



St. Joan of Arc School Parent and Student Handbook

Table of Contents

Policies and Procedures

Academic testing - p. 2
Accreditation - p. 2
Admissions - p. 2-4
Athletics - p. 5-6
Attendance and Tardiness - p. 6-7
Back-to-School Night - p. 7
Birthdays - p. 7
Communication - p. 7-8
Conferences - p. 8
Curriculum - p. 8
Daily Schedule - p. 8
Emergency Drills - p. 8
Emergency Parent/Guardian Information - p. 9
Field Trips - p. 9
Grading System - p. 9
Grievance Procedures - p. 9
Health Records - p. 9
Homework - p. 10
Honor Roll - p. 10
Library - p. 10
Lost and Found - p. 10
Lunch - p. 10-11
Medication - p. 11
Non-Custodial Parent - p. 11
Notice of Non-Discrimination - p. 11
Recess - p. 11
Report Cards / Progress Reports - p. 12
School Closing and/or Delay - p. 12
School Functions (Authorized) - p. 12
School Grounds - p. 12
School Pictures - p. 13
Shadowing - p. 13
Telephone Calls - p. 13
Transfer to another School - p. 13
Tuition - p. 13-14
Uniform - p. 14
Visitors/Volunteers and Driver Form - p. 14

Code of Ethics

Archdiocese of Indianapolis' Guidelines on Respecting Persons - p. 15
Middle School Discipline Policy - p. 15
Rights and Responsibilities of School Staff/Parent/Student - p. 15-16

Families Supporting Faculty (FSF) Organization - p. 16

School Commission - p. 16

Technology

Chromebook Permissions and Acceptable Use Form - p. 17
Internet Acceptable Use Policy - p. 17
Personal Electronic Devices - p. 17
Social Media Accounts - p. 17

Policies and Procedures

Academic Testing

Students will take standardized tests as required by the Indiana State Department of Education and Archdiocese of Indianapolis. Assessment through ISTEP+ (Indiana Statewide Testing for Educational Progress) occurs each year as recommended by the Indiana Department of Education.

Accreditation

St. Joan of Arc School is fully accredited with exemplary status and certified by the Indiana State Department of Education and by the North Central Association.

Admissions

In order to ensure an orderly and equitable admission for children to St. Joan of Arc School (hereinafter referenced as the "School"), this policy and procedures is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends, and/or other pertinent factors. Once recommended by the School Commission and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of the School.

A. Primary Goal - Catholic Education

The primary goal of the School is to provide a Catholic education to the children in the Parish in accordance with the mission statement of the School, archdiocesan policies, curriculum, and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the School.

B. Accommodation of Students with Special Needs

The School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The School has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

C. Parishioner Status

Regular attendance at Mass and faithful and consistent stewardship of Time, Talent, And Treasure (financial support) to the Parish will be expected by Catholic families of students attending or wishing to attend the School. All Parish School families will participate in a registration process that will help establish each family's gifts of Time, Talent, and Treasure. It is expected that annual giving to the church be at least equal to the difference between the parishioner-non-parishioner rates (this amount will vary for multiple child families, but families should give the difference in amounts for at least one child). Families meeting these criteria will be deemed "participating parishioners" for purposes of determining the rate of tuition. All other families will be considered "non-participating" for purposes of tuition.

D. Financial Aid and Responsibility

It is a goal of the School and Parish to provide financial support to economically disadvantaged parish families to the fullest extent possible. However, all School families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by the School. Families of students who are not of the Catholic Faith will be

expected to assume their portion of the financial responsibility for the education provided through an increased tuition rate, since they do not participate in the investment (subsidy) received by School from the contributions of parishioners. Any family who is considered to be economically disadvantaged may qualify for financial assistance.

E. Agree to Abide by the School Rules

Upon admission all parents and students agree to abide by the policies and rules of the School as specified in the School Handbook.

F. Non-Discrimination

The School Commission, Administration, and Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

Admission Selection Procedures

Beginning with the Early Bird registration date each year, students registering for preschool, transitional kindergarten, or kindergarten will be eligible for consideration for admission. For grades 1 through 8, students will be eligible for consideration on completion of the previous grade. Eligible students will be selected and placed in the school based on a good record with the school in behavior, parent involvement, and in paying tuition and fees, as well as the maximum capacity of classrooms as set by the School Commission according to the following categories in order of preference:

1. Current students of the School
2. Catholic children of participating parishioners (as defined above) who are siblings of students attending the school in the current school year.
3. Catholic children of participating parishioners who are siblings of a graduate of the School.
4. Catholic children of participating parishioners.
5. Catholic children of non-participating parishioners who are siblings of students attending the School in the current school year.
6. Catholic children of non-participating parishioners who are siblings of a graduate of the school.
7. Catholic children of non-participating parishioners.
8. Non-parishioner Catholic children.
9. Non-Catholic children.

Within categories numbered 1 through 4 above, priority will be given according to the parish registration date of any family deemed to be a “participating parishioner” (See Section C above) .

Within categories numbered 5 through 9 above, priority will be given according to the date of the school admission application. Each year’s incoming student class will be selected soon after the re-

registration/registration process is closed. For any student selected for the incoming class, his or her Catholic siblings will be placed in category #2 or #5 above for the school year for which they are registering depending on parishioner status (See Section C above).

Transfer Students

Students in good standing from another school will be considered for transfer admission after the following has been accomplished:

1. A conference with the principal, parents and student has been held to discuss the goals, Religious mission, and expectations of the School.
2. Application for Enrollment is complete.
3. Previous educational records have been supplied to the School including if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, or Section 504 Plan.
4. A completed SJOA Teacher Recommendation Form for incoming 1st through 8th grade students as been supplied to the School.
5. The following assessments will be completed at SJOA as part of the admission process: STAR Reading and STAR Math for incoming kindergarten through 8th grade students, a writing sample for incoming 2nd through 8th grade students, and additional grade-level placement questions (if applicable).
6. If appropriate records are not available or if there are other educational concerns, the principal may require additional testing of the child and/or direct consultation with the previous school to determine appropriate educational placement before admission is granted.
7. Updated immunization records and birth certificate have been supplied to the School.
8. Applicants for admission to grades 6, 7 and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the School.
9. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

If the Principal determines, through the above procedures, that the family and student have philosophies, educational goals, and levels of preparation that are compatible with the religious mission and educational programs offered by the school, and that the student is likely to be successful in the Catholic educational setting, the student may be admitted if there is an opening.

Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection Procedures above.

Wait List

Students not selected for admission to the school may be placed on a wait list. If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedures above. The wait list will exist from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that year ends.

Athletics

Eligibility

To participate in the athletic program at SJA, the student must be grades 4th through 8th. Some sports are offered in younger grades, but are not sanctioned by the Catholic Youth Organization (CYO). Each student must have an annual physical exam, which will be filed with the school athletic director.

Beginning in August, all students are eligible to participate in the athletic program. When report cards are issued, students must have an overall C average (76%) or higher, with no failing grades in any subject or conduct, to continue eligibility. Students can become re-eligible once their grades are improved to an overall C average (76%) or higher, with no failing grades in any subject or conduct.

If a student receives a D or an F on the mid-quarter progress report, the student is placed on probation. The student may continue to play or practice as long as effort and improvement are shown.

Students may become ineligible at any time if they fail to complete homework and academic assignments on time or have displayed behavior unbecoming to an SJOA student. All decisions will be made at the discretion of administration.

All students playing on a neighboring team must also meet that school's eligibility requirements, which may differ from ours.

Code of Ethics

St. Joan of Arc parish is responsible for all athletic programs. All competitions must be conducted with a high standard of courtesy, fair play, and sportsmanship. All those involved share a responsibility to be role models in faith and in friendship while on and off the field.

Students must be in attendance at school on the day of a game to participate in their event.

All students must be picked up ON TIME after an event.

Honoring the Game

Athletics are seen as one way of implementing the mission of the CYO. The objective of CYO athletics is to be well organized, uniform in philosophy, properly supervised and provide opportunities for youth to develop physical fitness, self-discipline, mental alertness, and an attitude of good sportsmanship based upon Catholic principles of fair play and cooperation.

Parental Involvement

The success of our athletic program relies in part on assistance from parents and other volunteers who take on numerous tasks. Parents wishing to volunteer to assist teams with scorekeeping, transportation, or concessions should either contact the coaches or athletic director. Parents of athletes are asked to volunteer for 3 events/activities during the school year.

Fees

The CYO participation fees shall be assessed per sport as determined by the Athletic Commission.

Fees must be paid before attending practices or being issued a uniform for games. Registration will be held prior to enrolling a team with CYO. Teams will be enrolled based on registered individuals and paid fees to St. Joan of Arc Athletics. There must be enough students/athletes to field a team before a team can be enrolled with CYO. Fees cannot be paid to the school office.

CYO Sports and Activities

SJOA currently offers the following CYO activities. If you are interested in a sport we currently do not offer, you may participate in that sport at our neighboring schools. Please know we are always looking for interested coaches to add new programming.

Basketball - Grades 4th through 8th grade

Kickball (girls only) - Grades 3rd through 8th grade; fall and spring seasons

Football (boys only)- Grades 3rd through 8th grade; teams combined with students from St. Thomas Aquinas and Immaculate Heart of Mary

Volleyball - Grades 4th through 8th grade

Track and Field - Grades 4th through 8th grade

Soccer - Grades 5th through 8th grade

Cheerleading (girls only) - Grades 4th through 8th grade

Wrestling (boys only) - Grades 1st through 8th grade

Cross Country - Grades 4th through 8th grade

Attendance and Tardiness

All students are expected to attend school regularly as required by law. Regular attendance is known to be directly related to academic achievement. Unexcused absences or excessive absences and tardiness affect the accreditation of the school. **Therefore, a student may be removed from the school permanently if this becomes a problem, as deemed so by school administration.**

Reporting

1. The parent/guardian should report the absence of the student by telephoning the school office (283-1518) each day prior to 8:30 am. When phoning a child's absence, please indicate the arrangement for getting your child's homework. The work may be picked up between 3:15 pm – 3:30 pm in the school office. A sibling or friend may transport the homework.
2. Extended illness of more than 3 consecutive school days will require a doctor's statement.
3. When the number of absences becomes excessive, 10 days per semester, the family will be contacted by school administration notifying them of the situation along with a copy of the Indiana law regarding mandatory school attendance, Indiana Code 20-8 .1-3-1/37
4. Students may not attend or participate in extracurricular on the days they are absent from school.
5. If your child will be going home by a different means than he/she normally does, please send in a written, signed permission to your child's teacher or call the school office.

We have an obligation to our students to set a good example as well as hold them accountable for being on time to school. Parents play a major role in insuring that their children arrive at school on time.

When the number of tardies becomes excessive, 10 times per semester, the family will be contacted by school administration notifying them of the situation. In addition, and in adherence to the procedures set down by the Indiana Department of Education, excessive tardiness may be reported to state education authorities.

Excessive, consistent tardiness affects the accreditation of the school. **Therefore, a student may be removed from the school permanently if this becomes a problem, as deemed so by school administration.**

Sign In/Sign Out Procedure

1. Parents must walk their child into the office and complete the sign in form when their child returns to school after an appointment.
2. Parents must come to the school office and complete the sign out form when removing their child from school.
3. In accordance with Indiana law, students are not permitted to leave the building or school grounds during the school day for any reason without written permission from the administration and the parents of the child.

Back-to-School Night

A Back-to-School Night is scheduled early in the school year. It is an opportunity for parents and students in grades TK through 8th to visit school, meet with their child's teachers, and familiarize themselves with the operation and regulations of the school. Teachers may discuss classroom rules, homework policies, and goals for the school year. Parent and student attendance at Back-to-School Night is strongly encouraged.

Birthdays

We happily acknowledge the birthdays of all students on the announcements each morning. Summer birthdays will be acknowledged during the spring months. Simple birthday treats are also a special part of each child's birthday and can be sent to school. The Board of Health requires all snacks brought to school must be pre-packaged. All party invitations should be mailed, and not distributed at school. We ask that parents and relatives do not send balloons, flowers, or other special gifts to school for birthdays or other special occasions.

Communication

School Office

1. All persons entering the school building must report to the main office first. The visitors are asked to sign in and obtain a visitor's badge.
2. To ensure uninterrupted instructional time for our students, office personnel will deliver messages, lunches, or books to the students. Your cooperation is very important.
3. A school newsletter is sent home every Thursday online. In addition, teachers communicate classroom news via newsletters, e-mails, weekly folders, assignment notebooks, and e-Homerooms on the school website (www.sjoa.org/school).

School Staff

Any staff member may be reached by electronic mail. All staff members' SJOA email addresses are listed on the school website (www.sjoa.org/school).

Academics

1. For applicable grade levels, current subject grades are maintained on Engrade. Parent log -in information is shared with all parents at the beginning of a school year. Parents are encouraged to check their child(s)' grades regularly and consistently.
2. Quarterly report cards and mid-quarter reports (progress reports) keep parents informed of their child's progress.
3. Teachers and/or administration will contact parents at if an issue demands immediate attention.

Conferences

Parent/teacher/student conferences occur at the end of the first school quarter in October. Parent attendance at these end-of- first-quarter conferences is required. A conference, however, can also occur anytime during the school year. Parents are asked to make a specific appointment with their child's teacher(s) regarding the progress of their child. These conference times can be very valuable to the overall educational process.

Curriculum

1. All students enrolled at SJOA are expected to participate in all of the educational and religious programs that are part of the school curriculum.
2. Curriculum areas include: Religion, Language Arts, Math, Science, Health, Social Studies, Art, Physical Education, Music, Technology, and Foreign Language.
3. Our curriculum is devised from Indiana Academic Standards, as well as the standards established by the Archdiocese of Indianapolis (Office of Catholic Schools) for religion classes.
4. The State of Indiana and the Archdiocese of Indianapolis have approved all adopted textbooks.
5. The Indiana Academic Standards can be found on the website of the Indiana Department of Education.
6. The Archdiocesan religion standards can be found on the website for the Office of Catholic Schools.

Daily Schedule

Grades TK –8

- 7:20 a.m. – 7:50 a.m. Students arrive and proceed to gym
7:50 a.m. – 8:00 a.m. Morning assembly in gym
8:00 a.m. Students and teachers proceed to classrooms
3:00 p.m. – 3:30 p.m. Student dismissal

Emergency Drills

Plans and procedures for fires, tornadoes, earthquakes, and intruders are discussed and practiced with school staff and students consistently throughout a school year. Fire drills are conducted at least once a month. Tornado, earthquake, and intruder drills are conducted as designated by state guidelines, which is generally once each semester. All plans and procedures are posted inside the doorway of each classroom.

Emergency Parent/Guardian Information

Please complete all emergency forms in the “Parent Packet” received at the beginning of each school year. If your emergency information should change, please call the school office or send a note as soon as possible. It is extremely important for emergency and administrative reasons that every parent/guardian maintains an up-to-date address and telephone record with the school office. Please notify the school immediately if you have a change of address or telephone number during the school year.

Field Trips

Classes are encouraged to participate in field trips, which relate to the areas of curriculum. A permission form listing all of the specifics will be sent home in advance. Students must return the signed permission form in order to participate in the field trip. Verbal permission will not be accepted.

Grading System

St. Joan of Arc utilizes the standards-based grading system recommended and provided by the Archdiocese of Indianapolis for grades kindergarten through 2nd grade.

St. Joan of Arc uses the following grading scale provided by the Archdiocese of Indianapolis for grades 3rd through 8th grade:

- A = 95%-100%
- B = 86%-94%
- C = 76%-85%
- D = 70%-75%
- F = 69% or below

Students in grades TK through 5th grade receive completion grades for specials classes, while students in middle school receive percentage grades for specials classes.

Grievance Procedures

If a parent has a grievance against a teacher, every effort must be made to settle the grievance at the lowest level (i.e. teacher and parent). If it is not settled at this level, the parent, teacher and principal meet to settle the grievance. If the parent does not feel satisfied, it may be brought to the Pastor’s attention.

The same process will be followed if the grievance is between a teacher and parent, teacher and student, a substitute and parent or student, a volunteer and parent or student. Good communication practice must be operative to avoid situations leading to grievance procedures. Confidentiality should be practiced by all parties involved.

Health Records

All required student health records, as indicated to parents from our school office worker and nurse, Ms. Debi Schilling, must be submitted to our school office prior to the start of a school year. Parents are also responsible for submitting updated student health records to SJOA as needed. Failure to submit initial medical records and/or updated records could result in a student not being allowed to attend school until the missing health records are submitted to our school office

Homework

All students are expected to do their own work to the best of their ability. The work is to be turned in on time. It is the student's responsibility to make up work missed during an absence as indicated by the teacher.

Homework consists of daily assignments, which are an extension of the learning process that has taken place at school. It may be assigned for the purpose of review or enrichment. A typical day's homework neither would normally not exceed:

Grades 1 and 2	20 – 30 minutes
Grades 3 and 4	30 – 45 minutes
Grades 5 and 6	45 – 60 minutes
Grades 7 and 8	60 – 90 minutes

If your child frequently takes longer than the time indicated above, please contact your child's teacher.

Honor Roll

Students in grades 5th through 8th are recognized quarterly for their honor roll achievements. The three various Honor Roll categories are defined by the following grade-point-average requirements:

Principal's List = 4.00

High Honor Roll = 3.50 – 3.99

Honor Roll = 3.00 – 3.49

Students must maintain good conduct, as deemed by teachers and administration, to acquire Honor Roll status.

Library

Our school library is part of the Indianapolis-Marion County Library's Shared System. The Shared System is part of the city/county library's public computer catalog. All of our SJOA library books are cataloged and bar-coded. SJOA students have library cards, and they can request books, CD's, and videos online from any library in the city. A library delivery truck brings our school their materials every week. Families can return materials checked out at the school to a branch library, and they can return items checked out at a branch library to the school's library. Students are responsible for the materials they check out on their individual library cards. If library property is damaged or lost, students are required to pay for it. Students may not check out any new items if they have an item(s) overdue or lost. We will add the cost of damaged or lost items to the family's tuition bill. We do not charge fines for overdue books; however, students will be required to pay for any books or items not returned by the end of the year.

Lost and Found

The school's Lost and Found is located in the office/gymnasium area. All accumulated items are placed on a table so students and parents may claim lost items. The school is not responsible for lost items. Unclaimed items are donated to charity periodically throughout a school year.

Lunch

Proper conduct and manners are an expectation during lunch time. Every school meal begins and ends with a Catholic meal prayer.

Students may either bring their lunch to school or have the provided Monarch lunch. For students bringing their lunch, drinks can be brought as part of the lunch, but the drinks must not be brought in a glass container. In addition, soda/pop drinks are not permitted. Students who bring their lunch do not have access to a refrigerator or microwave at lunchtime. Spoons and forks are available for students bringing their lunches.

Sign-up for the SJOA-provided Monarch Café' lunch is available at the following link from our school's website: <http://www.sjoa.org/school/lunch/>. When ordering, our school account code is 186SJOA-IN. If you have questions regarding ordering lunch through our Monarch Café', please contact our school lunch supervisor, Claire Jackson, in the school office (317-283-1518) or via email at cjackson@sjoa.org

Medication

Prescription and non-prescription drugs MUST BE kept in the school office and dispensed at the written direction of the parent by designated school personnel. Permission to administer Tylenol or Ibuprofen must be given by parents or guardians. All medications sent to school must be clearly labeled with student name and direction.

When a medical situation arises that requires attention beyond what the school can provide, 911 will be called.

When a medical situation arises that is not life-threatening but beyond what the school can provide, parents will be called. If parents cannot be reached, emergency contacts listed on enrollment papers will be called.

If parents nor emergency contacts can be reached, SJOA reserves the right to call 911.(Added 2017-2018)

Non-Custodial Parent

St. Joan of Arc School abides by the provisions of the Family Education and Rights and Privacy Act of 1975 with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child(ren). If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

The school asks all divorced parents to furnish the school with a copy of the custody section of the divorce decree. This information is also necessary to assist the school determine when, if ever, the child can be released to the non- custodial parent.

Notice of Non-Discrimination

St. Joan of Arc School welcomes students of any race, gender, or ethnic origin to all the rights, privileges, programs, and activities which are made available at this school. St. Joan of Arc School does not discriminate on the basis of race, gender, or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, or athletic programs.

Recess

Students will spend time outside when weather allows. Please dress your child accordingly. Hats, boots, gloves, and scarves should be clearly marked with identifying information. Students will be expected to be responsible for their belongings. SJOA staff members may disallow a student to

participate in outdoor recess if he/she does not feel the student is properly dressed for the weather elements.

The school provides playground equipment, and it is at the discretion of a student's classroom teacher whether he/she may bring toys/games from home for recess. A student, however, brings a toy/game to school at his/her own risk, and the school is not responsible if the property gets lost, stolen, or broken.

Report Cards/Progress Reports

Report Cards are issued on a quarterly basis. Progress reports are issued mid-quarter. This information is to inform parents of the student's progress. Report cards will not be distributed if your tuition and/or other fees are due.

School Closing and/or Delay

The school will inform parents and students of unexpected school closings/delays through the following means:

1. School Messenger – School Messenger is our school's automated voice and text communication system. Parents will automatically receive a voicemail and/or text from the school office with information regarding school closings/delays.
2. Email from school office staff.
3. School Facebook page: <https://www.facebook.com/sja.on.facebk?ref=hl>
4. School Twitter account: Our school Twitter handle is @SJACatholicSchl and our Twitter webpage is <https://www.twitter.com/sjacatholicschl>
5. School website: www.sjoa.org/school. The school closings/delays information will be displayed in the "banner" section located in the top center of the front page of the website.
6. Local television stations and their websites:
 - RTV Channel 6 (<http://www.theindychannel.com/>)
 - CBS Channel 4 (<http://cbs4indy.com/>)
 - WISH-TV Channel 8 (www.sjoa.org/school).
 - WTHR Channel 13 (www.sjoa.org/school)
 - FOX Channel 59 (<http://fox59.com/>)

NOTE: There is also a St. Joan of Arc School in Kokomo, IN. Please be careful to distinguish between St. Joan of Arc School – Indianapolis vs. St. Joan of Arc School – Kokomo.

Weather-related school delays/closings will ordinarily be communicated by 10:00 p.m. the evening before a particular school day. With the unpredictability of weather, however, we may not communicate the information until the early morning of a particular school day. We assure you we will communicate such weather-related happenings as soon as possible for the convenience of school families.

School Functions (Authorized)

Only those functions which involve St. Joan of Arc Catholic students and are authorized and sanctioned by the administration will be recognized as official school sponsored functions. School authority extends to all authorized and sanctioned functions regardless of time and location. Functions which are not authorized or sanctioned are considered private. Thus, the school assumes no responsibility and no authority.

School Grounds

Students are not permitted to leave school grounds while in the formal school setting time, after-school care (NYO), or during after-school activities. Departure for home terminates school responsibility and liability. A child, who is present in the school building or on the grounds after school hours and is not in a supervised setting such as tutoring, CYO practice, etc., will be sent to the school office and his/her parents will be notified to pick up the student from the school grounds.

Supervision of athletic programs and other activities will be provided during the specific times indicated by the person(s) in charge. The school will not be responsible for any student dropped off early or remaining after any activities.

School Pictures

School pictures are usually scheduled in the fall. Parents are under no obligation to purchase any of the pictures. Children do not have to wear their uniforms for picture day but should be neatly dressed: no jeans, no t-shirts, and no hats. A retake session is always scheduled for students who have been absent or whose picture may not have turned out. Please watch the school newsletter for information regarding picture day.

Shadowing

It is customary for eighth grade students to spend a day “shadowing” before choosing a high school. Each student may shadow a maximum of two times in a given year. Additional shadow days must be approved by the 8th grade homeroom teacher and/or school administration. Shadowing permission forms are located in the school office and/or can be provide by the 8th grade homeroom teacher. A student must have this form completed by the shadowing school and returned to SJOA upon completion of the shadowing experience.

Telephone Calls

Students may not use the school telephone during the school day unless specific permission is granted from an SJOA staff member. At no time, however, may students contact someone via cell phone during the school day.

Transfer to another School

Parents should notify the school office in advance if they plan to take children out of school since a signed document allowing a transfer of records is required. No records will be transferred unless your financial account is current.

Tuition

St. Joan of Arc School has partnered with FACTS Tuition Management Company (FACTS) to help us better plan and manages our tuition finances. All school families that do not pay tuition annually, semi-annually, or quarterly must register with FACTS.

If a school family is not able to contract with FACTS (i.e. no bank account), monthly tuition payments may be made to school with principal’s approval. If approved, there will be a service fee.

Nonpayment of Tuition-Alternative Payment Arrangement

If a school family is unable to pay St. Joan of Arc School the agreed upon tuition amounts on the applicable due dates as outlined in the FACTS agreement, the school may agree in writing to a modified payment arrangement. The school reserves the right to delay FACTS payments as needed.

The school family is responsible for notifying the SJOA Finance Secretary five business days prior to the payment due date. Failure to do so will cause the family to be responsible for any late fees/missed payment fees charged to the school family.

Methods of Collecting Delinquent Tuition

School families must pay all amounts owed to the school prior to end of a school year and/or before leaving the school. If a school family cannot fulfill all their financial obligations prior to leaving school, the family must make arrangements to pay all amounts owed within a reasonable time to be determined at the school’s discretion. If the family fails to make arrangements to fulfill their financial obligations, or if the family fails to fulfill the terms of any arrangements accepted by the

school, the school may use any means necessary to collect the amount, including referring the family's account to small claims court.

NOTE: School records will not be released to a new school without full tuition payment.

NOTE: All school families must sign the Enrollment Contract.

Uniform

The identity of the St. Joan of Arc children as students in a Catholic school is evident in their attire. Although outward appearances are not a judge of a student's character, taking care of grooming and dressing appropriately projects a sense of discipline, unity, pride, and respect. Thank you for your support and assistance with the dress code policy.

A complete, current description of SJOA's website is located on our school website (www.sjoa.org/school).

Visitors/Volunteers and Driver Form

Parents/guardians are always welcome to visit and volunteer in the classrooms. To minimize student interruption to the educational process, parent/guardians must inform the office prior to the classroom visit.

All visitors must sign-in at the school office and wear a visitor's pass.

All volunteers must complete the Archdiocese's of Indianapolis' "Safe and Sacred" online program prior to volunteering at the school, including field trips, and communicate with the classroom teacher that the program has been complete. The "Safe and Sacred" program can be accessed at <https://safeandsacred-archindy.org/login/index.php>.

In order to volunteer to drive a vehicle for the purpose of a school field trip, a parent volunteer must obtain an SJOA parent driver form, complete the form in its entirety, and return to the classroom teacher before the field trip occurs.

Code of Ethics

Archdiocese of Indianapolis' Guideline on Respecting Persons

The following excerpt comes from documentation from the Office of Catholic Education and pertains to all students enrolled at an Archdiocesan school and all staff members of an Archdiocesan school:

“The good name, reputation and personal safety of each student, faculty, and staff member is vitally important. In order to protect students, employees, and the school itself, each student is expected to treat the good name and reputation of other students, school employees, and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic Christians principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether is it done physically, verbally, or electronically through the use of a home or school computer, phone, iPad, or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.”

Middle School Discipline Policy

Our middle school students abide by our school's middle school discipline policy. Our middle school teachers present and review the middle school discipline policy, in person, with students and parents each school year. The middle school discipline policy is posted on the school website (www.sjoa.org/school).

Rights and Responsibilities of School Staff/Parent/Student

Teacher and staff agree to:

- Teach as Jesus did
- Provide support, encouragement, and guidance to school families
- Implement Leader in Me to teach school rules, common area, and classroom procedures and expectations
- Communicate with parents on a regular basis regarding homework, behavior, and academic progress
- Provide a stimulating and enriching classroom experience
- Believe all children can succeed
- Be respectful of parents' time and schedule

Parent agrees to:

- See that my child(ren) attends school regularly and is on time
- Monitor completion of homework
- Attend school conferences as needed
- Support the school in developing positive behaviors in my child(ren)
- Encourage my child(ren) to read at home and apply all learning skills to daily life
- Sign and return assignments, notebooks, and/or anything that requires a parent signature
- Be respectful of a teacher's time and schedule
- Handle school concerns or questions in a Christian manner

Student agrees to:

- Show respect for myself, my school, and other people
- Work cooperatively with students and staff
- Obey classroom and school rules
- Come to school prepared with my homework and supplies
- Use the school instructional time for study and work
- Prepare for tests and long term assignments every night prior to the due date
- Help my parents with school communication
- Ask for help when needed

Families Supporting Faculty (FSF) Organization

FSF stands for ‘Families Supporting Faculty.’ The mission of the FSF organization is to help elevate the education and experience every student receives from St. Joan of Arc and to help provide support to parents and school staff. This mission can be achieved by engaging FSF’s strong network of committees and the community as a whole.

Parent volunteering is critically important to our school. We firmly believe St. Joan of Arc’s success is largely dependent upon our families, their involvement, and their desire to make their child’s school the best it can be. There are many opportunities, both large and small, for families to get involved and help the school community. We ask SJOA family to learn about the role FSF plays in the school and what volunteer opportunities are available.

FSF has many committees looking for volunteers: Family outreach, family mentoring, room parents, teacher appreciation, after school clubs, fundraising, and used uniforms. At the beginning of the school year, all parents will receive the ‘FSF Volunteer Opportunities’ form required to be completed and returned to the school office. Please note parents need not join an official FSF committee in order to volunteer or contribute; opportunities can be a one-time commitment or reoccurring. As indicated on the volunteer form, however, all school parents are required to complete three hours of volunteer service to the school per school year; or, parents may elect instead to make a \$25 payment to the school. Our hope is you intend to volunteer three hours to our school!

Please visit our school website (www.sjoa.org/school) for more information regarding FSF’s various committees and parent volunteer opportunities. The FSF President is Aly Schroeder. If you have any questions or concerns on ways to volunteer, please contact Aly via e-mail at fsf@sjoa.org.

School Commission

The St. Joan of Arc School Commission is an advisory board which works with school administration to create/maintain a strong academic culture at SJOA rooted in Catholic principles. A school commission member is appointed by the parish pastor. A school commission term is three school years, and a school commission member is permitted to serve back-to-back terms. School Commission meetings are held on the third Monday of each month at 7:00 p.m. in the parish offices. A listing of current SJOA School Commission members is posted on the school website (www.sjoa.org/school).

Technology

Chromebook Permissions and Acceptable Use Form

St. Joan of Arc School's "Chromebook Permissions and Acceptable Use Form" is posted on the school website (www.sjoa.org/school).

Internet Acceptable Use Policy

St. Joan of Arc School's "Internet Acceptable Use Policy" is posted on the school website (www.sjoa.org/school).

Personal Electronic Devices

St. Joan of Arc School's "Waiver for Personal Electronic Device Form" is posted on the school website (www.sjoa.org/school).

Social Media Accounts

St. Joan of Arc maintains the following social media accounts, listed below, for purposes of sharing school information and happenings. We welcome our school community to frequent these social media sites to remain current about St. Joan of Arc. Please note, all St. Joan of Arc school families, when visiting and posting to these various social media sites, are expected to abide by the "Archdiocese of Indianapolis' Guideline on Respecting Persons" stated in the 'Code of Ethics' section of this handbook.

St. Joan of Arc School Facebook page: <https://www.facebook.com/sja.on.facebk?ref=hl>

St. Joan of Arc School Twitter account: Our school Twitter handle is @SJACatholicSchl and our Twitter webpage is <https://www.twitter.com/sjacatholic Schl>

St. Joan of Arc School website: www.sjoa.org/school