

When founded in 1960, the school had five classrooms and an enrollment of 70 students. Now, our buildings accommodate in excess of 550 students in twenty-four classrooms. We also have a science lab, a fully equipped computer lab, a STREAM lab, an extensive media center, art, reading and math rooms for individualized remedial instruction, a music room, a Language Lab, a bookstore, a staff lounge, a clinic, a school office, a guidance office, principal's office, an assistant principal's office, an athletic center/sports arena, and a multi purpose gazebo.

The classrooms for grades 1-4 are self-contained with students grouped according to their individual skill levels. While grade 5 is semi departmentalized, the Middle School grades 6-8 are completely departmentalized. This arrangement has proven to be very effective. The curriculum is reviewed on a continual basis and adapted when necessary.

ST. JOAN OF ARC SCHOOL MISSION STATEMENT

St. Joan of Arc School, as part of the parish faith community, commits to building the Catholic identity of its students, to challenging them academically, and to preparing them for lives of service to others.

MERCY MNEMONIC - MOTHER McAuley, help us to be

Enthusiastic and

Responsible

Catholic

Youth!

ST. JOAN OF ARC SCHOOL PHILOSOPHY

St. Joan of Arc Catholic School is dedicated to the formation of the entire child. The school addresses the spiritual, academic, social, physical, aesthetic, and emotional development of each child, in a Catholic environment where everyone strives to live God's word through worship, community, and service. The goals and objectives to implement the philosophy include the following:

- To prepare students to make ethical life choices according to Catholic values
 - To assist students in acquiring meaning and understanding of daily life through reflection on the scriptures, Church tradition, and stewardship
 - To help students to understand their responsibility to share their faith with others
 - To provide an atmosphere of prayer through sacramental preparation and participation
 - To affect growth in academic as well as extra-curricular activities
 - To develop independent thinkers and lifelong learners in a technological society
 - To instill within students a sense of respect for themselves and each other
 - To continually review the school program to better serve the needs, interests, and talents of each student ●
- To encourage and facilitate a program of parental involvement

ST. JOAN OF ARC SCHOOL VISION

St. Joan of Arc Catholic School, inspired by the charism of the religious Sisters of Mercy, will provide students with a comprehensive preschool through middle school education that will prepare them for success in high school and beyond. Students will have disciplined study habits, strong foundational skills in language arts and mathematics, and high proficiency in the use of technological tools. This education will be rooted in the traditions and truths of the Catholic faith, and students will manifest a commitment to grow in their spirituality, to build community, and to serve others.

THE PROFILE OF THE GRADUATE



II. ADMISSIONS

***OPEN ADMISSION POLICY**

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

New students are admitted with the following conditions:

The student will endeavor to do the work and behave appropriately. If after reasonable consideration the student is unable to do this, his/her parents may be assisted in finding a suitable placement for their child in another school.

St. Joan of Arc School is a Catholic community, which by design has an open admission policy. Therefore, any student, though not a Catholic, is expected to participate in all Religion classes and activities with the exception of the Sacraments.

Any student involved in an activity that would be deemed contrary to the teaching of the Catholic Church may be suspended or expelled. This includes Internet, social media, and off campus activities.

***UNDOCUMENTED STUDENTS**

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Diocese of Palm Beach may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

***PARENTAL COOPERATION**

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it is at school events, on or off school campus, or on social media or other public forums. Just as a parent can withdraw a child from the school if desired, the school has the right to dis-enroll a student if it determines, at its discretion, that the parent or student partnership with the school is irretrievably broken.

CLASS FEES

This fee is used to cover the cost of class parties and some field trips, etc. and is collected via FACTS.

TUITION AND BOOK FEES

IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO OBTAIN CHURCH SUPPORT ENVELOPES FROM THE PARISH OFFICE.

There are two tuition rates: the **Parish Tuition Rate** and the **Out of Parish Rate**. In order to qualify for the **Parish Tuition Rate**, Mass **MUST** be attended weekly and the Parish envelope is to be used, otherwise the **Out of Parish Rate** is in effect. Upon a family's change in parish affiliation or church attendance, Individual Tuition Rates will be reassessed, at any time during the year.

***Financial Obligations**

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

Parents will receive written notification from the school concerning tuition costs and payment procedures. Parents are to be enrolled in the FACTS Program for tuition payment processing. The first month's tuition payment is due no later than August 1, and each subsequent installment is due on the selected payment date offered by FACTS (1st of each month or 15th of each month). If tuition is paid in full by June 1, the following discounts will apply: 5% discount for cash or check and 2% discount for credit card payments. Prepaid tuition is non-refundable.

If an account becomes 60 days delinquent, the student will not be allowed to return to school until tuition is brought up to date.

In cases of financial hardship, we ask that you contact the **Principal before** the account becomes delinquent and thus prevent possible disruptions in your child's schooling. **REPORT CARDS WILL ONLY BE ISSUED IF TUITION IS UP TO DATE.**

If and when there is a question regarding a delinquent tuition or book bill payment, unless financial institution documentation is submitted to the office, the delinquent payment will be due.

Please remember that if a tuition account becomes delinquent, the School will not forward the student's Cumulative File to his/her next school. The Principal's recommendation for eighth graders to attend their chosen High School will be withheld for the same reason.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

VOLUNTEER HOURS

Parents are responsible for a minimum of 10 service hours per family each school year. **In addition**, parents are expected to participate in or contribute towards two major school events: **annual auction dinner** and **coupon book**.

When volunteering on the school campus, you must sign in at the school office through the Raptor System in order to receive a **Volunteer's Pass**.

Parental volunteers are regularly needed in the following areas: substitutes for the clinic; helping for school events; help as homeroom parents. As part of the Diocese of Palm Beach's commitment to keeping our children safe, all school volunteers are **required to be fingerprinted** as part of a background check and to participate in the **"Protecting God's Children Workshop"**. This process is outlined on the diocesan website, www.diocese.org, under the Protection of Children/Serving Children section. Please request an Authorization to be fingerprinted in the school office and follow the instructions indicated in the form. No fingerprints will be taken without the mentioned form.

The **"Protecting God's Children Workshop"** is an online video presentation and a certificate of completion will be provided.. We encourage all parents to begin this process over the summer.

III. ACADEMIC INFORMATION

ACCOMMODATIONS

When asking for special help or accommodations for your child, the student must be tested by a licensed Psychologist, and a copy of the complete report must be on file with the Guidance Counselor. In some cases, a letter from a pediatrician with a stated diagnosis of a learning challenge may suffice and must be forwarded to the Guidance Counselor.

*Section 504 – Policy Statement

Saint Joan of Arc Catholic School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, Saint Joan of Arc Catholic School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: John Clarke, (561)775-9532. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Gary Gelo
Diocese of Palm Beach
Superintendent of Schools
9995 North Military Trail
Palm Beach Gardens, FL 33410

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

APPOINTMENTS/CONFERENCES

Both parents and teachers are encouraged to contact each other whenever questions or concerns arise during the school year. This may be done through the teacher's email or through the school office, giving at least 24 to 48 hours notice for appointments. ● To best meet the needs of our students and parents, we are unable to accommodate walk-in conferences **especially** during drop off and dismissal times due to safety concerns.

- If a conference requires more than one teacher, appointments must be scheduled through the school office. ●
- Teacher's email are checked each morning and answered within 24 to 48 hours
- Messages for Extended Care staff should be directed to the school office.

Please follow these guidelines when requesting conferences prior to contacting the administration:

- 1. Talk/meet with your child's Teacher**
- 2. Address the Assistant Principal or Guidance Counselor if necessary (*after having talked to or met with your child's Teacher first*)**

EOC TESTING AND HIGH SCHOOL CREDIT (Algebra I Honors and Geometry Honors)

In April 2013, the Department of Education Commissioner established that an EOC (End of Course) test be required for students receiving high school credit, and who are transitioning from private to public high schools. We highly recommend that students who are attending private high schools also take the exam.

To find out when the test is being offered, contact the School District of Palm Beach County Assessment Coordinator. If you have questions, please contact our Guidance Counselor.

EIGHTH GRADE ALGEBRA I HONORS AND GEOMETRY HONORS

Some students at St. Joan of Arc School have been instructed in mathematics courses to prepare them to take Algebra I Honors and/or Geometry Honors in eighth grade. Students who successfully complete the program receive the opportunity to obtain high school credit for their Algebra I Honors and/or Geometry Honors course at St. Joan of Arc.

Algebra I Honors and Geometry Honors high school credit will be awarded based on the following criteria:

- Student must maintain an Algebra I Honors and/or Geometry Honors grade of 85% or higher for the year.
- Student must receive an 85% or higher on the mid term AND on the final exam.
- Student must meet the requirements outlined by his/her prospective high school.

EIGHTH GRADE SPANISH I HONORS

High schools in Florida possess a foreign language requirement (2-3 years) to prepare students for the global society in which they are living. Students who successfully complete the program receive the opportunity to obtain high school credit for their Spanish I course at St. Joan of Arc.

Spanish I high honors school credit will be awarded based on the following criteria:

- Student must maintain a Spanish I honors grade of 85% or higher for the year.
- Student must receive an 85% or higher on the mid term AND on the final exam.
- Student must meet the requirements outlined by his/her prospective high school.

“EMPOWERING GOD’S CHILDREN” CURRICULUM

St. Joan of Arc School teaches an age appropriate curriculum in grades K-8 called “Empowering God’s Children”. Parent materials regarding the program can be made available upon parent request to the Guidance office. Any parent with concerns about this program should contact the school office in writing by September 15th.

GRADUATION REQUIREMENTS GRADE 8

Official student graduation from St. Joan of Arc Catholic School requires the following:

1. Passing Grades
2. Satisfactory Conduct
3. Passing a Comprehensive Religious Knowledge Test
4. Attendance at the Eighth Grade Retreat Day
5. Completion of Service Requirement – 20 hours (5 per quarter)

The following guidelines apply to the “Service Requirement”:

- Hours should be performed for Non-profit agencies.
- Acts of service should involve students helping people.
- Students should complete service under the guidance and supervision of their parents. (i.e. Parents should know child’s supervisor, job related activities, surroundings, schedule, etc.)
- Service hours must be documented and signed by the Supervisor.
(Official forms are available on RenWeb.)
- Service hours must be completed between the summer before student’s 8th grade year and the end of the third quarter.

6. Awards Breakfast Dress Code: Uniforms only – boys must wear long uniform pants.

7. Adhere strictly to the following GRADUATION CEREMONY DRESS CODE:

BOYS: Graduation cap and gown (WHITE)

Long, navy, black, khaki or gray pants, belted

Collared dress shirt & tie

Dress shoes (no sneakers) and solid dark socks

GIRLS: Graduation cap and gown (WHITE)

APPROPRIATE light colored dress of a modest length appropriate for Church (no strapless or spaghetti straps and no higher than 4 inches above the knee)

Closed toe shoes with heels no higher than one inch (no sneakers, sandals or high tops)

HAIR DYE IS STRICTLY FORBIDDEN

Diploma covers are presented at the Graduation Ceremony. The school office will notify parents of the date diplomas and report cards will be available, and these documents must be picked up within five school days of that date.

We ask parents to please keep in mind that the first and most important requirement for your child to be accepted into a Catholic High School is your Principal's recommendation.

There are special activities for Graduation; however, serious incidents of misbehavior may exclude a student from these as well as from the Graduation Ceremony.

Parents are asked to refrain from having parties for the eighth Grade students from the beginning of finals until after Graduation, as the students are expected to concentrate on Final Exams and school activities. **IT IS ESSENTIAL THAT WE HAVE PARENT COOPERATION IN THIS MATTER.**

***CLASS TRIP GRADE 8**

This trip is a reward for those who have satisfactorily completed their course work and behaved appropriately during the Eighth Grade. Participation in this event may pose certain risks and dangers inherent to the activity and/or traveling. The parents' consent to student participation in this event holds the School harmless for any injuries arising from participation in the activity through submission of a signed permission slip.

IN ADDITION, THE CHAPERONES AND SCHOOL ADMINISTRATION MUST FEEL COMFORTABLE THAT THOSE STUDENTS GOING ON THE CLASS TRIP ARE LIKELY TO BEHAVE APPROPRIATELY. *** Any accumulation of the value of six detentions disallows participation in this field trip (not including tardy and dress code detentions).**

RECOMMENDATIONS GRADE 8

Recommendations for high school honors classes will only be given when the student has maintained an **85 or higher average for the year to date**. All recommendations are sent directly from St. Joan of Arc to the receiving school and are confidential. Parents will not receive copies.

REQUESTS (REGARDING PAPERWORK)

Any request from a parent that pertains to a student, and that requires a teacher to write up a statement, a report, to complete checklists, surveys, or any other type of paperwork going from St. Joan of Arc School to a psychologist, doctor, or other professional will be mailed directly from the school. Parents must provide the name, address, and telephone number of the person receiving the request. At no time will the paperwork be given back to the parent. All requests go through the Guidance Office and/or Administration. A copy of such paperwork will be kept on file confidentially in the Guidance Office.

HOMEWORK Parents and students can access assigned homework online.

Homework has an essential place in the St. Joan of Arc educational program and is planned to meet the needs of our students. It is assigned for the following reasons:

1. Reinforce concepts and skills that have been presented in class.
2. Foster creativity and help students develop self-discipline through enrichment programs or research.
3. Train students to work independently and to accept responsibility for completing a task.

Parents can and should train their child to acquire good study habits:

1. Establish a definite time and place and a quiet atmosphere for a home study period.
2. Show interest in the child's assignments, encouraging neat and accurate work, and praising his/her accomplishments.
3. Make the child realize that homework is his/her own responsibility and that tasks must be done daily without fail and on a timely basis.

HONOR ROLL GRADES 5-8

Following are the requirements for Honor Roll:

PRINCIPAL'S HONOR ROLL

"A" in every subject including enrichment classes, obtaining a minimum of four "4's" and nothing less than "3's" in Conduct and Effort including enrichment classes.

*For 5th graders, instead of Conduct and Effort, under Active Learner Traits student must earn a "4" in the following three areas: 1) follows rules/ routines/ directions, 2) uses class time efficiently, and 3) demonstrates self-control

HONORS

85% in all subjects, and a “3” or a “4” in Conduct and Effort

*For 5th graders, instead of Conduct and Effort, under Active Learner Traits student must earn a “3” or a “4” in the following three areas: 1) follows rules/ routines/ directions, 2) uses class time efficiently, and 3) demonstrates self-control

***Private Tutoring, Coaching or Lessons**

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member’s employment with the school. **Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

PROMOTION

Satisfactory completion of course work as determined by Teachers, Guidance Counselor, and the Principal is mandatory for promotion. The minimum average grade of “D” in all major subject areas (Religion, Literature, English, Spelling/Vocabulary, Math, Science, and Social Studies) is mandatory for promotion. If a student does not achieve at least a “D” average in each of these subject areas, then the student will either repeat the grade or attend Summer School / Florida Virtual School (FLVS) or be tutored by a **certified teacher** in Math, Literature or English.

Students who miss 20 days of school or more may either repeat the grade or attend Summer School (at the parents’ expense) due to the loss of instructional time.

REPORTING STUDENT PROGRESS

- Report Cards for Grades **K-8** will be available online except for the final report card which will be sent home when all financial obligations have been met..
- The report card grades are based on test results, homework, and/or daily class participation.
- In grades Pre-K and Kindergarten, the teacher is in regular contact with the parents whenever it is necessary and upon parental request.
- In grades 1-8, parents are responsible for viewing progress online.

STANDARDIZED TESTS

The Diocesan Office of Catholic Schools requires standardized testing for all students in grades 2-8 in the spring. Fifty percent NPR (national percentile rank) is considered “average”. Please review scores upon receiving them. If you have any questions, please contact your child’s homeroom teacher or the Guidance Counselor.

STUDENT CUMULATIVE RECORDS

Upon written request from the school or parent, permanent student records may be released to another school. In addition, written parent permission is necessary for the release of permanent student records to any other entity or person. Seventy-two hours notice is required for the release of student records.

IV. ATTENDANCE AND DISMISSAL

ATTENDANCE

The habit of regular attendance is a prerequisite to a successful school life. We understand that students may be absent from time to time due to illness, a death in the family, family medical emergencies, or doctor’s appointments. We respectfully request that doctor’s appointments be made before/after school when possible. If it is unavoidable that the appointment must occur during school hours, the absence will be excused if a doctor’s note is provided. In addition, three or more consecutive days of abstinence due to illness require that a doctor’s note be provided to the school. Other specific reasons must be approved in advance or will constitute an unexcused absence. Absence without permission, except for illness, will result in a student receiving a “0,” and tests may not be made up. Any student absent more than 20 school days or with excessive tardies may be asked to repeat the grade level or attend summer school.

Absences due to special vacations, shopping trips, or other such activities should be avoided. **In the event a planned absence is necessary, a Planned Absence Form should be obtained from the school office, completed, and submitted to the Principal for approval one week prior to the absence.** The fewer interruptions in the school schedule, the more the student will profit from the educational experience. Parents and students are asked to cooperate in this matter. **REMEMBER, PERFECT ATTENDANCE CONSTITUTES NO EARLY DISMISSALS, TARDIES, OR ABSENCES OF ANY KIND.**

PARENTS ARE ASKED TO send an email to attendance@stjoan.org or CALL THE SCHOOL OFFICE (extension 2958) NO LATER THAN 8:00 A.M. EVERY MORNING THAT THEIR CHILD IS NOT IN SCHOOL. Notifying the teacher of an absence is not sufficient. If we do not hear from you, an email will be sent asking for the reason for the absence. If there is no response an unexcused absence will be posted on the student's record.

Whenever a student has been absent, parents must send an email to the homeroom teacher and attendance@stjoan.org stating the reason for the absence.

Regular attendance in all classes is mandatory, and skipping any class will warrant a **Conduct Slip**.

Students are not to leave school for recreational purposes. Students who are absent for recreational purposes will receive a '0' for work missed.

Students may not be absent for the purpose of acquiring service hours.

LATE ARRIVALS – It is ALWAYS the responsibility of the parent(s) to see that their child arrives at school on time. This policy applies to all regular school days and to any event for which the student must return to the grounds.

SCHOOL HOURS & STUDENT DISMISSAL POLICY

7:00 a.m. – Arena Supervision available K through 8.

7:40 a.m. – Students proceed to classrooms from the Arena

8:00 a.m. – PK-3 & 4 Drop off in car line in Mercy Center

7:55 a.m. – Grades 1 and 2 must be in their classroom.

7:50 a.m. – Grades 3 through 8 must be in their classroom.

8:00 a.m. – Grades K through 2 must be in their classroom.

11:00 a.m. – 11:30 a.m. – Pre-K4 Lunch in classrooms.

11:15 a.m. – Pre-K3 lunch in classrooms.

11:40 a.m. – 12:10 a.m. – Kinder lunch in the Gazebo.

10:22 a.m. – 11:04 a.m. – Grade 1 and 2 Lunch and Recess.

11:03 a.m. – 11:48 a.m. – Grade 3 Lunch and Recess.

10:16 a.m. – 11:01 a.m. – Grade 4 Lunch and Recess.

11:03 a.m. – 11:48 a.m. – Grade 5 Lunch and Recess.

11:48 a.m. – 12:20 p.m. – Grades 6 through 8 Lunch and Recess

2:00 p.m. - Pre-K3 and Pre-K4 Car Line Dismissal in Mercy Center

2:25 p.m. – Kinder – Car Line Dismissal – Science Lab Breezeway

2:35 p.m. – Grades 1 through 3 at the Sports Arena Carline

2:45 p.m. – Grade 4 Dismissal at the Sports Arena Carline

2:45 p.m. – 1st - 5th with siblings at the Sports Arena carline

2:47 p.m. – Grades 5 through 8 Dismissal in Alleyway near School Office with no siblings younger than 5th grade

St. Joan of Arc School begins promptly at 8:00 a.m. for grades K-2 and at 7:55 a.m. for grades 3-8. However, we ask that students in grades K-2 to be seated in their classrooms by 7:55 a.m. and students in Grades 5-8 to be seated in their classrooms by 7:50 a.m., to prepare for the start of the day. Students in grades 3-8 arriving after 7:55 a.m. will be issued an unexcused tardy slip unless he or she has a doctor's note.

Students are allowed to enter the school buildings at 7:40 a.m. If a student is on campus early to take an exam or to attend an extra help session or club, he/she must wait in the Arena until the teacher arrives or an adult is there to escort the child.

In case of a special hardship, please send a note to the office, and we will do our best to work out a mutually acceptable arrangement.

Early Dismissal for students in grades K-8 can be very disruptive to the class. Early Dismissals are requested to be scheduled no later than 1:40 p.m. **No grade K-8 student will be dismissed between 2:00 p.m. and 2:45 p.m.**

Pick-ups during the day for appointments are requested to be at normally scheduled class changes. Class changes occur at the following intervals for grades 4-8:

8:40 a.m. 9:27 a.m. 10:14 a.m. 11:01 a.m. 11:48 a.m.

12:23 p.m. 1:08 p.m.

Should a student's parents authorize someone other than themselves to pick up the student, such authorization must be communicated in advance in writing to the front office and the child's teacher. If the preceding authorization is not communicated in advance, the student will not be dismissed. Parents are reminded to update "Emergency Contact Forms" in the front office as necessary throughout the school year.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

DROP-OFF:

Grades K - 4 **ONLY** Behind the two main school buildings (Alley)

All Other Grades or Combinations In the main parking lot

Pre-K 3 Students Must be signed in by a parent or guardian each day near the Church Bookstore Pre-K 4 Students Must be signed in by a parent or guardian each day near the Mercy Center

PICK-UP:

It is of utmost importance to provide the safest environment for your child(ren). While waiting to pick up your child, you are responsible for supervising younger siblings and keeping them next to you (no running). Once you have picked up and signed out your child(ren), we ask that you promptly leave the school campus for safety and security purposes.

2:00 p.m. - Pre-K 3 and Pre-K 4 Car Line Dismissal in Mercy Center

2:25 p.m. – Kinder – Car Line Dismissal – Science Lab Breezeway

2:38 p.m. – Grades 1 through 3 at the Church and Sports Arena parking lot

2:42 p.m. – Grade 4 Dismissal at the Church and Sports Arena parking lot

2:45 p.m. – 1st - 5th with siblings at the Church and Sports Arena parking lot

2:45 p.m. – Grades 5 through 8 Dismissal in Alleyway near School Office with no siblings younger than 5th grade

Extended Care (including clubs and other extracurricular activities): Report to security aide by Sports Arena

(extended care ends at 5:50 pm) Show your current SJA Parent ID badge at pick-up.

NOTE:

1. Please do not allow traffic to back up behind you by having conversations with your child.
2. If you walk your child into school, you **MUST** park in the main parking lot.
3. Courtesy should be shown at all times, and every effort made to cooperate with the supervising staff.
4. Please remember that these precautions are meant for the safety of all the children.
5. Please do not use cell phones while in a moving vehicle on school property.
6. Do not park in the south side parking area designated for staff. Use visitor parking if necessary, located at the end of the southwest alley (across from the convent).

All students in Grades K – 4 who are not picked up by 2:55 p.m. will go to the Gazebo where they will remain until they are signed out. Grade 5 – 8 students who are not picked up by 3:00 p.m. will go directly to the Gazebo. If students are on campus late to take an exam, for an extra help session or club, he/she must be picked up at the Sports Arena entrance at the designated time. If the child is not picked up, he or she will be escorted to AfterCare until a parent arrives for pick up. If the parent is more than 10 minutes late for pick up after an after school activity, daily extended day rates will apply. There will be serious consequences for any student found in an unsupervised area of the campus without permission.

TARDINESS

Students coming into class late cause both a disruption in the attendance count and a delay in the schedule of the entire class. A morning tardy will be considered unexcused for the following reasons: oversleeping, heavy traffic, carpool delays, or forgotten books, clothes, lunches, etc. Middle school students can also receive an unexcused tardy if he or she is late from one class to the next. **On the fourth unexcused tardy (and every tardy thereafter) the student will be issued a 30 minute Saturday detention. Unexcused tardies will reset to zero after Christmas break.** All tardiness, excused or unexcused, will be recorded on the student's report card. **Students in K -8th grade must arrive by 7:50 or will be considered tardy.** Students who arrive after 11 am without a doctor's note will be considered as a half day absence. Students who leave by noon will be considered half day absent.

EXTENDED CARE PROGRAM

There is an Extended Day Program for those students who need after school care. Information regarding the program and fees is available at the office. In addition, any student not picked up 10 minutes after grade level dismissal will automatically be placed in Extended Care and charged the appropriate fee (\$10). **This fee is due promptly at the 5:55 pickup. There is a \$2 fee for each minute a parent/guardian is late at pick-up. In case of an emergency, please call our Extended Care Director, Nancy Hath, at 561-859-9689.**

V. GENERAL INFORMATION

*ANTI-BULLYING POLICY

I. Anti-Bullying Policy

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

1. Definition

a. **Bullying** is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.

b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

2. Scope

a. This policy prohibits bullying that occurs either:

- i. on school premises before, during, or after school hours;
- ii. on any bus or vehicle as part of any school activity; or
- iii. during any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

Bullying/Harassment Investigation Disclosures. While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or other measures that relate to the harassment and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

***CHILD PROTECTIVE INVESTIGATIONS**

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such knowledge to the **Department of Children and Families (DCF)**. St. Joan of Arc School will cooperate with all child protective investigations by **DCF** or local law enforcement agencies. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline: 1-800-96-ABUSE (1-800-962-2873).

Child Protective Investigations by **DCF** or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, St. Joan of Arc School may seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida Law, **DCF** and local law enforcement have discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

CHILD SEXUAL ABUSE EDUCATION

The Diocese of Palm Beach sponsors a **Child Sexual Abuse Prevention and Education Program** for adults. St. Joan of Arc School conducts this program at various times throughout the year. Notice of the times and date are noted in the "**School Newsletter**," the **parish bulletin**, and our **website, www.stjoan.org**. The website related to this child sexual abuse program can be found at www.virtus.org. Please contact our School office for additional information.

***COMMUNITY SERVICE ACTIVITIES**

Community service activities are not school activities and St. Joan of Arc Catholic School does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. St. Joan of Arc Catholic School does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

Students 5th - 8th must perform quarterly community service either through the school (during non-school hours) or through a non-profit organization. When volunteering with a non-profit, students must obtain a letter from the organization to prove they performed the service.

***COMPUTER AND iPad USE**

***Refer to the SJA iPad Acceptable Use Policy and iPad Guidelines located at the end of the Handbook for additional terms.**

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:

- a. Use only assigned accounts and passwords.
- b. Do not share assigned accounts or passwords with others.
- c. Do not view, use or copy passwords, data or networks to which you are not authorized.
- d. Do not share or distribute private information about yourself or others.

2. Respect and protect the integrity, availability, and security of all electronic resources:

- a. Observe all network security practices.
- b. Report security risks or violations to the school Principal and/or Manager of Technology.
- c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources.
- d. Do not disrupt the operation of the network or create or place a virus on the network.
- e. Conserve and protect these resources for other students and Internet users.

3. Respect and protect the intellectual property of others:

- a. Do not infringe on copyright laws including downloading or copying music, games, or movies.
- b. Do not install unlicensed or unapproved software.
- c. Do not plagiarize.

4. Respect the principles of the Catholic school:

- a. Use only in ways that are kind and respectful.
- b. Report threatening or discomfoting materials to the school Principal.
- c. Do not access, transmit, copy, or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory, or harassing materials or messages).
- d. Do not access, transmit, copy, or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages).
- e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct. f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites, or networks like Snapchat, Twitter, Instagram, or Facebook.
- g. Do not send spam, chain letters, or other mass unsolicited mailings.
- h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's Principal.
- i. Do not engage in any form of cyberbullying.

***Supervision and Monitoring**

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

***Unacceptable Use of Outside Technology**

The school expects students to use information technology and social media (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and on social media, and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

***Consent**

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

***Consequences for Violations**

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

***Conduct**

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Bishop of the Diocese of Palm Beach. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

***DRUG AND ALCOHOL POLICY**

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol. If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school. At times, the school may choose to conduct random drug testing of the student body at the parents' expense. A school may conduct random searches as set forth in this handbook.

***COVID-19 and Related Items**

Attendance at school and participation in school activities poses some risks including the transmission of COVID-19 and exposure to related variants. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by there will be no suspension, reduction, or refund of tuition in these circumstances.

***ELECTRONIC ACKNOWLEDGMENTS**

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

EMERGENCY PROCEDURES

In case of a major emergency or hurricane weather conditions, the school will request radio stations WEAT/Sunny 107.9 FM, WXEL 90.7 FM, and TV Channel 5 WPTV, as well as the City of Boca Raton's local access channel to announce school closure information. Notice will also be posted on the St. Joan of Arc website, www.stjoan.org. Parents may also wish to make arrangements with friends or family out of our area to check this site in the event local phone/electrical service is out. In the event of an evacuation, parents will be instructed to contact a communication center for further information.

***Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal (or appropriate school official) identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

***Fundraising**

St. Joan of Arc Catholic School and Church, including but not limited to all church and school ministries, may not knowingly accept any fundraising sponsorships for any St. Joan of Arc Catholic School or Church related events from organizations, business, or legal entities that promote activities which contradict the teachings of the Catholic Church.

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the Principal.

HOT LUNCH, SNACK, AND AFTER-SCHOOL SNACK PROGRAM

St. Joan of Arc School offers a hot lunch and after-school snack program to all students through an independent contractor. Information regarding pricing and menus is mailed to all families prior to the start of the school year. Monthly menu calendars are posted on the School's online communication/student information portal and are included in the "School Newsletter," published online at the same site.

A healthy, dry, mid-morning snack will be permitted at a designated time. Each child should bring a refillable water bottle each day for hydration throughout the day. Water should be in "sports-top" water bottles.

OFF-CAMPUS PARTIES

St. Joan of Arc School does not endorse or sanction any off campus parties.

PARENTS AND TEACHERS HOME AND SCHOOL ASSOCIATION

Our **Home and School Association** is composed of concerned parents and teachers. Its purpose is to promote a close working relationship between parents and teachers, and it also provides parenting courses. In addition the **Home and School Association** raises funds for the school through our two fundraisers – the Auction and the Coupon Book Program. Parents are notified of impending meetings through the Newsletter, which is available on the school's online communication/student information portal. Parents are given the opportunity to submit items for the Home and School business meetings' agendas. As parents, your response, cooperation, and participation in the **Home and School Association** and in-school activities will play an essential part in the education and enrichment of your child.

The Home and School Team's purpose: work as a team with our faculty and staff and to execute projects which will enhance our students' experiences at St. Joan of Arc Catholic School and Parish.

President

-Role of main president: speak at events and be the liaison between faculty/ staff and parents

Vice President

-Role of main vice president: be a **Parent Ambassador** and **Open House Coordinator** (ensure a smooth transition for new parents and current SJA parents from one grade to the next)

Secretary

-Role of secretary: takes notes and creates communication materials

Treasurer

-Keep track of funds raised

CoHomeroom Parent Coordinator

-Role: communicate with Homeroom Parents

***School-Sponsored Events**

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

***SEARCH AND SEIZURE POLICY**

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

***Sexting**

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

***Smoking / Vaping**

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

SPECIFIC POLICIES DURING SCHOOL HOURS**BICYCLES**

If students ride bicycles to school, a helmet must be worn, and the bicycle must be securely locked. Parents must complete the **Bicycle Consent Form** available in the school office.

BIRTH CERTIFICATE & SOCIAL SECURITY NUMBER

In accordance with diocesan guidelines, we must have a student's official birth certificate on file as well as his/her social security number.

***Undocumented Students**

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Diocese of Palm Beach may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

BUYING OR SELLING

Nothing may be bought or sold on the school campus without administrative permission.

CELL PHONES, CAMERAS, AND ALL ELECTRONIC EQUIPMENT

- Cell phones, cameras, all electronic, and/or communication equipment are strictly prohibited from being used on school campus during school hours from 7:00 a.m. – 3:00 p.m. and during extended care.

Use of personally owned devices falls under the **St. Joan of Arc Information Technologies Policy** at all times and students are not permitted to connect to the Internet through a wireless connection on personal devices. Parents and students understand that violation of the above may result in loss of network and/or device privileges as well as other disciplinary action. Items confiscated at school become the temporary property of St. Joan of Arc. To retrieve these items, parents must communicate with the administration. Any student found with a cell phone during a test will receive a “0” on the test and a **Conduct Slip (2 points)**. Any student found with a cell phone in a bathroom or locker-room will receive a minimum one day **in-school suspension (3 points)**.

COLLECTIONS

Neither students nor their parents may collect money from parents and/or students without the administration’s permission.

EMERGENCIES

In case of an accident or illness, the school office immediately notifies the parent(s) by calling the emergency number designated on the **Emergency Sheets**. The school office also needs, in writing, the names of those individuals permitted to pick up your child during the school day. (See **EMERGENCY SHEETS** under Student Health Matters). Emergency Contact Information must be updated on FACTS.

GUIDANCE COUNSELOR

The school has a full time Guidance Counselor. A student may request to meet with him/her for the purpose of discussing an issue or for seeking advice. From time to time, a student may be sent to the Guidance Counselor (without parental notification), particularly when a teacher feels the situation may require time for students to work out the issue at hand.

If regular weekly visits to the guidance office are at any time necessary, the Guidance Counselor will notify the parent. If a parent objects to weekly visits, the parent must put his/her objection in writing immediately and submit it to the school office to the attention of the Principal.

***HARASSMENT AND DISCRIMINATION**— Harassment includes (but is not limited to) the following:

- Bullying Yelling
- Foul language Threatening words
- Fighting Spreading rumors
- Name calling Excluding or ostracizing anyone over a period of time

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person’s protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of Palm Beach. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

Each situation will be investigated and the **Disciplinary Review Board** will determine consequences.

MESSAGES TO STUDENTS

The office cannot send phone messages to students unless there is an EXTREME EMERGENCY. Relaying routine messages is disruptive to the classrooms and the office. **Parents who need to communicate with their child must communicate through the main office.**

NAME CHANGES

Student name change requests by parents/guardians must be legally documented and on file with the school office in order to process the change.

OCTOBER 31ST

Emphasis is on the Saints and All Saints Day, NOT witches and goblins. Therefore, if your child wears a costume to school at that time, it should not be of that type (witches, goblins, ghosts, etc.).

PARENT/TEACHER EMAILS

Teachers will return emails sent during school hours within 24 hours.

PERSONAL ITEMS

Students are NOT allowed to bring cameras or electronic and/or communication devices such as radios, recording devices, toys, etc. to school without administrative permission. See Cell Phones, Cameras, and all Electronic Equipment section above. If a situation warrants a student to bring a personal item of this nature such as a cellphone, the student is to understand he/she is bringing it at their own risk. Toy guns are NEVER to be brought on campus. Students are not to use or possess school supplies that have prints or graphics that include or depict skulls, drug, alcohol or tobacco products, witchcraft, violent images, pornography, or any other anti-Christian or inappropriate symbols.

FIDGET TOYS

Fidget toys (Spinners, Cubes or any other type) are not permitted on school campus without a note from a psychologist or doctor stating that having one is beneficial for the student. Even with a letter from a psychologist or doctor, the school reserves the right to confiscate these items if they are: used in a manner that is not prescribed by the doctor, if the student abuses the privilege, disrupts others, or uses them in a manner that prevents them from completing their school work. Under no circumstance are fidget toys that light up or make noise permitted on campus.

OFFICE DROP OFF / PICK UP / PHONE CALLS

To limit classroom disruptions and to foster student responsibility, phone calls home for missing iPads and chargers, homework, music instruments, sports equipment or PE clothes, lunchboxes or other supplies is discouraged. Students may only call home for emergencies. We encourage parents to keep money on the school lunch account in the case of a forgotten lunchbox. If any lunch boxes are brought in, the front office will hold onto them until the child's lunch period. Any changes to pick up procedures, especially if someone is being picked up by an individual not on the pickup list, parents need to email SJA attendance (attendance@stjoan.org) and the homeroom teacher the name of the person for pick up.

PETITIONS

School Policy also prohibits soliciting of letters, surveys, and/or petitions among parents and/or students without permission of the Principal.

SCHOOL VISITORS

All parents must report to the school office to obtain a **Visitor's Pass**. A current Driver's License or state photo ID is required. **No visitors, including parents, may go directly to a classroom without prior permission.** Such interruptions are a distraction and violate the school's safety code.

After the first day of school, it is requested all Grade K - 8 students come to the classroom unaccompanied, from the outside school door. If a parent has a pre-established in-person appointment with a teacher, he/she must check-in through the front office. A student's **EARLY DISMISSAL** from school requires him/her to be picked up and signed out from the clinic in the school office. **Early dismissals must occur prior to 2 pm.** For any and all student pickups, the parent/guardian must wear his/her official school badge. All students must be signed out prior to leaving campus.

SECURITY ISSUES

The Principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, bookbags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

In the case of a Bomb Scare or other dangerous situations, the Police/Fire Departments are contacted immediately and their instructions are followed completely. *Parents and students may call in anonymously and report any safety concerns.

STORAGE AREAS

Desks, lockers, and cubbies are the property of the school and they are subject to inspections without prior warning for reasons of sanitation and safety.

STUDENT BIRTHDAYS & GIFTS

- If a student wishes to celebrate a birthday with the class, parents are asked to advise the teacher seven days in advance.
- Birthday treats must be store bought. No homemade items are permitted.
- Parents are asked to include napkins, paper goods and plastic cutlery with any food items.
- Cakes are not to be sent in.
- Invitations are not to be distributed in school.
- Students are prohibited from receiving deliveries at school for birthdays or other special occasions, i.e. flowers, balloons, etc. Therefore, we ask parents to refrain from sending such items.

***Text Messaging / Telephone Calls**

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

***TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS**

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

***THREATS OF VIOLENCE**

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

1. Immediate suspension from the school;
2. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
3. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;
4. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

***Transportation Arrangements**

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

***WEAPONS POLICY**

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.

STUDENT HEALTH MATTERS

The **Student Emergency Health and Safety Information Sheet** is an extremely important sheet that must be filled out completely and returned. Should an emergency arise, we will need to contact you or your designee to inform you of the situation. You will be contacted whenever your child comes to the clinic for occasions that may require them to be sent home. Without this form, the school may not be able to contact you when your child may need you most.

Students are not to come to school if they exhibit a fever (99.6°) or higher, have strep throat, have a persistent cough, or have a rash or other skin eruptions of unknown origin.

Following an illness, students will not be readmitted to school until they have been symptom free for a period of 24 hours. It will also be necessary for the child to present a note to his/her teacher with an explanation of the extent of their illness. Failure to provide a note can result in a zero for missed work.

CHILD AND SEXUAL ABUSE

This school and all faculty and staff comply with the child abuse and sexual abuse reporting laws of the Diocese of Palm Beach. Diocesan policy on sexual abuse issues may be found on the diocesan website. All faculty and staff participate in ongoing training on child and sexual abuse reporting issues.

CLINIC

The Clinic is located within the main school office area and is staffed by a Medical Coordinator certified in CPR and First Aid. Students must obtain a pass from their teacher in order to be admitted to the clinic unless there is an emergency.

DISABLED AND/OR INJURED STUDENTS

If a student is wheelchair bound, parents are responsible for bringing the child to and from the classroom at the beginning and end of the school day. For students in grades 5–8, the School Office will provide the elevator code to the parent. Students in grades 6–8 will have indoor lunch. If a student needs to use an elevator and has a class in Mercy Center, he or she must be escorted by an adult in the elevator to and from the building.

DOCTOR/DENTIST APPOINTMENTS

Medical and dental appointments should be scheduled after school hours whenever possible. If such appointments must be made during school hours, we request parents do the following:

- **A note of explanation written by the parent should be given to the teacher in the morning.**
- At the requested time, parents will meet the child at the school office.
- Upon returning, the student reports to the school office for a pass.

EMERGENCY SHEETS

It is the parents' responsibility to make sure that an EMERGENCY SHEET for EACH FAMILY is on file in the Clinic by the second

day of school. These sheets MUST be accurate; therefore, it is the responsibility of the parent to come into the clinic anytime you need to make an addition or change in any information.

FOOD ALLERGIES

If your child has a food allergy or sensitivity, be sure to notify the homeroom teacher and the school nurse.

We are not a nut free facility, but will assist parents to make sure kids are safe. Parents are ultimately responsible for making sure they send safe food to school for their students and they provide safe alternatives for treats and parties.

Advance notice will be given so parents can make arrangements and parents are invited to any of these events to monitor their child's consumption.

HEAD LICE

St. Joan of Arc School has a "No-Nit" policy. Due to the contagious nature of this condition, any student found to have head lice/nits

cannot be allowed to remain in class, and the parent/guardian will be contacted in order to pick up the student from school. Before returning to the classroom, the student will be rechecked in the school clinic to ensure that there are no head lice present. If at any time during the school year there is a noticeable increase in the number of cases of head lice, the school administration may arrange for the necessary screening of students. Any parent who does not wish to participate in the school's unannounced head lice screening policy must notify the school office in writing by September 1st.

***Immunizations**

The Diocese of Palm Beach requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) completed by a health care provider participating in Florida Shots is required to document the administration of prescribed immunization doses or to document a permanent or temporary exemption therefrom. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

INSURANCE

Group insurance for students is provided by the School on a "School Hours Only" basis. Information is available in the office for those parents wanting to purchase school student insurance on a "24 Hour Coverage" basis.

***Medication Guidelines**

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

Attendance at school and participation in school activities pose some risks including the transmission of COVID-19. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

PERIODIC CHECKS

Yearly hearing and vision screenings are required to be completed by the child's pediatrician. Additional screenings for Scoliosis (curvature of the spine) are only required for 6th grade students.

RELEASE OF STUDENT HEALTH RECORDS

Health records will be released in accordance with state law.

STUDENTS RESPONSIBILITIES

To help all students understand and appreciate their responsibilities, St. Joan of Arc School has compiled the following written statement, which is applicable to all students enrolled at St. Joan of Arc School:

Responsibilities

- ❖ Student's responsibilities include regular school attendance, a conscientious effort in class work, conformance to school regulations, and the responsibility not to interfere with education of fellow students or the orderly operation of the school.
- ❖ Students have the responsibility to help the school staff maintain said environment by obeying all school regulations.
- ❖ Students have a responsibility to respect the rights of all included in the educational process.
- ❖ Students have the responsibility to respect the personal property of others as well as all school equipment and property.

***USE OF PHOTOS**

The school reserves the right to use student or parent photos in any school or Diocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Diocese of Palm Beach, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**

Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

USE OF SCHOOL NAME AND LOGOS

No one may use the St. Joan of Arc School name or logo on any type of social media or in any other way without the express written permission of the principal or pastor.

VI. SCHOOL PROGRAMS

*Participation in School Athletics or Organizations

The school recognizes the following sports, activities and clubs when interest and a moderator are available: as listed in the Club Program Guide

1. School Clubs: (some clubs may not happen every year) Yearbook Club, Chess Club, Video TV Production Club, Stewardship Club, Boy Scouts, Girl Scouts, Irish Step Dancing, Drama, Band, Strings, Violin, Spanish I, Spanish II, Math Club, Creative Culinary I, Creative Culinary II, LEGO Robotics, STREAM (Science Technology Religion Engineering Arts Math), Science Club, Pee Wee Tennis, Soccer Club, Running Club, Ballet, Dance/ Just Dance, Hip Hop, Book Club, Painter's Palette, Study Skills Club, Technology Club, and Youth Toastmasters.

2. Major School Activities: Altar Servers, Student Lectors, Student Council, National Junior Honor Society, Homework Helpers, Peace Keepers, Spelling Bee, Geography Bee, Talent Show, Concert Choir, Bell Choir, Band 3. Athletics: Boys Baseball, Boys Flag Football, Cheerleading, Girls Softball, Girls Volleyball, Boys and Girls Basketball, Boys and Girls Golf, Boys Intramural Flag Football, Boys and Girls Soccer, Boys and Girls Tennis.

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and the school cannot ensure the safety of all students involved in its activities and programs. Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.**

The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

MIDDLE SCHOOL RECESS

- Each homeroom will have a designated recess bag. It is the student's responsibility to take the bag to and from the homeroom class for recess. Students may bring their own equipment. Students responsible will be designated by the homeroom teacher.
- **Rules:**
 - Students must be dismissed from the Classroom in order to go to the Athletic Field
 - Students may bring their own equipment as long as it is labeled.
 - Allowed equipment: volleyball
 - Only allowed sports equipment can be used on the field, for example, shoes are not an acceptable play toy. ○ No roughness, tackling, jumping on each other, and pegging hard with a ball.
 - When students hear the whistle, they must walk toward the building for their next class in order to not receive a tardy.
 - Rain location will be the Sports Arena or other location depending on the day.
 - If a student does not comply with the rules, or any directives made by a staff member, he or she will sit out for the remainder of the recess as well as the following recess in a designated spot in the gazebo. Students may also receive other consequences as outlined in the Parent / Student Handbook.

EXTRACURRICULAR SPORTS

ELIGIBILITY

- Receipt of 4 detentions/points will render a student ineligible to try out for a team
- Students must have at least a quarterly grade of 70% in all subjects with the exception of no more than one "D" average posted five days prior to the first day of tryouts.
- Students must have an updated physical on file in the clinic prior to tryouts.
- Perspective team members must attend all tryout days. (Please be aware that if your child is absent for tryout days, she/he cannot participate in the sport. However, extenuating circumstances may be taken into consideration.)

The following rules are to be observed by all students involved in any extracurricular sports or activities programs at St. Joan of Arc Catholic School :

1. Good sportsmanship shall be practiced at all times. Foul language, unsportsmanlike motions, gestures, misconduct, and disrespect will not be tolerated and could lead to suspension from a game and/or removal from the team.

2. Other scholastic requirements are as follows:

- a.) Students must maintain at least a quarterly grade of a 70% in all subjects with an exception of no more than one "D" average.
- b.) Students are ineligible to try out for any team if he/she: has a "F" average in any subject, has more than one "D" in any subject, or has cheated in that quarter.
- c.) Any student who has a current quarterly grade of 59% or below in any subject will be suspended from games and practices until the grade is brought up to a 60%. However, students are only allowed one "D" average. All subject grades apply.
- d.) Grades will be reviewed on a weekly basis

3. Conduct and Effort requirements are as follows:

- a.) Receipt of two (2) detentions (or the point equivalent) per quarter will result in the student being "benched" from the sport or activity for five consecutive school days, to include games and practices.
- b.) Receipt of 4 disciplinary points **not limited by quarter**, will result in the student being removed from the team or activity for the remainder of the school year.
- c.) Suspension from school means the student is now off the team or activity for the remainder of the season d.) When a student is caught cheating, he/she is removed from the team for the remainder of the season e.) If a student engages in unsportsmanlike behavior at a game or practice, the student may be suspended for a game or up to the remainder of the season at the discretion of the coach and athletic directors. Unsportsmanlike behavior may include, but not limited to cursing, bullying, disrespect to others and fighting.

While waiting for an extracurricular sport or activity program to begin, students are not allowed to leave the school property unless accompanied by a parent. Failure to obey this rule will result in suspension from the school as well as being removed from the team. The Disciplinary Review Committee will enforce all rules and regulations and the decisions of the committee will be final. **These conduct rules apply to sports as well as all extracurricular activities including but not limited to band, drama, choir events, student council, and video production.**

Parents are responsible for transportation of their child to off-campus extracurricular activities.

To cover costs related to athletics, students will be charged a sports fee for each sport in which they participate to a maximum of three per year. Sports fees must be paid before the first practice for each sport.

CHOIR

Choir members are required to be at all rehearsals. No one will be excused without written permission from another teacher. They must also attend any scheduled special rehearsals (e.g., Christmas, Easter, etc.) in order to participate in the event for which the special rehearsal has been called. Music materials are to be kept in a neat and orderly manner at all times. Whenever the choir assumes the role of leader of song at any liturgical services, any latecomers will be required to sit with the congregation. Choir members are expected to behave at all times in accordance with the general rules of student behavior set forth in this handbook. Failure to observe these rules could result in dismissal from the choir.

CLASS MASSES

The priests of the parish celebrate Mass with the individual classes. Parents will be notified of the exact time and place and are cordially invited to come and celebrate these Masses with us. However, sisters and brothers who are students at St. Joan cannot be excused from their classes in order to attend.

FIELD TRIPS

School sponsored field trips, which are of educational or cultural value and are directly related to the curriculum, are planned throughout the school year. Participation in these events may pose certain risks and dangers inherent to the activity and/or traveling. Parents consent to student participation in these events and hold the School harmless for any injuries arising from participation in the activity through submission of a signed permission slip. Only those children who return their permission slip, signed by their parent, to the teacher may participate. Permission may not be given verbally, whether it be face-to-face or by phone.

Field trips are **privileges** afforded to students: no student has an absolute right to a Field Trip. **Students can be denied participation** if they fail to meet academic or behavioral requirements. (Re: STUDENT DISCIPLINE). A student who has **2 Suspensions or any equivalent of the sum of 6 or more Detentions /Points** will **NOT** participate in Field Trips for the remainder of the year.

FIRST HOLY COMMUNION AND CONFIRMATION PREPARATION

Second grade Catholics are instructed and prepared to receive their First Holy Communion in May.

Seventh and Eighth grade students prepare for the Sacrament of Confirmation which they will receive in the Ninth Grade.

LIBRARY/MEDIA CENTER

Our school is fortunate to have a modern, well-equipped library, and we encourage all students to use it as often as possible.

SCHOOL-SPONSORED EVENTS

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Parents, by executing this acknowledgement of receipt of the Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or written notices from the school, including field trips, excursions, or parties.

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

STEWARDSHIP CLUB

To demonstrate their concern for the millions of starving people throughout the world, St. Joan of Arc's Student Stewardship Club encourages all students to be mission-minded. The Club organizes several fundraising programs each year.

STUDENT COUNCIL

The Student Council holds a very special place in the school. Guidelines are reviewed with the students at the beginning of the year. It is very important that Student

Council Members are weekly churchgoers. Prior to running, a student **MUST** receive teacher approval.

Members are expected to do the following:

1. Consistently display leadership in and out of class
2. Attend 30-minute meetings after school on the first & third Fridays of the month
3. Participate in events, such as Field Day, as well as other special events deemed advisable by the Student Council Advisor

The following will result in a student not being able to run for office or retain membership:

1. Not attending weekly church
2. Showing disrespect to other students
3. Receipt of 3 or more detentions during the school year
4. Receipt of three "2"s or one "1" in conduct and/or effort throughout the year
5. Receipt of a Suspension
6. Involvement in cheating, stealing, and/or destroying school property
7. Four unexcused absences from Student Council

VII. SCHOOL AND STUDENT REGULATIONS

STUDENT UNIFORM DRESS CODE

A committee of administrators, teachers, and parents for the purpose of promoting neatness and an appropriate learning environment has determined the dress code for St. Joan of Arc Catholic School. Each student is expected to adhere to the following dress code during school hours, as well as, at all school-sponsored functions.

- All uniform garments **MUST** be purchased from the Uniform Company and **ONLY** those garments and **ONLY** Handbook illustrated shoes will be acceptable. (Acceptable shoes are also pictured on the SJA website. - All uniform shirts **MUST** be tucked in (with exception to Girls Oxford shirts)

- No writing other than identification (student name and/or class) is permitted on clothes, books, bags, backpacks, or lunch boxes. - Students are not to use or possess school supplies that have prints or graphics that include or depict skulls, drug, alcohol or tobacco products, witchcraft, violent images, pornography, or any other anti-Christian or inappropriate symbols. - Dress Code Violations will result in receipt by the student of a St. Joan of Arc **DRESS CODE VIOLATION FORM**, which requires a parent signature. Repeated violations may result in Detentions – see the Student Discipline section for more information.

Pre-K and KINDERGARTEN STUDENTS PLEASE REFER TO THE SPECIFIC GUIDELINES RECEIVED IN THE SUMMER PACKET

SCHOOL UNIFORM BOYS

Pre-K3, Pre-K4 and Kindergarten

<u>Boys School Uniform</u> (Risse Brother Uniform store only)	<ul style="list-style-type: none"> ● Navy Elastic Band Shorts
	<ul style="list-style-type: none"> ● Navy Flat Front Shorts
	<ul style="list-style-type: none"> ● Navy pants, pull up, with full elastic waistband
	<ul style="list-style-type: none"> ● Short and long sleeve Polo Shirt, green or yellow w/school logo
	<ul style="list-style-type: none"> ● Navy Crew Neck Cardigan / Navy Fleece Jacket

1st – 4th Grade

<u>Boys School Uniform</u> (Risse Brother Uniform store only)	<ul style="list-style-type: none"> ● Navy or Khaki Flat Front Trousers
	<ul style="list-style-type: none"> ● Navy or Khaki Flat Front Shorts
	<ul style="list-style-type: none"> ● Short and long sleeve Polo Shirt, green or yellow w/school logo
	<ul style="list-style-type: none"> ● Black or brown belt
	<ul style="list-style-type: none"> ● Navy Crew Neck Cardigan / Navy Fleece Jacket / SJA sweatshirt

5th – 8th Grade

	<ul style="list-style-type: none"> ● Navy or Khaki Flat Front Trousers
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<u>Boys School Uniform</u> (Risse Brother Uniform store only)	<ul style="list-style-type: none"> ● Navy or Khaki Flat Front Shorts
	<ul style="list-style-type: none"> ● Short and long sleeve Polo Shirt, green or yellow w/school logo ● Shirts must be long enough to remain tucked in
	<ul style="list-style-type: none"> ● Black or brown belt
	<ul style="list-style-type: none"> ● Short or Long Oxford Shirt w/school logo (Mandatory for Mass days)
	<ul style="list-style-type: none"> ● Navy Crew Neck Cardigan / Navy Fleece Jacket / SJA sweatshirt
	<ul style="list-style-type: none"> ● Self 4" Hand Tie (Mandatory for Mass days)

P.E. UNIFORM

<u>PE Uniform (SJA Bookstore)</u>	<ul style="list-style-type: none"> ● Blue shorts PreK-3 and PreK-4
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	<ul style="list-style-type: none"> ● Green Nylon w/ Raffi Logo Grades K - 8th
	<ul style="list-style-type: none"> ● Navy or White SJA Sweatshirt (w/school logo)
	<ul style="list-style-type: none"> ● Yellow or white SJA T-shirts
School Office	<ul style="list-style-type: none"> ● Dry Fit Spirit SJA Gray T-shirt
	<ul style="list-style-type: none"> ● SJA summer T-shirts are permitted

SCHOOL UNIFORM GIRLS

Pre-K3, Pre-K4 and Kindergarten

<u>Girl School Uniform</u> (Risse Brother Uniform store only)	<ul style="list-style-type: none"> ● Knit Polo Dress with Plaid Bottom
	<ul style="list-style-type: none"> ● Knit Polo Dress with Trim
	<ul style="list-style-type: none"> ● Girls Cut Short Sleeve Polo Shirt green or yellow w/school logo
	<ul style="list-style-type: none"> ● Short or Long Polo Shirt with Logo
	<ul style="list-style-type: none"> ● Plaid Shorts
	<ul style="list-style-type: none"> ● Navy Crew Neck Cardigan / Navy Fleece Jacket / SJA sweatshirt

1st – 4th Grade

<u>Girl School Uniform</u> (Risse Brother Uniform store only)	<ul style="list-style-type: none"> ● Knit Polo Dress with Plaid Bottom
	<ul style="list-style-type: none"> ● Knit Polo Dress with Trim
	<ul style="list-style-type: none"> ● Girls Cut Short Sleeve Polo Shirt green or yellow w/school logo
	<ul style="list-style-type: none"> ● Short or Long Sleeve Polo Shirt w/school logo
	<ul style="list-style-type: none"> ● Plaid Shorts
	<ul style="list-style-type: none"> ● Plaid Skorts
	<ul style="list-style-type: none"> ● Navy Crew Neck Cardigan / Navy Fleece Jacket / SJA sweatshirt

5th – 8th Grade

Girl School Uniform	<ul style="list-style-type: none"> ● Girls Cut Short Sleeve Polo Shirt yellow or green w/school logo
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(Risse Brother Uniform store only)	<ul style="list-style-type: none"> ● Shirts must be long enough to remain tucked in
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	<ul style="list-style-type: none"> ● Short or Long Sleeve Polo Shirt w/school logo ● Shirts must be long enough to remain tucked in
	<ul style="list-style-type: none"> ● Yellow Oxford ¾” Sleeve mandatory for Mass days (tie optional)
	<ul style="list-style-type: none"> ● Plaid Shorts
	<ul style="list-style-type: none"> ● Khaki Slacks
	<ul style="list-style-type: none"> ● Plaid Skorts no more than 4 inches above the knee
	<ul style="list-style-type: none"> ● Navy Tie (optional for Mass days)
	<ul style="list-style-type: none"> ● Navy Crew Neck Cardigan / Navy Fleece Jacket / SJA sweatshirt

P.E. UNIFORM

<u>PE Uniform</u> (SJA Bookstore)	<ul style="list-style-type: none"> ● Blue shorts PreK-3 and PK4
	<ul style="list-style-type: none"> ● Green Nylon w/ Raffi Logo Grades K - 8th
	<ul style="list-style-type: none"> ● Navy or White SJA Sweatshirt (w/school logo)
	<ul style="list-style-type: none"> ● Yellow or white SJA T-shirts
School Office	<ul style="list-style-type: none"> ● Dry Fit Spirit SJA Gray T-shirt
	<ul style="list-style-type: none"> ● SJA summer T-shirts are permitted

All Students

<u>Shoes</u>	<ul style="list-style-type: none"> ● Velcro sneakers, please no light-up, no characters (PreK- K)
	<ul style="list-style-type: none"> ● Black Velcro Stride Rite / Hush Puppies / Jumping Jack (1st – 2nd)
	<ul style="list-style-type: none"> ● Ivy Black Leather Loafer Grades 5th – 8th
	<ul style="list-style-type: none"> ● Vans Unisex Authentic Black/Black Grades 3rd – 8th
	<ul style="list-style-type: none"> ● Vans Woman Authentic Lo Pro Black/Black Grades 3rd – 8th
	<ul style="list-style-type: none"> ● Sperry Grades 5th- 8th <ul style="list-style-type: none"> ○ Men’s Model # 0836981 ○ Women’s Model # 9120205
	<ul style="list-style-type: none"> ● <u>All</u> Black Sneaker Running Shoes with black rims and black shoe laces (NO logo or black logos only and No High Tops) Shoes must be secured to foot through laces or velcro
	<ul style="list-style-type: none"> ● PE shoes: No neon colors, no light-up <ul style="list-style-type: none"> ○ Black, gray, and/or white shoes with minimal logo

	○ Shoes must be athletic running or tennis shoes
	<ul style="list-style-type: none"> ● Socks: plain white, black or navy <p>(NO logos, insignias, golf socks, peds or “no show” socks). Socks need to cover the ankle and be clearly visible. May be purchased from any store.</p>

Risse Brothers

386 SW 12th Ave. Building # 6

Deerfield Beach, FL 33442

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Fax: 954-360-2919

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GROOMING

Personal cleanliness and neatness are of the utmost importance. Uniforms should be laundered regularly. A child's personal appearance reflects the good taste and judgment of personal grooming. No hair sprays, body sprays, or aerosol sprays of any kind are permitted on, or to be used on school grounds. Deodorant must be a roll-on.

HAIRSTYLES AND MAKE-UP

- Neat, clean APPROPRIATE HAIRSTYLES are REQUIRED OF ALL STUDENTS.
- THE HAIR MAY NOT BE TINTED, DYED, HIGHLIGHTED OR COLORED.
- All fad type haircuts and styles are strictly forbidden.

BOYS – PK through 8th Grade

An appropriate hairstyle is defined as follows:

- Hairstyle that is cut in such a manner that it shall be off the face, not have the capacity to fall forward, and must be **above** the collar
 - No shaving below a “2” anywhere on the head
 - The hair must be above the eyebrow at all times during school day and activities
 - The hair must be above the middle of the ear
 - No “mohawks” or spiked hair longer than “2” inches above and beyond the head
 - Beads are not permitted in the hair
- 8th grade privilege for boys:** Boys are allowed to wear solid-colored -black, blue, and white sweatshirts. A small logo is permitted, but no writing is allowed on the sweatshirt.

GIRLS - K through 7th Grade

- Hair shall be clean, neat, and appropriately styled. Extremely long hair shall be combed and tied away from the face. Bangs must be above the eyebrow.
- Beads/Tinsel are not permitted in the hair
- Nails should be natural (no artificial nails/tips), clean and trimmed,
- **No make-up is allowed with exception to the following:**
 - Light foundation or concealer is permitted in grades 6-8.
 - Black/Brown Mascara is only an **8th grade privilege**, but NO EYELINER or EYE SHADOW.
 - Light/neutral nail polish (sheer colors in the pink/white spectrum- no neon or glitter-type) is only an **8th grade privilege**

DRESS DOWN DAY - OUT OF UNIFORM

REGULATIONS for our OUT OF UNIFORM DAY are as follows:

K - 4

- No midriffs, tank tops, or spaghetti straps
- Shorts must reach the tips of the finger.
- **For safety purposes, no flip-flops or open-toe sandals, no heels or platform shoes**

■ ■ 5 - 8 Grade Boys

- Pants or long shorts only ■
- No cotton sweatpants or biker shorts
- Neat jeans are permitted
- NO TORN CLOTHING
- Hats can only be worn during PE or recess periods
- **For safety purposes, no flip-flops or open-toe sandals**

5 - 8 Grade Girls

- No midriiffs, tank tops, or spaghetti straps
- **For safety purposes, no flip-flops, open-toe sandals, no heels or platform shoes**
- **Students must wear closed-toe shoes with backs**
- **PERMITTED PANTS:** Neat jeans, long pants, capri pants, or Bermuda style shorts; No sleepwear or sweatpants; JEGGINGS and LEGGINGS made of solid material (no cut outs or netting) may only be worn with a long (mid thigh length) style shirt. If you wear leggings with a short shirt, you will be loaned a long, oversized t-shirt.
- **PERMITTED SHIRTS:** P.E. style loose fitting shirts – must have sleeves and hems must completely cover the student's bottom. Long shirts (mid thigh length) must be worn with leggings or jeggings.
- NO TORN, CUT-OUTS OR SHEER CLOTHING

NOTE:

- When using a No Uniform Pass, students must adhere to the Dress Down Day Guidelines.
- A No Uniform Pass may not be used on Church Days.
- If a student has PE on a Dress Down Day, he or she must wear shorts and a t shirt as their dress down attire.

IDENTIFICATION

We recommend that school sweaters and jackets have the child's name monogrammed on them so that they may not be so easily lost, however this is optional.

Please label in a permanent manner all articles (sweaters, lunch boxes, personal supplies, etc.) with the family name. If for some reason you prefer not to use the family name, then at least use the child's first name and grade. This will assist us in returning lost items to the proper owner. Clothes turned into the lost and found department without some kind of identification will be given to the poor after one month.

JEWELRY GUIDELINES K – 8 Grades

In order to maintain an academic environment, as well as to ensure the safety of students, only the following jewelry will be considered acceptable. NO OTHER articles of jewelry are permitted in school:

1. Girls may wear ONLY one pair of matching earrings (worn one on each ear and ONLY on the lobe. They should preferably be stud type, or small hoop earrings that DO NOT extend below the ear lobe)
2. Boys MAY NOT wear earrings at any time
3. Only one chain and pendant
4. One ring is acceptable, worn ONLY on a finger
5. One watch only (**Smart watches are not permitted**)
6. One non-dangling bracelet worn on the wrist only



*PUBLIC DISPLAYS OF AFFECTION

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

STUDENT DISCIPLINE

The education of a student is a partnership between the parents and the school. Students are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the Administration and Disciplinary Review Board determine that the partnership is irretrievably broken.

DISCIPLINE REPORTS – The first notification of any infraction of school policy is a **DISCIPLINE REPORT**. This report outlines the problem behavior and is sent via FACTS.

DETENTIONS will be issued for , but are not limited to, the following offenses:

- a) Chewing or having gum on the school campus at any time
- b) Persistent talking or inattention in class
- c) Defacing or marking of books, furniture, or skin/body
- d) Displaying disrespectful behavior to school staff member or student
- e) Horseplay, roughness, throwing articles, intentionally causing someone to trip or ‘flat-tiring’ by purposely stepping on another students’ shoes
- f) Uniform Code Violation (see Dress Code for guidelines)

A Detention is given for a dress code violation only after the student has received 3 initial St. Joan of Arc Dress Code Violation Notification Forms in grades 1st – 4th. Students in grades 5th – 8th will receive detention after receiving 2 St. Joan Of Arc Dress Code Violation Notification Forms. Exceptions will only be made if there is a written excuse from the parent explaining a true emergency. If a dress code violation exists, the student may also be required to call home for his/her uniform at the discretion of the Principal. Failure to remedy the dress code violation after serving a Dress Code Violation Detention will result in a regular Detention.

g) Disobeying school traffic pattern in the halls and to and from buildings (single file line)

h) Running in the hallways or on footpaths at any time.

i) Being anywhere on school property without adult supervision and/or without written permission

j) Being any place after school, other than the dismissal area or the Gazebo, **WITHOUT PERMISSION** k) iPad infraction (Misuse of device ; repeatedly leaving device at home ; device repeatedly uncharged) -3rd iPad infraction merits a detention

l) Violation of having an unapproved electronic device in your possession during the school day

m) Misbehavior in Church

Detention Policy

Detention Times:

Grades 5 through 8 – 8:30 am to 10:00 am on Saturday

Grades 2 through 4 – 8:30 am to 9:30 am on Saturday

Grades 5 through 8 Tardy and Dress Code detentions – 8:30 am to 9:00 am on Saturday

Detention Location: Media Center

Detention Fees

i. \$20 per detention

ii. Late Pick-Up Fee: A fee of \$2 per minute will be charged for each minute the parent is late to pick up his/her child. Payment must be made to the school office the following Monday.

Detention Guidelines: (All done in complete silence) School work and electronics will not be permitted.

- i. Students are to wear their school uniforms
- ii. If a student arrives more than five minutes late (unexcused), he/she will be required to serve an additional thirty-minute detention at a later date.
- iii. Clean, organize books, shelve books...
- iv. Sharpen pencils
- v. Collate, staple, fold...
- vi. Write a reflection piece on what you would do differently next time.
- vii. Weed the gardens inside school grounds. Students will wear gloves and be supervised by a teacher at all times. (Grades 5 -8 only). Parents will need to confirm if their child has an allergy to pollen when they sign the detention form or by notifying the Dean of Discipline via email
- viii. **If a student does not attend a scheduled detention without prior arrangements, he/she will have to make up the detention missed and will be issued an additional detention.**
- ix. After serving detention, students must be picked up and signed out by someone on the **Approved Pick-Up List**

CONDUCT SLIPS – The following offenses will result in receiving a “Conduct Slip”.

a) Conduct is equivalent to the weight of 2 detentions / points .

b) Serious disrespect, physical or emotional, including defamation of character, invasion of privacy (includes Internet and social media)

c) Possession of any kind of questionable material

d) Possession of a cell phone during a test and will also result in a 0 on the test

e) Tampering with another’s property

- f) Defacing own property or those of others, as well as marking of walls, desks, bathrooms, sidewalks, etc. g) Forgery
- h) Second offense of riding a bicycle on the school grounds
- i) Fighting of any nature
- j) Communicating with another student during a test, giving or receiving information during a test, allowing a student to copy one's material or any form of cheating or plagiarism; a grade of 0 will also result for all students involved.
- k) Using foul language
- l) Inappropriate behavior of any kind (e.g., the overt display of affection)
- m) Throwing of food and water bottles
- n) Speaking aloud to anyone, including to oneself, or any type of disruptive behavior during any type of emergency drill, including Fire, Evacuation, Tornado, or Emergency Code drills
- o) Inappropriate hairstyle, including hair dye
- p) Using the elevator unaccompanied by an adult (The elevator code is not for use by a student.)
- q) Unauthorized picture taking of any students, faculty, staff or visitors

SUSPENSIONS – The following offenses will result in receiving a Suspension and carry the weight of 3 detentions:

Having served three (3) detention is the equivalent of receiving an in school suspension

- a) Stealing
- b) Skipping school, leaving the school grounds without permission, leaving the school grounds while waiting to be picked up, or leaving the school grounds while waiting for a sports program to begin
- c) Possession of a cell phone in a bathroom
- d) Repeated use of foul language
- e) Using any item in a way that could cause injury (e.g., pins, toothpicks, rubber bands, etc.), even in jest f) Physical fighting (Zero tolerance)
- g) Having aerosol containers on campus
- h) Being in any unsupervised area of the campus
- i) Threatening another student with bodily injury
- j) Unauthorized or inappropriate use of the Internet.
- k) Any detentionable offense deemed serious by the Disciplinary Review Committee

An in-school suspension will require parents to pay \$130 charged via FACTS to compensate a substitute to supervise their child.

The consequence for cheating or plagiarism may be a conduct slip, a suspension, or expulsion. Cheating may include, but is not limited to, copying or attempting to turn in someone else's work as your own. Plagiarism may include, but is not limited to, submitting the same work for multiple classes. This constitutes academic fraud.

****The parents of a student who receives a second suspension or any equivalent of six detentions / points while at St. Joan of Arc, may be asked to place the student in a school that is more likely to meet his/her needs. A disruptive student may be placed in a supervised area of the school for the remainder of the school day or as long as deemed necessary. That student must complete the class work according to teacher deadlines.**

After serving a suspension or three detentions, or repetitive disruptive or undesirable behavior, a Progress Monitoring Plan (PMP) with signatures from parents and child will be put into effect.

SUSPENSION AND EXPULSION

A student who has been issued two suspensions or any equivalent of 6 detentions / points will be prohibited from participating in field trips and extra-curricular sports, for the remainder of the year.

The following offenses will result in either a **SUSPENSION** or an **EXPULSION** – with the final decision being made by the Pastor and the Principal and their Disciplinary Review Board.

1. Possession of or involvement with drugs, alcohol, cigarettes, pornographic material, dangerous weapons of any kind (knives; clubs; tacks; razor blades; incendiary devices including matches, fireworks, and lighters; etc.) anywhere on school property or during a school sponsored activity
2. Gang related activity, defined as three (3) or more people who have bonded together for the purpose of criminal activity 3. Persistent use of foul language
4. Continual disruption of class
5. Stealing (Repeated or Extreme)
6. Cheating (Repeated or Extreme)
7. Serious disrespect to a teacher/staff member

8. Fighting or using physical force against another person
9. Continued misbehavior after being suspended or receiving the equivalent of three disciplinary points
10. Damage to school property
11. Any severe disruption of the school day or tampering with fire equipment or bomb threats
12. Any inappropriate behavior, during either school hours or non-school hours, that would be contrary to our Catholic school philosophy, the teachings of the Catholic Church and/or moral standards, and which might negatively affect or influence the moral character and development of other students attending St. Joan of Arc Catholic School
13. Threatening another student
14. An "Internet offense" according to 2022-2023 St. Joan of Arc Catholic School Acceptable Use Policy and iPad Guidelines

Suspension will be served in school.

Signs or symbols that represent groups which promote any word or deed contrary to the teachings of Jesus Christ are strictly forbidden.

To ensure the successful completion of your child's education, it is imperative that the parents unconditionally support the teachers and administration at all times.

The Disciplinary Review Board, Pastor, and Principal reserve the right to have a student leave the school when, in their opinion, the school does not meet the student's needs or for any reason that they see serious, such as, several infractions of school rules.

After receiving a suspension (or equivalent of three detentions), a student will be placed on probation for forty-five school days. If a student is issued a detention by the Disciplinary Review Committee during the probationary period, this infraction may result in expulsion.

DECISIONS REGARDING ANY ISSUE NOT COVERED IN THIS HANDBOOK WILL BE UP TO THE DISCRETION OF THE PRINCIPAL HAVING CONSULTED WITH THE PASTOR AND DISCIPLINARY REVIEW BOARD. THE PRINCIPAL RESERVES THE RIGHT TO AMEND THIS HANDBOOK AS NECESSARY.

Although the school facilities contain no asbestos, St. Joan of Arc complies with Federal Guidelines in publishing the following: "In accordance with Federal Guidelines, a Management Plan for asbestos containing building materials has been filed with the appropriate Government Agencies. Under Federal Guidelines, we are required to notify you that a copy of the Management Plan is on file in the Principal's office. Should you so desire, the Management Plan is available for your review during normal school hours. Please be assured that the safety of all our employees and students is our primary concern."

Throughout this handbook, material has been used relating to the publication:
Policy Formation in Catholic Education: A Guide to Legal Issues
by Mary Angela Shaughnessy, SCN, J.D., Ph. D.
Diocese of Palm Beach County

2023-2024 St. Joan of Arc Catholic School Acceptable Use Policy ("AUP")

RE: Apple iPad

STUDENT NAME: _____ **DATE:** _____

St. Joan of Arc Catholic School is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration - a vital skill for our 21st century learners. Students at the school utilize Apple iPads on a wireless network. Apple iPads and the wireless network on the school's campus are strictly for educational use consistent with the school's educational goals. Along with the opportunity this provides, comes responsibility. This Acceptable Use Policy is designed to give the student and the student's family, as well as others on the school's campus clear and concise guidelines regarding the appropriate use of Apple iPad. The underlying premise of this policy is that all members of the school's community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

- The use of e-mail during class is prohibited unless authorized by faculty or administration on a case by case basis. ● Students should always use appropriate language in their e-mail messages.
- E-mail services provided by the school are to be used only for the exchange of appropriate information between student, teachers, or administration.
- No inappropriate email will be tolerated, including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in expulsion.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via email.
- Students are prohibited from accessing anyone else's email account. E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only the St. Joan of Arc approved email program may be used for student email.
- School email addresses are not to be given to ANY students, parents, websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school email system.

Chatting and Blogging

- Instant messaging is prohibited on the iPad.
- Blogging or chatting is prohibited on the iPad.
- Participation in chat rooms during school hours is prohibited without the explicit permission of a teacher or administrator. ●

Audio and Video

- Audio should be turned off or on silent unless required for the activity being conducted.
 - Listening to music either aloud or with **earphones** is not permitted on campus unless required for the activity being conducted.
 - When sound is needed, earbuds provided by the student must be used.
 - Only earbuds are to be used on campus. **No headphones will be permitted.**
 - The use of Apple iPad to watch movies, unless assigned by a teacher, is **not** permitted during the school day. ●
- Any audio or video recording without the explicit permission of a teacher or administrator is prohibited. ●
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited.

Games

- Games cannot be downloaded onto the iPad.

Apple iPad

- Student Apple iPads must not be left unattended at any time. If an Apple iPad is found to be unattended, it will be turned in to the Technology Office.
- Apple iPads must be in a student's possession or secured in a locked classroom at all times.
- Do not lend your Apple iPad to other students.
- Do not borrow an Apple iPad from another student.
- Apple iPads must be carried and transported appropriately on campus including class transitions. **They should be carried in their approved cases at all times, with a closed cover. Failure to do so could result in disciplinary action.** ● iPads should be stored in a backpack at dismissal.

Note: Students are entirely responsible for backing up their own data. Lost or damaged data is not the school's responsibility. All school-issued Apple iPads must be in the school-issued Otterbox Defender case.

- Do not consume food or beverages near the Apple iPad.
- Apple iPads should be handled with care. Inappropriate treatment of school Apple iPad is not acceptable. ● No writing or stickers will be allowed on the Apple iPad or on the Otterbox Defender case, and both are not to be defaced in any way.
- Do not remove, move, or write on the inventory tag on your Apple iPad.
- Students are not allowed to create administrative passwords on their Apple iPad.
- Students are expected to come to school with a fully charged battery on a daily basis.

Network Access

- Students must not make any attempt to access servers or network information that is not available to the public. ●
The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida iPad Crimes Act, Chapter 815, Florida Statutes). This includes tampering with iPad hardware or software, vandalizing data, invoking iPad viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- The school is not responsible for damaged or lost data transferred through our network or stored on Apple iPad or our file servers.

File Sharing

- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member. File sharing is the public or private sharing of iPad data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- No file sharing software of any kind is to be installed on the Apple iPad.
- There is a \$25 re-imaging charge to remove any unapproved software or files.

Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in iPad failure and will interfere with your ability to complete class work and may affect your grades.
- There is a \$25 re-imaging charge to correct system files.

Downloading and Loading of Software

- Students are not permitted to install custom/individual applications that require administrator privileges. ●
All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto the iPad that impedes the educational purpose of the Apple iPad program.
- Copyrighted movies may not be "ripped" from DVDs and placed on the Apple iPad nor may copyrighted movies be downloaded to the Apple iPad from the Internet.
- Commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may not be downloaded to the Apple iPad.
- Shareware and freeware programs such as animated cursors (i.e. Emoji Cursor), screensavers, and other programs similar to these, automatically open connections outside the school's network. Such connections are Spyware, and they not only monitor the activities on that iPad, but they also slow down the operation of the iPad and the network connection and are strictly prohibited.
- There is a \$25 re-imaging charge to remove any unapproved software or files.

Screensavers

- Inappropriate or copyrighted media may not be used as a screensaver.
- Pictures or videos which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures are prohibited and will result in disciplinary actions.
- There is a \$25 re-imaging charge to remove any of the above.

Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.

- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. ● Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, administration, or the Technology Coordinator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Privacy, Use, and Safety

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless directed by a teacher or administrator. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, providing personal information to unverified sources is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone without teacher or administrator permission.
- Students must secure and maintain private passwords for network and Apple iPad access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The School respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use of email accounts or the School's network, including student/faculty handbook violations or harassment, is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor iPad activities, including logging website access, newsgroup access, bandwidth, and network use. ● Students are prohibited from accessing faculty, administration, and staff file servers for any reason without explicit permission from the user or administrator of that iPad.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's iPad through the use of their own iPad.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the technology staff.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- All students are prohibited from participating in any form of Cyberbullying. Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
 - Sending/posting false, cruel, hurtful or vicious messages/comments;
 - Creating or contributing to web sites that have stories, cartoons, pictures, and jokes ridiculing others;
 - Breaking into an email account and sending vicious or embarrassing materials to others;
 - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
 - Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- Apple iPads that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the school's administration.

Copyright

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited. ● Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the AUP. Such consequences could include the loss of the privilege to use an iPad, the loss of the use of the iPad for an amount of time determined by the Disciplinary Review Board, including administration and Technology Department, disciplinary action: iPad infraction, iPad violation, issuance of paper books and possible legal action.
- These consequences apply to students participating in St. Joan of Arc's 1:1 Apple iPad program as well as to students who are using SJA issued iPads on campus.
- Any iPad with illegal or inappropriate software or materials on it will be reformatted or "re-imaged," and the student will be charged a \$25 AUP violation fee PER incident for this service. This amount may be increased for repeat violations. ● In the case of repeated Apple iPad abuse and/or damages, the school has the right to revoke the use of the school's Apple iPad and the student will be restricted to using it only on-campus. Repeated AUP offenses or Apple iPad abuses may lead to the loss of a student's privilege of using an Apple iPad on campus.
- Students are to report any known violations of this AUP to appropriate administrative staff members. Random checks of student Apple iPads will be conducted throughout the year to ensure that these policies are being followed. ● The School takes no responsibility for activities conducted on the Apple iPad or materials stored on the Apple iPad, or the school's network.
- Issuance of 3 iPad violations, the device will be confiscated and paper books will be used by the student for the remainder of the semester. Parents will be charged a BOOK RENTAL FEE of \$100. It will also be the responsibility of the parent to purchase any novels required during the restricted period. At the beginning of the new semester the iPad will be returned to the student upon his/her return of the rented textbooks.

LIABILITY AGREEMENT

St. Joan of Arc Catholic School ("the School") has configured the Apple iPad ("the device") for connection to the School's wireless network, available to current students.

Please read the terms and conditions of this User Agreement carefully, which governs the use of the device, which is on loan from the School until the student graduates. You may not take possession of such devices until you have read and accepted the terms and signed this Agreement/Acceptable User Policy.

The School grants you the personal, non-exclusive right to utilize the device referenced above beginning on August 14, 2017 through June 1, 2018. This device should be exclusively for school use. Any use of the device which interferes with its exclusive purpose is not permitted.

Upon entrustment of the device referenced above into your care, you assume the responsibility and liability of the device. Furthermore, you agree to return the device on the scheduled or arranged date of return in the same condition as which you received it, ordinary use and wear expected.

This agreement serves as a legal document between you and the School (the owner of this device).

LIABILITY

While in your possession, you are fully responsible for any theft or physical damage of this device and will be held accountable for the replacement or repair of this device. You are responsible for all cables and components of this device. You are responsible for keeping this device clean and in good condition during its use and upon its return to the School. You shall not lend this device to anyone without written permission from the Principal or Assistant Principal of the School. Please note that if you lend this device to another person without prior permission, you are nonetheless accountable and responsible for the replacement of this device, and may be subject to the forfeiture of the device, at the sole discretion of the School. Your failure to report the loss of this device or failure to return this device to the School may result in legal action against you. You hereby agree to pay for all reasonable attorney fees and costs incurred by the School in enforcing any of the terms of this Agreement.

Are You a Good Digital Citizen?

iPad Guidelines

All iPads are the property of St. Joan of Arc Catholic School

1. Do not engrave the iPad or place stickers, drawings or any writing or markings on it.
2. You are responsible to complete research, assignments, access school announcements, RENWEB, and calendars at home via the iPad.
3. You are allowed to save work on the iPad, e-mail documents on your SJA email account or save files to your Google Drive.
4. Teacher permission is ALWAYS required to use the camera on the iPad. Students are not permitted to take photos of other students, faculty, or staff members without specific permission from a teacher, or from the specific teacher or staff member being photographed.
5. Bring the iPad fully charged to school every day.
6. If you forget your iPad, you will earn a "0" for that day in class work/preparation, (impacting grades), and you will be loaned a textbook. An iPad VIOLATION FORM will also be issued. Uncharged iPads will also receive the same consequence. After 2 iPad violations an iPad detention will be issued. After 3 iPad detentions the iPad will be taken away for the semester and paper books issued. (Rental Fee Applies)
7. You must not share or loan your iPad or charger.
8. You are allowed to set up access to a home wireless network; contact your Internet Service Provider for assistance if needed.
9. Do not delete any software/apps originally installed by the school (if deleted, you may be fined a \$25.00 re-imaging fee).
10. The SJA iPad is a privilege. If you tamper with the school iPad settings, or use the iPad inappropriately, you and your parent will be required to meet with the Disciplinary Board; the board will decide a consequence (i.e. Saturday detention, suspension, loss of iPad privilege for a particular amount of time, and may even result in expulsion depending on the situation). Any inappropriate use of iPad will result in a Saturday detention and loss of the iPad for one week.
11. Web-based games are not to be downloaded to the iPads. Only faculty approved games are permitted.
12. You must place the iPad in your own backpack at dismissal. Covers should be on the iPad during class transitions.
13. You are responsible for the general care of the iPad; if your iPad breaks/fails to work properly, it must be taken to the Computer Lab for an evaluation by Technology Department personnel. If there is a device malfunction, it may be repaired or replaced through the Apple warranty. A temporary loaner iPad will be issued.
14. If technical difficulties occur and inappropriate software/apps are discovered, the iPad will be restored to its original settings and may result in a detention or suspension. The school is not responsible for the loss of any software/documents deleted due to backup restore/re-imaging.
15. If accidental damage/loss, or theft, student/parent is responsible for repair/cost of replacing the device.
16. Your iPad must always be in the protective Otterbox Defender Case and Cover. 1st and 2nd misuses is an iPad infraction, 3rd and continued misuse is an iPad detention.
17. When participating in after school co-curricular activities, you must keep the iPad in a designated, secure location (iPad Safe Zone) which will be available during Extended Care.
18. Students may download school appropriate books (i.e. AR books) and other publications on their personal Kindle or Nook. In order to bring your own device to school, please complete an eReader Form. The form must be kept with the device at all times.
19. Parents – Internet use while at SJA is filtered by our Content Filter for safety. Your home internet may or may not have content filtering. Please discuss and monitor appropriate internet usage with your child.

***The iPad is an educational tool.**

Addendum

ACCELERATED READER GUIDELINES

Grades 4th - 8th

1. A student should be testing on books within his/her ZPD reading range but no lower than one full ZPD point under the low end of his/her reading range. For example: Amy's reading range = 3.5 – 5.1. She may not take a test on a book with a reading level of 2.4 or lower. Your student's ZPD Range is included in the STAR Reading Report letter.
2. You must read the entire book before taking a test on it.
 - Please do not read the first few chapters of the book and try to pass the test. You won't!
 - Please do not take a test if you've only "seen the movie". You will not get a 100% correct, and this will lower your Average Percent Correct.
3. Helping another student with his/her test or taking a test for another student is considered cheating. If cheating is suspected, the students may be asked to take a paper and pencil test.
4. Tests may only be taken in the media center, computer lab, or in the classroom with your teacher's permission.
5. A student cannot take more than three quizzes a day. Ideally, testing should be done within 36 hours of finishing a book.
6. Students may not take more than one quiz per book. For example, Heidi is one book, but there are many quizzes for different versions. You cannot take three quizzes for Heidi using different versions. If you do this, the duplicate tests will be deleted.
7. Students can only take **two tests** on the same non-fiction topic, for example soccer, per quarter.
8. Short, non-chapter books (0.5 point value) may be taken with your teacher's permission. **No more than two books per quarter.**

ACCELERATED READER GRADING

Students will earn **one test grade in literature** at the end of each quarter. Fifty percent of this test grade will come from the Average Percent Correct of all AR tests and the other fifty percent will come from their Point Goal. This means that if their goal was 20 points and they only obtain 10 points (50% of their goal), they will only earn 25 points. AR goals are only met if the students earn both an 85 percent or above in their Average Percent Correct **AND** their Point Goal. Your child's AR goal for each quarter can be found in the Accelerated Reader app in their school's iPad. **A student will not receive a grade higher than 89 if they do not meet their Point Goal.**

Saint Joan of Arc Catholic School

Parent-Student Handbook Acknowledgement Form

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

(Print Parent/Legal Guardian Name)

(Signature Parent/Legal Guardian)

(Print Student Name)

(Date)

(Grade)