



## **PARENT & STUDENT HANDBOOK**

*2025-2026 Academic Year*

*Revised August 2025*

### **Important Notice**

As an important condition to each student's enrollment at The Academy at St. Joan of Arc, an acknowledgement of having received and read this Parent & Student Handbook, as set out in [Appendix A](#), is required to be submitted to The Academy at St. Joan of Arc on or before the Tuesday following Labor Day weekend. Thank you!

Statements, policies and procedures set out in this handbook remain subject to change with or without advance notice, depending on the underlying facts and circumstances and immediate interests of The Academy. The Head of School shall attempt to keep school families reasonably and promptly informed of any and all material changes. The Academy at St. Joan of Arc admits students of any race, color, gender, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at The Academy. It does not discriminate on the basis of race, color, gender, religion, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school programs.

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## **1. THE ACADEMY AT ST. JOAN OF ARC**

### **a. Governance**

The Academy at St. Joan of Arc ("The Academy") is a not-for-profit corporation organized under the Illinois General Not-For-Profit Corporation Act of 1986, as amended. The highest governing body of The Academy is its Board of Directors, of which the Head of School is an *ex officio* member. The officers of The Academy comprise its President, Secretary, Treasurer, and such other officers or assistant officers as may be elected or appointed by the Board of Directors. The day-to-day management of The Academy is entrusted to the Head of School, who shall be appointed by the Board.

### **b. Adoption of School Policies and Procedures**

The Academy at St. Joan of Arc operates as an independent Catholic school in association with the Archdiocese of Chicago. Local policies and procedures for The Academy at St. Joan of Arc may parallel some of the policies set forth in the Educational Policy Manual for School Administrators published by the Archdiocesan Office of Catholic Schools. Additionally, the Head of School, faculty, staff and governance board adopt the policies required by the State of Illinois in order to be a registered and recognized school within the State of Illinois. The Academy's local policies and procedures are broadly in line with those of similar independent Catholic educational institutions.

### **c. Recognition by the Illinois State Board of Education**

The Academy at St. Joan of Arc registers annually with the Illinois State Board of Education and is a 'recognized' State of Illinois School.

### **d. Non-Discrimination Policies in Admissions and Employment**

The Academy at St. Joan of Arc admits students of any race, color, gender, religion, and national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, gender, religion, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs. The Academy endeavors to educate all students within the limits of the established educational program.

The Academy at St. Joan of Arc shall assure equal employment opportunity in all its employment policies and practices. These policies and practices shall be administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, sexual orientation, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job. Some teaching and/or leadership positions may require the applicant to be a practicing Catholic.

Questions and/or concerns regarding discrimination in admissions, employment or other situations should be directed to the Head of School (if applicable) and the Governance Board of the Academy.

### **e. Mission Statement**

An Independent Catholic school for all, offering rigorous academics and enriching opportunities for personal growth. Rooted in community, every child is seen, loved and graduates with the foundation to lead their life with purpose.

**f. Philosophy / Catholicity**

The Academy is a Catholic school where families of diverse faiths and cultures are welcomed and are bonded together through a solid moral and ethical foundation of faith and academic excellence as well as a rich history of community traditions (please refer to [Appendix H](#)).

In a challenging and nurturing environment, The Academy provides a well-rounded program of spiritual, academic, and physical development. Liturgy and service projects, foundational academic training, physical education, and varied extra-curricular programs occur in an environment that recognizes God as the center of our lives. The school promotes the mission of the Catholic Social teachings through student participation in service projects, encouraging understanding of the dignity of every person and a respect for God's creation.

The Academy emphasizes the importance of students giving back to their communities through participation in parish ministries and providing events for the community at large.

School faculty, parents, and students share the responsibility of this educational process, aimed at developing compassionate young adults who will understand and respect the differences among people and will work cooperatively with others to meet the challenges of an ever-changing world.

The Academy recognizes the different learning styles and abilities of students and provides appropriate opportunities for cooperative learning, experimentation, observation, exploration, problem-solving, and application. Students can gain the self-esteem and confidence they need to be creative achievers at each grade level.

**g. Vision of Graduates**

Faculty and staff of The Academy are focused on developing graduates who have character and self-confidence – who are self-reliant, inquisitive, and service-oriented. Each prospective graduate will be empowered to enter high school with a strong academic and moral foundation -- with a love of learning, an enthusiasm for physical activity, and a commitment to community service.

Graduates of The Academy will have been educated with the goal of mastering core subject matter and becoming creative problem solvers. It is anticipated that they will leave The Academy with a love of reading, an ability to write effectively, and the confidence to speak publicly. They will be empowered to enter high school with competitive math, science, and communication skills. Above all, it is the goal of The Academy that its graduates leave happy, balanced, and confident that they have laid the foundation on which to build a successful future.

## **2. TUITION**

The Academy at St. Joan of Arc Board of Directors annually reviews and sets the tuition and fees which will be charged for the coming school year. Prompt and regular payment of tuition and fees is vital to the successful operation of The Academy. Billing is handled through FACTS. If tuition is not up-to-date, report cards will be held until payment arrangements have been made. If tuition becomes 90 days in arrears, students may be excluded from school until partial payment and complete settlement arrangements have been made. Students with tuition in arrears will not be advanced to the next grade.

The actual cost to educate a student at The Academy is considerably higher than the tuition and fees that are charged. We are grateful that our school receives the enthusiastic and dedicated support of our broader community to help offset these costs. Additionally, the fundraising efforts of the Parents Volunteer Committee (PVC) provide The Academy additional monetary support. We ask all families to provide their support of The Academy through prompt payment of tuition and fees, and to generously support the fundraising efforts associated with The Academy.

## **3. ADMISSION POLICIES**

### **a. Priority Listing for Acceptance**

Children of families currently enrolled in The Academy are given priority for acceptance into The Academy, provided relevant registration deadlines are met and corresponding tuition deposits are made.

### **b. Registration Requirements**

Registration requirements of The Academy include providing (1) an official copy of the student's birth certificate, (2) a copy of the student's baptismal certificate (if applicable), and (3) any standardized testing, i.e., MAP, ASPIRE, iReady, to indicate placement, (4) any required/needed special services (such as an IEP, 504 plan or counseling services) or plans to test should be disclosed and discussed to determine whether The Academy is in position to meet the student's needs and (5) a completed online registration form (together with a non-refundable registration fee).

### **c. Transfer Students**

In addition to the aforementioned '*Registration Requirements*', fourteen (14) days prior to enrolling a student transferring to The Academy, the student / parent(s) / guardian(s) must also provide: (6) a certified copy of the student's previous school records, (7) a record of compliance with local and State of Illinois health requirements, and (8) notification records from the school(s) previously attended and any evaluator reports regarding the students' academic or cognitive functioning.

Regarding item (6) above, any elementary or middle school requested to forward a copy of a transferring student's record to The Academy shall comply with such request unless the record has been flagged, in which case the copy shall not be forwarded, and the requested school shall notify the Illinois Department of State Police or local law enforcement authority of the request.

At the Academy at St. Joan of Arc, we believe every child is capable of learning. The Academy may not have the necessary resources available to best support all students. In order to ensure The

Academy can best-serve the needs of existing and prospective students, it is imperative that parents/guardians provide details of any existing IEP or 504 plans before The Academy makes a final determination of admission to the school. Failure to provide the information during the admission process may result in later expulsion if The Academy, in its sole discretion, determines it is unable to meet the needs of the student.

**d. Age Requirements**

The Academy at St. Joan of Arc complies with the requirements of the Illinois State Board of Education in the age of admission as follows:

- a student must turn 3 years of age by September 1 for admission to the 3-year-old preschool
- a student must turn 4 years of age by September 1 for admission to the 4-year-old preschool
- a student must turn 5 years of age by September 1 for admission to kindergarten

Verification of a child's age must be provided through an official copy of the child's birth certificate.

**e. Health Requirements**

According to Illinois State Law, physical examinations are required upon a student's entrance into preschool, kindergarten, and sixth grade. Forms must be returned on the first day of the relevant academic year (check with your doctor for forms or go to the web site for the Illinois Department of Public Health – [www.dph.illinois.gov](http://www.dph.illinois.gov)). If the student has attended pre-school or kindergarten elsewhere, parents should request that health records be transferred. If the transferred records fulfill Illinois State requirements, another physical examination will not be required. When the records are not available or do not meet Illinois State requirements, a physical examination will be required. All out of state transferred students must meet with Illinois physicians to obtain a new physical exam.

**f. Enrollment of Non-citizens (Plyler vs Doe)**

The Academy at St. Joan of Arc admits students regardless of their citizenship status, provided that the student(s) meet all other admissions requirements in accordance with applicable state and federal laws to the extent that such anti-discrimination statutes do not conflict with the teaching of the Roman Catholic Church. The Primary Designated School Official (PDSO) will work with families who hold a F-1 visa, Office of Catholic Schools and The Department of Homeland Security, to provide I-20 (certificate of eligibility for nonimmigrant F-1) student status visa.

**g. Identification of Student / Missing Children Records Act (325 ILCS 50/)**

For every student enrolled at The Academy, within thirty (30) days of such enrollment, his or her parent or guardian must provide either: (1) a certified copy of the child's birth certificate or (2) other reliable proof, as determined by the Illinois Department of State Police, of the student's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and age may include a passport, visa, or other governmental documentation of the student's identity. When the person enrolling the student provides The Academy with a certified copy of the child's birth certificate, The Academy shall promptly make a copy of the certified copy for its records and return the original certified copy to the person enrolling the student. Once The Academy has been provided with a certified copy of a student's birth certificate as required, The Academy need not request another certified copy with respect to that student for any other year in which the student is enrolled in The Academy. Failure to produce a birth certificate or other reliable, acceptable proof shall result in The Academy immediately notifying the Illinois Department of State Police (IDSP) and / or other local law enforcement agencies of such failure and shall notify the person enrolling the student in writing that he or she has ten (10) additional days to comply. The Academy shall immediately report to the Illinois Department of State Police (IDSP) any affidavit received pursuant to the inability to produce a copy of the birth certificate that appears inaccurate or suspicious in form or content.

Any student not in compliance with the foregoing legal requirements will be excluded from The Academy by October 15<sup>th</sup> of the relevant academic year.

## **4. ATTENDANCE**

### **a. Generally**

Daily school attendance is compulsory in the State of Illinois for children 6 through 16 years of age. Therefore, students enrolled in grades K-8 at The Academy at St. Joan of Arc are required to attend school daily. The responsibility for compliance with the law and the school's policy belongs to the parents / guardians of the student. The school is responsible for keeping an accurate record of each student's daily attendance. The attendance record is placed in the student's permanent file each school year.

The school day begins at 8:10 a.m. for students in Kindergarten through Grade 8. If a student is ill and must be absent from school, a parent or guardian must email or call The Academy office before 8:30 a.m. to state the reason for the absence. When emailing, the email must be sent from the parent's or guardian's email address that the school has on record. If a K-8 student arrives after 8:10 a.m., they are considered late and should go directly to the school office. If a preschool student is ill, the email or call should be made before 8:30 a.m.

### **b. Medical Absence & Doctor Appointments**

Out of respect and concern for other children's health, please use these guidelines for keeping a student at home:

- a fever of 100.4 degrees or more within the past 24 hours.
- Experiencing any of the following symptoms in the past 24 hours:
  - fever or chills
  - persistent cough, congestion, or runny nose
  - sore throat
  - shortness of breath or difficulty breathing
  - headache, muscle, or body aches
  - nausea or vomiting, diarrhea
- any rash that may be disease related, until inspected by a physician
- colored discharge from the nose
- evidence of an eye infection
- student complains of not feeling well in the morning (e.g., sore throat, earache); or
- pending results of a strep or covid culture

The Academy strongly urges that medical appointments be made outside of school hours. If it is necessary for a student to be excused during school hours for an appointment, please contact the office and classroom teacher well in advance. A parent or person named on the emergency form on file must come to the office to sign the student out before s/he can be released from school.

### **c. Illness or Injury at School**

If a student becomes seriously ill or injured, his / her parent or guardian is called. If a parent / guardian

is not available, the people listed on the student's emergency card are contacted. Students will only be released to parents or guardians as listed on the emergency card. In addition, the parent or guardian must sign the student out of The Academy.

Parents are required to submit via FACTS an emergency contact card at the outset of each Academic Year in form and substance as set out in **Appendix C**, and to promptly notify the school of any changes thereto.

Parents may excuse students from gym class or outdoor recess for two (2) consecutive days. After that, a doctor's note is required.

**d. Family Vacations**

The school calendar has scheduled vacation times. Parents / guardians are asked to fit their family vacations into these time slots as much as possible. A student's academic performance may suffer if he/she misses school for an extended period of time. Families leaving early or arriving after a calendared vacation should contact The Academy office and the child's teacher. Parents / guardians should not expect advanced assignments prior to a vacation. It is not always possible to give long-range assignments or to anticipate the progress of the class during a student's time away from school. In those cases, students should read daily, practice math, and keep a daily trip journal. When they return, students should contact the teacher(s) to discuss assignments / tests that have been missed.

**e. Leaving the Grounds of the Academy**

Since The Academy is responsible for the student during the entire school day, no student is permitted to leave the grounds of The Academy during the school day without a parent / guardian or authorized adult signing them out. Students will in certain limited circumstances be permitted, under faculty & staff supervision, to participate in activities at the neighboring 'Central Park' provided that a relevant permission form as set out in **Appendix F** has been completed and submitted to The Academy.

**5. USE, ENTERING AND LEAVING THE SCHOOL BUILDING**

The Academy at St. Joan of Arc is committed to providing a safe and enjoyable learning environment. The information provided here highlights policies and procedures that will allow us to provide maximum safety for students as they arrive and leave from school daily. During the school day, all school doors are locked.

The procedures described below may be modified to comply with any updated CDC and IDPH guidelines. Any modified procedures will be communicated separately as any changes are made.

Visitors must enter at the South Entrance (near the pre-school classrooms). All visitors are responsible for going directly to the main office before conducting any business in the building. Visitors must sign in at the office and wear a visitor badge for the duration of their visit. Visitors are not allowed to walk freely about the building without administrative approval or a school employee escort.

**a. Morning Arrival**

No student should be waiting at the entrance without an adult present. Students arriving before 8:00 a.m. should attend the Extended Day Care program. Students who are not picked up by 3:05 p.m. can be picked up at the Extended Day Care program.

**b. Daily School Procedures & Expectations**

**Morning Procedures**

**8:00 – 8:05 am: Students arrive**

Students will be dropped off and line up outside of the school as follows:

- **Kindergarten:** Kindergarten students will line up at the north gym entrance (East side of school). Parents will enter the parking lot off of Lyons Street and either park or drop off their child.
- **Grades 1-5:** Students in grades 1 through 5 will line up at the East Entrance. Parents will enter the parking lot off Lyons Street and either park or drop off their child.
- **Grades 6-8:** Students will line up at the South Entrance. Parents will drop off their child on Lawndale Avenue.

**8:00 am: First bell**

Doors open and students enter the school. This begins the time for students to unpack belongings and prepare for the day.

**8:10 am: Tardy bell rings**

Any student not in the classroom by 8:10 a.m. is considered tardy. Students arriving after 8:10 a.m. must report to The Academy office to receive a tardy slip before going to class. All tardies, both excused and unexcused, are recorded on the student's attendance record.

For students in grades 6–8, three unexcused tardies will result in a 30-minute after-school detention, which will be served on the day the third unexcused tardy is received.

**8:00 am: Preschool/Pre-Kindergarten:**

Preschool (3 y/o) students will enter into the preschool back door located off the small parking lot. Please park and walk your child to the entrance. Separating from your student may be difficult but please do not enter the building. A teacher or Instructional Assistant will greet you and will help if necessary.

Prekindergarten (4 y/o) students will enter through the southeast gym door. Please park and walk your child to the door. Separating from your student may be difficult but please do not enter the building. A teacher or Instructional Assistant will greet you and will help if necessary.

## **Dismissal Procedures**

After final prayer, teachers dismiss and lead their students out of the building when the 3:00 p.m. bell rings.

- **Preschool/Pre-Kindergarten Dismissal (3:00 p.m.)** Parents must pick up their child at the same location used for drop-off. Please park and exit your vehicle to escort your child from the door. A teacher or Instructional Assistant will be present to ensure student safety. Preschool and Pre-Kindergarten students are not permitted to walk home alone.
- **Kindergarten-5th Grade (3:00 PM)** Parents should enter the parking lot from Lyons St. and park their cars in the lot. Kindergarten students will be dismissed through the north gym entrance on the east side of the building (near the playground). 1st-5th will use the East Entrance (double doors). Parents are requested to meet their children on the sidewalk and walk them back to the car. Please do not park along or block the curb.
- **Grades 6-8 (3:00 PM)** Parents, please park on the east side of Lawndale, headed northbound and we ask to remain in their cars. Students will be dismissed by a teacher through the south entrance. Students will walk to their cars. Teachers will be outside to monitor and assist students.

## **Students Who Walk Home**

Parents whose students are permitted to walk home from school are asked to send an email to the [office@theacademysja.org](mailto:office@theacademysja.org) to notify us and if younger siblings will be allowed to leave school grounds with them.

## **Late Arrivals and Early Release**

We ask that families strive to avoid both late arrivals and early releases for students. In the case that your student arrives late or needs to depart early, here is the protocol they should follow.

**For late arrivals after 8:10:** Entrance will be at the South Door of the building.

**For early departures:** Parents and guardians must arrange for an early departure at least 24 hours in advance. You MUST notify the appropriate teacher(s) and office Administrative Assistant @ [office@theacademysja.org](mailto:office@theacademysja.org) so we may have your student ready for pick up. Confirm the time for pick up.

## **c. Use of Building**

Use of the building during school hours (7:30 AM to 6:30 PM Monday through Friday) should be scheduled through the school administration office. Use of the building outside of school hours (after 6:30 PM Monday through Thursday or on the weekend) should be scheduled with the Parish office.

It is expected that at the end of the use, the responsible person will turn off lights and fans in the auditorium, gym and washrooms and secure all doors. All outside doors are to be locked by the responsible persons. Doors should **not** be propped open under any circumstances. It is expected that all users of parish facilities will note any damage to the property and report it to the school office on the same day or on the next day on which the office is open.

All visitors should sign in through the office. A name badge should be worn at all times while visiting the school building. Visitors should not be allowed to walk freely about the building without administrative approval or a school employee escort.

## **6. HEALTH**

### **a. Health Examinations**

All children in Illinois must present proof of having had a health, dental and eye exam and received such immunization against preventable diseases as required by the Department of Public Health as noted in the Joint Commission on Administrative Code Title 77: Public Health, Chapter I: Department of Public Health, Part 665: Child Health Examination Code.

If a student is not in compliance with the health and immunization requirements by October 15 of that school year, the Head of School shall exclude the student from school until the student presents proof of having had the health examination and presents proof of having received required immunizations.

All children must have the health exam as follows:

- upon entrance to preschool
- when transferring from another school
- prior to entering kindergarten
- upon entering the sixth grade.

Absent adherence to specified regulatory exemptions, students who are not in compliance with this rule will be excluded from The Academy.

### **b. Dental Examinations**

All children in kindergarten, second and sixth grades must have a dental exam by a licensed dentist by May 15 of each school year. Dental exam forms must be on file in The Academy office no later than that date. Absent adherence to specified regulatory exemptions, students who are not in compliance with this rule will be excluded from The Academy.

### **c. Vision Examinations**

All children enrolling for the first time (excluding pre-school) or entering Kindergarten are required to have a vision exam by an Illinois ophthalmologist or a licensed optometrist. A vision exam form must be on file in The Academy office. Absent adherence to specified regulatory exemptions, students who are not in compliance with this rule will be excluded from The Academy.

### **d. Immunizations**

All children enrolling for the first time or entering pre-school are required to have proof of immunizations. All Sixth-grade students must show proof of Tdap series and one dose of MCV4 (meningococcal conjugate vaccine). The Academy at St. Joan of Arc ONLY accepts specified regulatory exemptions, which exemption(s) must be signed off by an Illinois licensed physician. Students who are not immunized or properly exempted by a licensed physician will be excluded from The Academy.

The Academy reserves the right to require immunizations during unusual health circumstances, such as pandemics.

**e. Medications**

Parents and guardians have the primary responsibility for the administration of medication to their students. The administration of medication to students during regular school hours and during school-related activities is discouraged unless necessary for the critical health and well-being of the student.

According to State law, it is only permissible for school personnel to dispense medication under the following conditions:

- Written permission is obtained from the parent or guardian of a student requesting that The Academy cooperate with the direction of the current prescription (see the Medication Authorization Form in [Appendix D](#)).
- all medication must be brought to the school administration office in its original pharmacy-labeled container, or original over-the-counter container; all details must be provided including the name of the drug, dosage, reason, time intervals between doses and possible side effects; and
- A physician's order must accompany any over-the-counter medications such as aspirin, Tylenol or cough medications.

For your student and the safety of all students, all medication must be brought to and kept in the school administration office; students are responsible for reporting to the office at the proper time to take their medication. Medication will be administered by the administrative assistant or Head of School or other authorized school personnel. Note, that medication that comes in the form of an ointment must be administered/applied by the parent / guardian. Additionally, in any situation that does not meet the criteria above, a parent / guardian should come to school and administer the medication. The Academy retains full discretion to reject requests for overseeing the administration of medication.

Students that suffer from asthma or allergies that require the immediate use of medication (e.g., epinephrine auto-injector or metered dose inhaler), are allowed to carry such medication and self-administer if the following conditions are met:

- a completed Medication Authorization Form ([Appendix D](#)) has been submitted to the school; and
- a physician request for the self-administration of medication is completed (see [Appendix E](#)) or, in the case of food allergies, your doctor can provide an 'Illinois Food Allergy Emergency Action Plan and Treatment Authorization' with their signature.

Additionally, The Academy grants permission for faculty and staff to administer epinephrine auto-injectors.

Children are never permitted to independently carry or take medication (including aspirin, Tylenol, Advil, Tums, and cough drops) without written parent consent.

**f. Communicable Diseases**

Parents / guardians are required to notify The Academy immediately if their student is diagnosed with a communicable disease. All situations will be handled on an individual basis in compliance with policies set by The Academy. N1H1, chickenpox, or mumps require exclusion from school. See section 4a for specific information regarding when to keep your student home from school.

**g. Peanut / Tree Nut-Free School**

Due to the prevalence of food allergies, The Academy is a nut-free environment. It is critical to review labels to ensure that products brought into The Academy do not contain nuts and were NOT PRODUCED in facilities that process nuts. Please check ingredient lists carefully and look on the label for phrases like these:

- may contain nuts
- produced or shared on equipment with nuts or peanuts; or
- produced in a facility that also processes or handles nuts.

The Academy cannot stress enough the importance of label reading every time a parent or guardian purchases and packs snacks that contain peanuts and/or tree nuts, and their derivatives – which are dangerous for students and staff with allergies. Such snacks may not be consumed by any student while present at The Academy.

**7. ACADEMICS**

**a. Curriculum**

The Academy at St. Joan of Arc utilizes the Illinois State Learning Standards as the framework for instruction in the subjects of Reading, Language Arts, Mathematics, Science, Social Studies, Physical Education and Health. The Academy at St. Joan of Arc also follows the Learning Standards of the Illinois State Board of Education (ISBE) for all subjects including, but not limited to music, fine arts, technology, and foreign language.

Additionally, The Academy shall, through the stewardship of its Head of School and in collaboration with neighboring academic institutions, develop and evolve its project-based learning curriculum.

Teachers will receive professional development and use best practices to implement the curriculum. Teachers will incorporate new and 'proven' ideas in motivating students and creating a learning environment which opens the wonders of learning.

**b. Graduation Requirements**

As a requirement for graduation, The Academy students are expected to achieve a passing grade on exams for the Constitutions of the United States and the State of Illinois.

Additional graduation requirements include satisfactorily completing The Academy's academic requirements, adhering to the school's code of conduct, returning all school materials, and meeting all financial obligations of fees and tuition.

**c. Comprehensive Health Curriculum**

As mandated by the State of Illinois, The Academy at St. Joan of Arc provides health education in grades K-8. The program addresses all aspects of wellness, body systems, human sexuality, growth and development, personal hygiene habits, safety and substance abuse and information on HIV/AIDS. Topics are introduced at age-appropriate levels and are integrated into the Science, Physical Education and Family Life Programs.

**d. Retention**

When a student is being considered for retention in their current grade level, parents will be notified in February. A conference is then recommended with the teachers, parents or guardians, Head of School and any other support staff who work directly with the child. This meeting will review the child's needs and discuss interventions and options. Finally, a plan for implementation and monitoring will be put in place.

Following that process it may be recommended that retention may be in the student's best interest. Ultimately, it is the parents' or guardians' decision whether to retain a child. It is the administration's decision whether the student will be promoted at this school. Documentation of The Academy's recommendation and the parents' decision will be placed in the student's cumulative file.

The school has the right to require summer school attendance as a prerequisite for promotion to the next grade if a student earns a failing grade in a subject.

**e. Speech**

Students with auditory language problems can be tested through the public school district. Services may be provided at the local public school for those with diagnosed needs.

**8. HOMEWORK**

Teachers assign homework to review, reinforce, and enhance the material taught in the classroom. As a rule, homework is 10 minutes times the grade level (e.g., 2<sup>nd</sup> grade = 20 minutes, 5<sup>th</sup> grade = 50 minutes). All assigned homework must be completed. Parents and students can check homework assignments on the student's respective classroom homework website.

**a. Responsibilities of Student**

Students at The Academy are expected to:

- understand directions and know what is required for completion of the assignment
- assume responsibility for completing and returning assignments
- know when assignments are to be completed independently or when they are a team effort
- complete assignments neatly and do good quality work; and
- turn the work in as and when directed.

**b. Homework for Absent Students**

If a student is absent and his/her parent or guardian wishes to pick up work, please call the school administration office before 12:00 p.m. to request that the teacher gather homework for your student. The student is responsible for checking with the teacher for work to be completed and for turning in the missing work as assigned. The general rule of thumb is one day to turn in per one day absent. Make up tests will be given at the teacher's discretion.

When a student is absent from school for an extended period of time due to illness, the appropriate method of making up work will be determined by the teacher, parent and Head of School. The school

reserves the right to determine how progress will be assessed after an unexcused absence.

Teachers are not responsible for compiling class work for a student to take along on a family trip. If there is no access to school homework sites or a homework buddy, then during this time students should journal, read and complete a log or book report and practice math. Students should meet with teachers on their return to determine work to be completed.

## **9. EVALUATION OF STUDENT PROGRESS**

### **a. Standardized Achievement Test (MAP)**

A standardized achievement test (MAP) is given to students in grades K through 8 three times a year throughout their elementary school education. These tests measure Reading and Mathematics.

### **b. Report Cards**

Report cards are issued at the end of each trimester. Parents are asked to discuss the report card carefully with their child. Questions should be promptly referred to the student's teacher. The Academy report cards reflect progress students are making toward mastery of grade level standards. In kindergarten through third grade, development will be indicated by a series of symbols. In fourth through eighth grade, progress will be indicated by letters according to the scale below. At all grade levels, teachers may use a plus or minus to further indicate the range.

### **c. Midterm Reports**

Mid-term reports are given in grades five through eight. Reports will be emailed in the middle of each trimester.

### **d. Grading Scale**

The grading scale to be utilized at The Academy is as follows:

- A = 93-100%
- B = 85-92%
- C = 77-84%
- D = 69-76%
- F = 68% or lower

### **e. Academic Recognition**

At the end of the school year, students in grades 6-8 shall be recognized for their academic achievements. Academic recognition shall be based on grades achieved in all subjects. Students must have an overall average of 3.00 or above with no grade lower than a C on their report card to be named to The Academy's 'Honor Roll'. In addition, they must have no more than one check in any area.

First Academic Honors                   GPA = 3.7 – 4.00

Second Academic Honors               GPA = 3.00 – 3.69

## **10. COMMUNICATIONS**

To keep parents well informed about school activities, it is recommended that parents become familiar with this Parent & Student Handbook as well as the school calendar. In addition, reading school- wide newsletters, signing up for text message updates and tracking social media will be helpful ways to remain informed and involved. Parents are asked to read these materials regularly.

### **a. Weekly Newsletters**

The newsletter from the Head of School shall be distributed weekly, typically each Wednesday by e-mail. Requests for a hard copy thereof can be made to the office for anyone without Internet access.

### **b. Parent-Teacher Conferences**

Parent-Teacher conferences are held two times each year. Please check the school calendar for the specific dates. Conferences are a "touch base" time for parents to understand how their children are doing in school. Major behavioral or academic problems will not be addressed at these conferences. Since such problems take longer to discuss and establish possible solutions, it is expected that contact would be made outside the time constraints of these days. Conferences to address those issues should be set as necessary and may be initiated by teachers or parents / guardians.

### **c. Appointments with Faculty**

The teachers and Head of School are very interested in meeting with parents / guardians as 'partners' with respect to each child's education. Thus, parent(s) and teachers are encouraged to contact each other frequently. Parents are encouraged to contact the appropriate teachers when there is a concern for their child's academic progress or social well-being.

Appointments can be scheduled with the teachers and/or the Head of School either by sending an e-mail directly to the teacher or by calling the office. The date and time of these appointments should be mutually agreed upon by all parties involved.

Please note that teachers are not available to meet during class periods when they are responsible for students. Additionally, so as not to interfere with the education and safety of all students, parents / guardians are respectfully asked not to approach a teacher during the school day (8:00 a.m. and 3:00 p.m.) unless a specific appointment has been made. Additionally, unless specifically requested, parents should not call teachers at their homes outside of school hours to discuss the progress of their child.

### **d. E-mail Guidelines for Parents & Faculty**

Please remember that e-mail is not confidential. Confidential information (such as medical or health concerns) should be conveyed by phone or in-person.

Faculty and staff shall respond to parental e-mail messages within two working days. Faculty members may opt to respond via e-mail, phone, or in writing.

**e. Teacher to Parent / Guardian Communications**

At the beginning of the school year, your student's teacher will confirm their preferred method and approach for communicating with parents.

It is the responsibility of the student (with parent/guardian support for young students) to track assignments and ensure that they meet deadlines and complete all assignments. When needed, it is expected that parents or students raise questions concerning grades or missing information as soon as possible.

**f. Conflict Management**

As in all human relations, misunderstandings between teachers and parents can occur due to a breakdown in communication or unfulfilled expectations. On any such occasion, parents and teacher(s) are asked to communicate directly with the teacher to seek resolution. If no resolution occurs, the Head of School should be asked to join the discussion. The day-to-day management and administration of The Academy is led by the Head of School.

**11. DRESS CODE**

A uniform identifies a team working to bring individual talents together to achieve excellence and a common goal. It is worn with pride and respect for the team and organization it represents. To that end, we are asking parents for their full support in embracing and enforcing the uniform policy.

The following guidelines are in place for K-8 students of The Academy (please note that preschool students do not need to wear a uniform). All uniform tops (including sweaters, polos, button down shirts, sweater vests, etc.), skorts and gym uniforms must be purchased through the official provider, Lands' End, at [www.landsend.com](http://www.landsend.com). Uniform khaki shorts and pants are also available at Lands' End; however, parents may use their discretion to purchase these from the store of their choice.

See The Academy School Uniforms page in the Resources tab on The Academy's website for The Academy's dress code specifications and guidelines.

- The only approved uniform shirts and sweaters are those purchased from Lands' End with the ASJA logo. Uniform shirts and sweaters must have the ASJA logo. (The only exception to this rule is for girls grades K-2, when wearing jumpers, as the jumpers, rather than the white shirts, have the visible logos. If girls in grades K-2 wear shorts or pants, they must wear an approved shirt with a visible Academy logo.)

- Students should dress in PE uniforms on the day that they have gym class. Students will not change clothes for gym class. The PE uniform is the all-day uniform on gym days, including days when mass is held.
- Spirit-wear t-shirts and sweatshirts may only be worn on spirit-wear designated days.
- Students are required to wear a collared shirt (polo shirt or button-down), even under sweaters, vests (except when wearing the PE uniform) and pullovers. Shirts must be tucked inside of pants or skorts.
- Girls may wear navy, black or white tights or leggings under plaid skorts and jumpers.
- Solid-colored socks in white, navy or evergreen are allowed. No patterned socks are permitted. Students must wear socks.
- Students may wear gym shoes (any color) or soft-soled black or brown dress shoes. Gym shoes are required with the PE uniform. Students may not wear any type of boots or sandals in school, including UGGs and Crocs. Light-up gym shoes and shoes with wheels are not permitted.
- If a student chooses to wear a belt, it must be brown or black. Both leather and cloth are acceptable.
- Ties and blazers are uniform options for some grades. They are not mandatory. If a student chooses to wear a tie or a blazer, they must be worn with a white button-down shirt, not a polo.
- **Outerwear (including hoodies and non-uniform fleeces) cannot be worn in school during the school day.**
- Uniforms should be clean and in good condition (no tears, stains, holes or visible patches).
- T-shirts and undershirts must be plain white.
- Athletic tights and athletic leggings may not be worn under khaki shorts or gym shorts. Long sleeved shirts may not be worn under short sleeved shirts. No hats or caps may be worn in the building.
- Pants/shorts must be worn at the waistline. The bottom of skirts/shorts must be 1"-2" below a student's fingertips when arms are rested at one's side.
- Shorts may be worn between May 1 and October 15 or when the temperature exceeds 75 degrees.
- Hair, jewelry and nail polish should not be extreme or distracting in color or style. Students must be well groomed with hair brushed and neat. Only natural hair colors are permitted. Body painting, temporary or permanent tattoos and henna stains are not acceptable at school.

The Head of School reserves the right to determine the appropriateness of clothing at any time. Students wearing the uniform inappropriately or not appearing in the proper uniform will be subject to progressive disciplinary action.

**To purchase uniforms:**

- ✓ Go to [www.Landsend.com](http://www.Landsend.com);
- ✓ Click on "school" on the top of the screen
- ✓ Click "shop by school." One can locate The Academy by searching by name, or by entering the following school ID number: 900189614.
- ✓ Register each child by gender and grade for the upcoming year

After doing so, you will only see the options for that student based on his or her grade and gender. It is extremely important that you do this for each individual student. Uniform color and style requirements change based on grade and gender. The Lands' End on-line system will automatically generate ONLY the correct uniform options for each child's grade and gender. All items that require a mandatory logo will only allow you to purchase the item with the mandatory logo, so there is no confusion.

## **12. EMERGENCY MATTERS**

### **a. Emergency School Closing**

In the event of an emergency closing, an official announcement will be made via text and e-mail using the parent contact information. Parents should be sure to maintain current and accurate contact information with The Academy to receive e-communications.

### **b. Emergency Information / Emergency Contact Form**

Each student must have a current Emergency Contact Form on file in the school office. It must contain the phone number of at least two other adults who can be responsible for picking up a student in case of emergency. The information on file should also list any medical conditions or allergies the student has, as well as any medication prescribed for the student. The information must be signed by the parent / guardian. Parents and guardians have the responsibility of keeping emergency information up-to-date and ensuring its accuracy. Under no circumstances will a student be released during school hours (including before and after care) to any person not on the emergency form without prior written parental authorization.

### **c. Child Abuse**

The Illinois Child Abuse and Neglect Report Act mandates by law that school personnel be reporters of allegations / suspicions of student abuse / neglect and must make reports to the Department of Children and Family Services (DCFS) whenever such circumstances exist. The faculty and staff of The Academy will work and fully cooperate with all the appropriate agencies that handle the investigation of such matters. In the case of suspected abuse of a student by a school employee, faculty and staff fully cooperate with all governmental agencies that handle such matters. If the appropriate investigative agencies were to find that an employee has abused a child, the entire community of The Academy would be notified / informed.

### **d. Safety Drills**

Fire drills, tornado drills, lock down and crisis drills are important. They are designed to teach students and staff procedures to follow in case of an actual emergency. Crisis folders and maps for evacuation are in each classroom. Emergency drills shall occur on a regular basis. Students MUST follow the rules during emergency drills, which include:

- always following all directions
- staying with one's class; if a student becomes separated, he/she must go to the nearest adult

- silence is required so all can hear emergency information.

We ask that parents / guardians remind their students of the importance of their behavior during drills so that they are well prepared if an actual emergency were to occur.

**e. Search and Seizure**

All property of The Academy, including Chromebooks and iPads, desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses or articles of clothing that are left unattended on school campus. This will only be done by the Head of School or teacher in the company of another adult.

The search of a student's person or of any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous objects, illegal drugs, drug paraphernalia or other item prohibited by law or by school policy.

**13. TECHNOLOGY**

The Academy at St. Joan of Arc provides technology resources to all of its students. The goal in providing these resources is to equip students with up to date learning tools that assist in building the skills necessary to succeed today and in the future.

**a. Computers**

With Chromebook computers and iPads available for students in his/her classroom, students who attend The Academy have computers readily accessible to supplement and enhance their education.

Computers and iPads are networked and have wireless internet accessibility. In compliance with the Children's Internet Protection Act, The Academy uses a robust firewall to protect students when they are online. All students must enter a password to gain access to the internet. All students are supervised by an adult when they are online. The Academy's firewall is set to filter out material not suited to Catholic education or that is not age appropriate. The Academy may also use the technology to track internet use in real time during the school day and while on school grounds. The goal of the software is to ensure students are engaged in their classes during instruction time.

**b. Cell Phones/Smart Watch**

The Academy has adopted the "Away for the Day" cell phone/smart watch policy for all students. Any cell phone or smart watch will not be out or used during school hours. They should either be placed in their bookbags or can be turned into their teacher.

**c. Technology - Acceptable Use Procedures**

The goal in providing technology resources is to promote educational excellence by facilitating resource sharing, innovation and communication with support and supervision of parents/guardians, teachers and support staff. The use of these resources is a privilege, not a right.

Access to computers provides the potential availability of material that may not be considered of educational value in the context of a school setting. Appropriate behavior, as it relates to the use of computers, is no different from the behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner.

Use of technology resources that are prohibited include, but are not limited to:

- violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information;
- attempting any unauthorized access, including hacking of any computer system, or using another student's computer without their consent;
- accessing or downloading unacceptable materials;
- re-posting personal communication without the author's prior consent;
- violating copyright law;
- using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes;
- downloading, installing or storing software on a school computer without the approval of appropriate school personnel;
- changing or attempting to alter any configuration, program or password on any computer or system;
- using a school computer without knowledge or approval of school personnel responsible for the computer;
- using inappropriate language, pictures and gestures in any form on the Internet;
- using the Internet for entertainment or limited self-discovery function; and
- using the Internet for unauthorized purchases.

The school is primarily responsible for:

- preventing user access or transmission over its computers and computer network of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications
- preventing unauthorized online disclosure, use, or dissemination or personal identification information of minors - including but not limited to the intranet, Internet access, fax, e-mail, standalone computer, and telephone
- preventing unauthorized online access and other unlawful activities
- complying with the provisions of the Children's Internet Protection Act (Pub.L.No. 106-554 and 47 USC 254 (h))
- applying blocking to visual depictions of material deemed obscene or to student pornography or to any material deemed harmful to minors as determined by school administration

- teaching proper techniques and standards for Internet participation
- guiding student access to appropriate areas of the Internet
- informing students that misuse of the Internet is school could result in loss or privileges and/or further disciplinary action
- monitoring privacy, software policy, copyright laws, e-mail etiquette, approved/Internet use of The Academy's Internet policy; and
- disabling subject administrative supervision, protection measures in the case of bona fide adult research or for other lawful purposes.

The school is *not* responsible for:

- unauthorized costs or charges that are incurred by students over the Internet
- any damages that student may incur, including loss of data; and
- the accuracy or quality of any information obtained through any school Internet connection.

Student-owned computers and other electronic devices cannot be used on school premises without the expressed consent of the Head of School. Student-owned computers, when used in school, must follow the same procedures as school-owned equipment.

**d. Technology Use Outside of School**

Parents / guardians are responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action by the school. Inappropriate use of technology may include, but is not limited to harassment of others, use of school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

Parents / guardians and students must sign and acknowledge the Consent Form Acceptable Use of School Technology by Students, and also authorize their student to have access to The Academy's technology resources at the beginning of each school year by submitting ([\*\*Appendix B\*\*](#)).

**e. Social Networking Website Passwords**

Students, parents and guardians are advised that The Academy at St. Joan of Arc by Illinois statute, may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

The Academy may, however, conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination. Parents/guardians are advised to be aware of the age requirements for social networking websites as well as the content posted.

**f. Telephone Usage**

The school administration office phone is available to students with permission during the school day for special situations – forgotten books, assignments, lunches. This is for infrequent occasions, not habitual use. Students who become ill during the day will have their parents called from the school administration office as directed by staff.

**14. VOLUNTEERING**

**a. Volunteers**

Volunteers are a vital part of The Academy; they assist faculty and staff in providing the students with enriching programs and experiences. Parent / guardian volunteerism is highly encouraged and sought. All volunteers are directly accountable to the Head of School. For the safety and protection of the students at The Academy, compliance with 'best practices' and/or applicable law, and mitigating potential liability of The Academy, all volunteers are required to abide by rules and procedures of The Academy including those set out in its Faculty & Staff Handbook and its Parent & Student Handbook, as well as be subject to the fulfillment of the following conditions prior to the commencement of any volunteer service(s):

- |  |  |
|--|--|
| ✓ <b>Volunteer Acknowledgement Form</b>                                  | Including consent to background check, to be signed and dated. |
| ✓ <b>Code of Conduct</b>   | To be signed and dated.  |
| ✓ <b>Illinois Child Abuse and Neglect Tracking System CANTS 689 form</b> | To be signed and dated annually                                |
| ✓ <b>Safe Environment training</b>                                       | Online training to be completed                                |
| ✓ <b>Such other training and/or compliance requirements.</b>             | Directed by the Academy  |

No volunteer may begin service until all Safe Environment Training Requirements are met.

**b. Parents Volunteer Committee (PVC)**

The purpose of the PVC is to promote open communication, goodwill and cooperation among parents, faculty, administration, parish and community. The organization directs and coordinates parental support to The Academy through The Academy volunteer program, social events and fundraising activities. All regular meetings of the PVC are open to parishioners and parents of children attending The Academy.

## **15. BEHAVIOR AND DISCIPLINE**

Parents and educators form a partnership in guiding students in the formation of Catholic values that lead to responsible behavior and self-discipline. As an Independent Catholic school, we have high expectations for student conduct based on honesty, respect, and responsibility. As an educational community, our goal is to maintain a safe and welcoming environment conducive to learning.

### **a. Expectations**

All members of The Academy community share the responsibility for maintaining a positive school climate. There are three basic rules for each student, parent / guardian and staff person who attends or works for The Academy at St. Joan of Arc:

- Always be truthful.**

We all make mistakes. Some mistakes are accidental, others are not. The bottom line is that when we make a mistake, we need to own up to it and be honest. When the truth is told, a situation can be dealt with in a fair and reasonable way.

- Respect yourselves, others and property.**

How we treat others often depends on how we feel about ourselves. Through mutual respect, our own self-esteem will blossom. By dressing properly and being clean, we show others that we respect ourselves. By treating others with kindness, we demonstrate care and a commitment to the strength of community and inclusion. Lastly, caring for our own property and the property of others exhibits proper respect.

- Act responsibly.**

Sometimes we act in ways that are not responsible, proper, or right. Each person must accept responsibility for his or her actions and the consequences of those actions. Each person needs to take time BEFORE acting to consider others, remember procedure, think of the consequences, and be ready to accept responsibility.

**b. Expectations / Rules at Recess**

Students at The Academy are expected to adhere to the following rules during outdoor / indoor recess periods:

- follow the signals and commands of the recess supervisor
- walk and run safely
- stay within boundaries (e.g., remain on the playground areas during the lunch recess period)
- play each activity in the specified zone
- line up when you hear the whistle / signal to end recess
- use playground equipment properly
- do not throw stones, sticks or snow; play fairly and allow others to join in a game or activity

Students will be outside before school and during recess unless the weather is severe (raining, very low temperature, or wind chill). Students should dress appropriately for the cold including hats, scarves, gloves, or mittens. Boots should be worn when there is snow and students should bring another pair of shoes to wear inside. Students who wear snow pants may play in the snow at recess. Be sure names or initials are on all clothing. School may be closed in cases of extremely severe weather. See Section 15 entitled 'Emergency School Closing'.

**c. Unacceptable Behaviors**

Certain behavior will not be tolerated at The Academy and will result in immediate discipline, including but not limited to:

- ✓ demonstration of disrespect (physical or verbal) for teachers, the administration, or any adult working for or in The Academy
- ✓ bullying (see Section 15(d))
- ✓ smoking or possession of cigarettes on school property or at school functions
- ✓ possession, consumption, use, or sale of drugs, alcohol, or weapons in or on school property
- ✓ vandalism or theft of school property, property of school personnel or fellow students, including lockers and bulletin boards; restitution will be the responsibility of the student in addition to disciplinary action
- ✓ threatening staff members or students by word or gesture
- ✓ tampering with fire alarms, alarms, or equipment
- ✓ misuse of the internet or other electronic communications

**d. Bullying**

Bullying is contrary to Gospel values and has no place in our school. Intimidation or disrespect of any person is unacceptable.

The Academy has a 'zero tolerance' policy pertaining to bullying and harassment; such behavior will not be tolerated at The Academy, which instead promotes inclusion, respect, empathy, and loyalty. Any student engaged in any form of bullying (including without limitation general, direct, indirect, cyber, sexual, emotional, physical, or verbal bullying) or harassment of any kind will be subject to discipline, up to and including suspension or expulsion.

All allegations of bullying must be taken seriously, promptly investigated and dealt with appropriately by the administration and staff of The Academy.

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. Examples of bullying include:

- hurting someone physically by hitting, kicking, tripping, pushing, etc.
- stealing or intentionally damaging another person's things
- ganging up on someone
- teasing someone in a hurtful way
- using put-downs, such as insulting someone's race or faith, or making fun of someone's gender
- touching or showing private body parts
- spreading rumors about someone
- writing cruel, threatening, or inappropriate notes
- leaving someone out on purpose or trying to get others not to play with someone

**Direct bullying** is characterized by open attacks on the targeted child, including physical and verbal aggression. Examples of direct bullying include:

- causing physical harm or making threats
- insulting, taunting, or engaging in name-calling
- telling a student to his or her face in a mean way that he or she cannot play

**Indirect bullying** is more difficult to recognize and respond to because the person being bullied may not be present when the bullying happens. Examples of indirect bullying include:

- spreading malicious rumors or lies about another student
- writing hurtful graffiti about another student
- encouraging others not to play with a particular student
- encouraging others to do harm to another student

**Cyber bullying** includes misusing e-mail and/or texting, inappropriate instant messaging, inappropriate blogging, insulting social posts, etc.

**Sexual bullying** occurs when one student is targeted by another with unwanted words, actions, or media images about sex. Examples of sexual bullying include:

- sharing unwanted jokes, comments, or taunts about sexual body parts
- teasing or starting rumors about sexual activities or sexual orientation
- passing unwanted pictures or notes about sex
- engaging in physically intrusive behaviors, such as brushing up against someone or grabbing someone in a sexual way or forcing someone to engage in unwanted sexual behaviors.

**Physical bullying** includes, but is not limited to, punching, poking, strangling, hair pulling, hitting, beating, biting, spitting, stealing, pinching and excessive tickling.

Verbal bullying includes, but is not limited to, hurtful name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication.

Emotional bullying includes, but is not limited to, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation friendships, isolating, ostracizing, and peer pressure.

Students at The Academy are expected to assist in fostering a bullying-free environment at The Academy, and are thus expected to:

- treat each other respectfully
- refuse to bully others
- refuse to let others be bullied
- refuse to watch, laugh, or join in when someone is being bullied
- work to include everyone in play, especially those who are often left out
- report bullying to adults.

**e. Sexual Harassment**

The Academy at St. Joan of Arc believes that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, thorough and confidential manner.

Sexual harassment by any employee of a student, by a student of an employee, or by one student of another student is unacceptable conduct. Harassment of any type will not be tolerated, and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

**f. Outside Activities**

A student in attendance at a school sponsored event (regardless of the location of that event) is responsible for behavior in accordance with the policies of The Academy. Students who misbehave in these situations will be subject to all disciplinary actions outlined above.

**g. Substance Abuse**

The possession, use, delivery, transfer or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings or at school-sanctioned events is expressly forbidden. Additionally, it is unacceptable to abuse prescribed and over-the-counter medications.

Procedures for handling violations:

- notify the parent/guardian and suspend the student during the school's investigation
- conference with the Head of School, parent/guardian, student, and other appropriate persons as determined by the Head of School

- notify the police as directed by law
- if violation is determined, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian

Based on the results of the certified clinical evaluation, the status of the student for continued attendance in The Academy will be determined by the Head of School. Options include but are not limited to continued suspension and/or expulsion.

#### **h. Weapons / Firearms**

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment students shall not carry, possess, or use weapons in school or on the parish and school grounds which include the real property comprising the church, school grounds, on a public way within 1,000 feet of a school, or in any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity. For purposes used herein, 'weapons' include, but are not limited to, knives, handguns, brass knuckles, bats, pipes, sticks and any other object that reasonably has the potential to cause bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots, and bicycles brought on to school property (see Section 12(e)). Students who violate these directives are subject to suspension and/or expulsion. School authorities are required to report weapons violations to law enforcement.

Procedures for handling violations:

- notify the parent/guardian and suspend the student during the school's investigation
- conference with the Head of School, parent/guardian, student, and other appropriate persons as determined by the Head of School
- notify the police as directed by law and turn the weapon over to the police

Illinois State Law prohibits the possession of any concealed firearm on school property, including but not limited to the school, parking lot and gymnasium as well as during all school-sponsored events. Signs are posted throughout the property, warning people with firearms that these weapons are prohibited.

#### **i. Gang Activity**

Gang-related activities have no place in a Catholic school. The following activities/behaviors shall constitute violations and be subject to disciplinary action:

- any conduct on or off school premises that may be gang related
- any conduct that may be gang-related during school sponsored events or activities
- students wearing clothing/symbols that may be, in the manner displayed, gang-related; this includes, but is not limited to, jewelry, jackets, sweatshirts, caps, or other forms of clothing
- the display of signs/symbols on paper, notebooks, textbooks, or other possessions that may be gang related
- the use, possession, and/or concealing of a weapon

The Head of School has the responsibility and authority to gather information on such violations and the totality of the circumstances and may confiscate any material. Such violations may result in probation, suspension, and/or expulsion.

**j. Consequences**

When a member of The Academy community behaves in a way that infringes on the rights of other students or interferes with the learning environment of the classroom, measures may be taken by the staff/administration, Board of Directors, and/or Executive Committee of The Academy, acting in its respective full discretion.

In some instances, a behavior notice may be sent home from the office of The Head of School. In other instances, a parent conference may be necessary. And in other instances, detention, probation, suspension or expulsion may be the consequence of disruptive, unacceptable or other student or parent behavior.

As an independent private school that does not receive state or federal funding, The Academy is lawfully permitted to, and has purposefully sought to, adopt a strict and abbreviated disciplinary procedure. This is particularly true in respect of, but not limited to, instances involving a student engaging in any violation of The Academy's Code of Conduct.

The Academy seeks to address disciplinary actions in a manner that provides understanding for all involved and ensures a disciplined educational environment. The Academy reserves the right at any time, in the full discretion of the staff/administration, The Board of Directors and/or the Executive Committee of The Academy, to suspend, place on probation, dismiss, expel and/or disenroll a student at any time for any reason, and particularly when a determination is made that, *inter alia*, (i) a student's behavior has violated The Academy's Code of Conduct, (ii) a student would be better served by another academic institution that is equipped more than The Academy, or (iii) that the relationship between student's parents/guardians and The Academy has become challenging, strained, and/or requires an undue amount of time and attention (relative to the majority of other students/parents).

**▪ Detentions**

Detention requires attendance at an assigned 30-minute silent period from 3:00-3:30 pm. When a detention is issued, a detention notice will be given to the student stating the reason and the date and room for the detention to be served. A parent must sign the notice and the student must return the form to school the next day.

If a student receives three detentions, a student, parent, and Head of School conference will take place.

In more serious cases, such as those below, disciplinary measures such as detention, suspension (in school or at home), probation, expulsion, or contacting local law enforcement may be imposed immediately. The administration will determine the disciplinary measures to be used in such situations.

**▪ Suspension**

Suspension is the temporary denial of classroom attendance. Suspension may be on school

grounds or at home. Students who are suspended may not participate in school related activities, including school related athletic practices and/or games on the day or days of suspension.

- **Probation**

Students on academic or behavioral probation MUST follow all school policies during the probationary period. If the student does not meet the conditions of probation, he/she will no longer remain at The Academy. During the probationary period, students may not participate in extracurricular activities.

- **Expulsion**

Students who are expelled may no longer attend The Academy

## **School Incident Reporting System (SIRS)**

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. To satisfy the reporting of incidents in compliance with the ISP requirements, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). SIRS is a web-based application used by schools to report incidents electronically, which is to be used in conjunction of reporting incidents to local law enforcement authorities.

The following types of incidents are subject to reporting:

- ✓ *Drug-Related Incidents in School*: “Upon receipt of any written, electronic, or verbal report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property...the appropriate administrative officer for a private school shall report all such drug-related incidents occurring in a school or school property to the local law enforcement authorities immediately and to the Department of State Police in a form, manner, and frequency prescribed by the Department of State Police...”;
- ✓ *Firearms in School*: “Upon receipt of any written, electronic, or verbal report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property...the appropriate administrative officer for a private school shall report all such firearm-related incidents occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident and to the Department of State Police in a form, manner, and frequency as prescribed by the Department of State Police...”; and
- ✓ *Attacks on School Personnel*: “Upon receipt of a written complaint from any school personnel, the appropriate administrative officer for a private school shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Department of State Police Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack.”

**k. Parent / Guardian Conduct**

As partners in the education of the students at The Academy, parents / guardians in The Academy's community are expected to always demonstrate respectful behavior with faculty, administration, support staff, students, volunteers -- whether on or off school grounds or at school-related events. If, in the opinion of the Head of School, that partnership between parent/guardian and school is no longer viable, The Academy reserves the right, acting in its full and unfettered discretion at any time, to require the parent / guardian to either remove their student(s) from The Academy, or not accept registration for the next school year.

Unacceptable behaviors include, but are not limited to, harassment, verbal abuse, assault or threats to the faculty, administration, staff, students and volunteers of The Academy, and any other actions that are so outrageous as to shock the conscience or negatively impact the community. Parents/guardians who post defamatory or threatening statements about The Academy, its staff, or students, in certain situations, the continued enrollment of a student at The Academy may require one of the following actions to be undertaken.

- the scheduling of one or more meetings between school faculty / staff and the relevant parent / guardian outside of regular school hours in a monitored setting; or
- the conduct of school business with the other parent / guardian of the student.

When, in the judgment of the Head of School, the behavior of a parent / guardian seriously interferes with teaching, learning, or a positive school environment at The Academy, the Head of School may:

- inform the parents / guardians that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended; or
- dismiss the student(s) of the parent / guardian temporarily or permanently from The Academy.

## **16. EXTRA-CURRICULAR STUDENT ACTIVITIES**

Students who participate in extracurricular activities must be in good academic and disciplinary standing.

### **a. Afterschool Enrichment**

Programming will be offered after school for the extended care and enrichment of students in our school. Families will be able to access more information through The Academy office.

### **b. Athletics**

All school teams are under the direction of the Head of School. The athletic director and head coaches are responsible for the daily programs with assistance from volunteer coaches. Each of these people are extensions of The Academy staff. The sports that The Academy participates in will be determined by the Athletic Director, in conjunction with the Head of School and the Board of Directors. Academy participation in each sport will be dependent on a number of considerations, including student and parent interest in participating. All student athletes, coaches and parents are required to sign and comply with the policies and procedures as established in The Academy at St. Joan of Arc Athletics Handbook.

The State of Illinois requires any student playing interscholastic sports to have a sports physical (<https://www.ihsa.org/documents/sportsMedicine/2013-14/Pre-participation%20Examination%202013-14%20042413.pdf>) and a concussion information sheet ([https://www.cdc.gov/headsup/pdfs/custom/HeadsUpConcussion\\_Parent\\_Athlete\\_Info.pdf](https://www.cdc.gov/headsup/pdfs/custom/HeadsUpConcussion_Parent_Athlete_Info.pdf)) signed by both student and parent. If a student plans on participating in any interscholastic sport (including tryouts), they must submit these forms prior to their participation. To that end, parents and students are strongly encouraged to complete and submit the sports-physical examination and concussion information forms to The Academy's Athletic Director on or before the Tuesday immediately following Labor Day each academic year. Students who have not completed the forms will not be allowed to participate.

- **Athletic Philosophy**

As defined in more detail in The Academy's Athletics Handbook, the athletic program at The Academy centers on the student athlete. The main focus of the program is to promote the development of skills and understanding of the sport, sportsmanship and ethics, teamwork, school spirit, and fun. The physical and emotional progress and welfare of the student athlete is held in high priority. The philosophy and the guidelines apply to all sports and to all leagues to which The Academy belongs.

*Learning Level (Grades 4-6)*

- Skills, safety, and the rules of the sport will be taught to the student athlete
- The winning attitude and good sportsmanship for self and team will be fostered as a key to not only athletics but to Christian values and academic performance.
- All players are expected to attend practices and games as scheduled. Coaches should be notified as early as possible regarding an absence. Repeated, unexcused absences may affect playing time.
- Student athletes are expected to exhibit a positive attitude toward the game, the coach, and the teammates.
- Equal playing time for each athlete is part of the regularly scheduled games.

*Junior Varsity and Varsity Level (Grades 7-8)*

- Building on all the "learning level" guidelines, this level extends skills and teaches the strategies of the sport.
- The constructive mindset of competition among athletes will be developed.
- The spirit of team will be developed with the importance of everyone's role emphasized.
- Equal playing time is not guaranteed.

- **Athletic Restrictions**

When a student athlete achieves a "D" or lower in any subject, a conference including the Head of School, the Athletic Director, the teacher, the student and the student's parent or guardian will be called to determine the best way to deal with the student's lack of academic progress. This may result in suspension of extracurricular activities until adequate progress is made. Suspension may also result from repeated or serious behavioral infractions.

**c. Band**

Tuition-based music lessons on flute, clarinet, trumpet, trombone, saxophone and drums are available to students in Grades 4-8. Each student has two thirty minute lessons during the school day. There is a Beginning Band Program for first-year students and Advanced Band for students who have played longer. The musicians will perform for school assemblies and concerts. An in-school assembly and evening recruitment meeting for parents is held in September.

**d. Bookmobile**

In a unique arrangement with The Academy, Skokie Public Library's Bookmobile visits our school every two weeks. All students who are residents of Skokie and Evanston and have library cards are encouraged to visit the Bookmobile and check out books. They may return the books to the Bookmobile two weeks later or return them to the library directly on their own.

**e. Science Olympiad**

Science Olympiad is an innovative approach to learning science for students in Grades 6-8. Encompassing all areas of science, students can apply engineering and technology skills as they design and build projects. Beginning in the fall, students form teams and select events. For several months students work with a coach to study, design and build projects for their events. A regional competition is held around February or March. The top schools at each regional competition continue to the state level.

**f. Student Council**

The purpose of Student Council is to promote student leadership, school spirit, and to make The Academy a better place for all students. The Student Council is made up of students in 6<sup>th</sup>-8<sup>th</sup> grade. Any student serving on the Council must maintain at least a C grade average. When a member achieves a "D" or lower in any subject or detentions, the member may be suspended from the Council. Officers are elected in September for the current year.

## **17. RELIGIOUS FORMATION**

Preeminent among The Academy's goals are those related to the formation of the child's faith life: the teaching of the traditions and rituals of the Catholic faith, and the living of that faith through service to others.

Instruction in religious truths and values is an integral part of the school program. The experiences and the activities planned, along with the doctrinal teachings, are meant to provide strong foundations upon which each student can build a life of faith and Catholic attitudes. Through the example of parents and teachers, each student will enjoy the rewarding experiences of growing in love, trust, and faith. Mass and Eucharist are the centerpieces of our community as Church. We ask each family to foster an appreciation of this celebration of the most sacred sacrament by regular family attendance and participation at Sunday Mass. All our students have learned and practiced proper Church and Mass etiquette. We ask parents to reinforce this during Sunday Mass by encouraging participation in prayer and song.

### **a. Prayer and Liturgies**

In collaboration with the Parish, liturgies and prayer services are held weekly. Teachers and students take an active role in preparing school liturgies and prayer services. Parents are invited and encouraged to attend these services with the students and teachers and to model respectful participation in formal prayer. We teach children that God is a part of our lives and prayer is the way we can talk with Him whenever we want.

### **b. Sacramental Preparation**

In collaboration with the Parish, the sacraments of First Reconciliation and First Eucharist are received in the second grade. Students are prepared during school hours by the classroom teacher. The Director of Religious Education works with the teacher and parents are informed of their responsibilities through parent meetings and newsletters.

In collaboration with the Parish, the Sacrament of Confirmation will be conferred in the 8th grade. Students will be prepared in class, complete service hours with their parents or sponsor, and attend a retreat prior to the reception of the sacrament. Meetings are held for parents and sponsors to inform them of their roles and responsibilities.

### **c. Service**

Part of the philosophy of The Academy is to be of service to others. Throughout the year, students will be asked to give of their time, talent and treasure for the good of others. This can be through performing civic duties or setting up and cleaning up for school and parish functions. It can be participating in Soup Kitchen. It may be by using their talents at school prayer services and events. All students participate in The Academy Service Day in the Spring in which each grade serves specific not-for-profit organizations to provide community service.

Service can also be performed by making donations to the food and clothing drives during Thanksgiving and Christmas seasons or by participating in projects sponsored by the Student Council, the parish St. Vincent de Paul Society or the parish Women's Club. All projects will be undertaken with consideration for the students' first responsibility to their academic progress.

## **18. MISCELLANEOUS**

### **a. Student Records**

In accordance with the Buckley Amendment, parents / guardians have the right to inspect their child's permanent records, which includes report cards, health records, accident reports and attendance records. Parents / Guardians may call The Academy's administration office to make an appointment for this purpose.

### **b. Birthday Celebrations**

Birthdays may be celebrated by sending a store-bought treat to the office for your child's class as coordinated directly with your child's teacher. Please join us in promoting wellness awareness in your choice of treat. There are many options. Cakes and candles are not permitted. If you are hosting a birthday party, invitations may NOT be distributed at school unless the entire class is invited.

### **c. Fundraising**

There are a variety of occasions for fundraising to support The Academy. Support of these by school families and friends is an important part of the operating budget. Each fundraiser is approved by the Head of School, before planning begins. No individual may undertake fundraising within The Academy without approval.

### **d. Extended Day Care**

Families at The Academy at St. Joan of Arc have the option of utilizing the Extended Day Care program. The hours of the program are from 7:00 – 8:15 am and 3:00 – 6:00pm. Each family must sign up for the days/times their children will be utilizing the program using the form found online. Families will be billed monthly for the program. Students who have not been signed up for Extended Care will not be permitted to participate until a sign-up form is submitted. More information can be obtained from the office.

### **e. Book Rental**

Part of The Academy's tuition fees cover the rental of hardbound books. To defray the high cost of parents purchasing hardbound textbooks, The Academy purchases the books and makes them available to students on a *rental* basis. These textbooks, therefore, remain the property of The Academy. Lost or damaged textbooks are the responsibility of the individual student. Fees will be assessed before the end of The Academy year for any lost or damaged books.

### **f. Field Trips**

Field trips will be offered throughout the school year and are a valuable teaching tool when related to

the class curriculum. A parent or guardian must sign and return a field trip permission slip requesting The Academy to take a student on a field trip; no student may go on a field trip without the prior written permission of the parent or guardian being obtained beforehand.

**g. Photo Release Form**

Photos of students are used with permission on the school web sites, signage, social media, Sunday bulletin articles and other media throughout the year. A parent who does not want a child's photo used should submit the release form set out in Appendix G declining to release. *If no form is received, the release of such images shall be assumed.*

**h. Request of Records for Transfer**

Parents / Guardians of students transferring to another school must notify the school administration office at least one week in advance of this event so that the proper transfer forms can be prepared. They should supply the name and address of the school to which they are transferring. Parents / Guardians should come to the school administration office to sign a release form before transferring their student or children so that the records can be sent to the other school when requested. A student's tuition must be up to date before leaving The Academy and requesting any transfer related documentation.

Additionally, all students attending the Academy who have *previously* attended another school are required to submit a completed Request for Student Records in the form out in Appendix I.

**i. Guardianship / Child Custody / School Visitation Rights**

A student shall be released to either parent unless The Academy has a copy of a court order giving one parent exclusive custody.

The Academy at St. Joan of Arc abides by the Buckley Amendment with respect to the rights of non-custodial parents. As such:

- release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary
- it is the responsibility of the custodial parent to provide the Head of School with an official copy of the court order
- unless informed otherwise through court order, The Academy may release a student to a non-custodial parent after school hours or allow said parent to visit a student outside school hours.
- The Academy will give a non-custodial parent the opportunity to make copies of report cards and upon request, a Parent-Teacher Conference will be given at a time other than that of the custodial parent
- if The Academy has on record a court order indicating the limited visitation rights of a particular parent, and such parent makes application to volunteer service at The Academy, the Head of School need not accept the application
- in cases involving joint custody where one parent is in charge of educational matters, unless the court order indicates that the other parent forfeits his/her rights to academic records, the law shall be followed.

**j. Access to Asbestos Management Plan**

As a 'Local Educational Agency' pursuant to the Illinois Asbestos Abatement Act and Code, 105 ILCS 105, The Academy oversees the asbestos management plan activities of the school.

Asbestos Management Plan / Program of The Academy is on file with The Academy's Director of Operations, and available for parental review / inspection during normal school hours at any time upon request with reasonable advance notice.

**k. Lawful Compliance**

The Academy at St. Joan of Arc aims to be compliant with all federal and state requirements as they relate to private schools, including:

- Title IX of the Education Amendments of 1972;
- Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
- Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
- *The Age Discrimination in Employment Act of 1967* (29 USC 621 et seq.);
- Title VII of the *Civil Rights Act of 1964* (42 USC 2000e et seq.);
- Applicable sections of the Illinois School Code (105 ILCS 5);
- Relevant case law including *Plyler v. Doe*, 457 U.S. 202, 102 S. Ct. 2382 (1982); and
- 23 ILL. Admin. Code Part 425.

## **APPENDIX A**

### ***Parent & Student Handbook Acknowledgement Form***

Dear Parents/Guardians and Students:

We trust this edition of the Parent & Student Handbook of The Academy at St. Joan of Arc was helpful to you. Please read and think through the practices and policies stated in this handbook. It is essential for each member of our educational community to understand and support the policies and practices of The Academy. The board of directors, faculty and staff of The Academy reserve the right to modify at any time any and all of the rules, policies and procedures set out herein.

Please submit this statement to acknowledge your understanding of the expectations placed upon you as a parent/guardian and/or student of The Academy.

Signature of Student:

Printed Name of Student:

Date:

*Note: To be signed by students in grades five (5) through eight (8), together with their parents. Students in lower grades need not sign, but their parents must do so on their behalf.*

Signature of Parent/Guardian:

Printed Name of Parent/Guardian:

Date:

## APPENDIX B

# **The Academy at St. Joan of Arc Elementary School One-to-One Device Program**

Students in grades 4-8 will participate in a one-to-one technology device program.

This outlines general guidelines for all students and specific guidelines for each group. Please note the following:

### **General Guidelines**

1. All 5<sup>th</sup> grade students will be issued a dedicated Chromebook, while all students in K – 4 will be issued an iPad.
2. Students are responsible for having a fully charged device to use each day for school.
3. Teachers will determine when and if devices will be used for instruction.
4. Each device is assigned to an individual student. Students should never “swap” or “share” with another student.
5. Students and parents are responsible for the safekeeping of their device at home.
6. Students are not allowed to download or install any software or other programs on school owned devices.
7. Devices owned by the school must be returned to the school when requested in good condition. This means the Chromebook or iPad and charger should be fully operational with no cracks, dents, or breakage and must be free of any markings.
8. If your device is owned by the school, you must report any loss or damage to the school immediately.
9. All devices will be enrolled into the organization and managed under ASJA Google apps for Education. An outside device will not be permitted.

### **Abide by The Academy Acceptable Use of Technology Policy**

1. All students and parents must read the **One-to-One Device Program User Agreement** below. In addition, all students and parents must read and sign the **Consent Form Acceptable Use of School Technology Student** form included in Appendix B of the ASJA Parent Student Handbook.
2. Consequences for violating the User Agreement will be subject to the discretion of the administration and may include cancellation of privileges or suspension from school.
3. Students and parents understand that The Academy at St. Joan of Arc does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material, we are not able to monitor student usage at home. It is the parent's responsibility to supervise the student when accessing the Internet at home.
4. Students will use the devices during school hours for instructional purposes only as directed by the teacher. Games, social networking, and Internet browsing are not allowed. If you are using the device for a reason other than what is directed by the teacher, your technology privileges will be suspended.

### **Care of Equipment**

1. Transport device safely to and from school.
2. Do not eat or drink near the device.
3. Do not leave the device in extreme heat or cold.
4. Do not remove the ASJA sticker.

5. Do not place devices in a book bag, locker, or desk compressed between heavy books. The device should always be stored on top of all other materials.
6. Chromebooks and iPads should have a protective case that is used at all times when transporting the device.

### **One-to-One iPad Chromebook Participants**

1. Replacement of broken devices – students will be responsible for the cost of repairing or replacing the iPad or Chromebook in situations where the damage is not covered, as defined below:
  - a. Items covered: motherboard goes out, problems with software/operating system, manufacturer defect.
  - b. Items not covered: visible damage from the device being dropped or mishandled (especially damage to hinges), extra damage caused by trying to repair a device on your own, damage from liquids.

Repairs will be made through The Academy's IT partner. Rates start at \$150/hr plus parts. A temporary device – if one is available – will be made available to the student to use until their device is repaired. In cases of replacements, a replacement Chromebook will be given to the student once payment for the replacement is received.

### **Google Apps Information for Chromebooks**

1. Students with Chromebooks will be issued their own Google ID and Password. Please keep this information private. Students should NOT change their password.
2. Students will have the ability to share documents and send emails from their Google account to other users on the Academy network. Emails should be for school-related purposes only. All activity on Google Apps is monitored.
3. Personal email accounts may NOT be used on any school equipment.

### Other Considerations:

- Students may access only appropriate documents and media from the Chromebook and iPad.
- Students may not harass, bully, cyber-bully, or threaten others in any way.
- Students must use appropriate language in all communications.
- Students must not attempt to gain access to unauthorized content or files.
- Students must abide by copyright laws. You must not plagiarize works or illegally download files, music, movies, or other commercial files.
- Students must keep all personal information private, including passwords, user ID's, home address, and phone numbers.
- Students must not photograph or make audio or video recordings without the consent of all those being recorded.

## APPENDIX C

### *Emergency Contact Form*

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

Parent/Guardian \_\_\_\_\_ (c) \_\_\_\_\_ (w) \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ (c) \_\_\_\_\_ (w) \_\_\_\_\_

Does your child take any **medications** or have any **allergies**? Is there any significant medical history?

--	--	--

**Please provide information for primary and alternate contact persons who may be notified in case of emergency:**

Name of Alternate Contact	
Relation to Student	
Primary phone	
Alternate Phone	

Name of Alternate Contact	
Relation to Student	
Primary phone	
Alternate Phone	

Name of Student's Physician	
Physician's Phone	
Medical Insurance Provider	
Medical Insurance Policy Info	

In the event that the undersigned, or my/our authorized physician, cannot be reached and in the judgment of the Head of School or an authorized staff member, there is a necessity for immediate exam and/or treatment of my/our child, I/we hereby request and authorize any of the aforesaid personnel to obtain for my/our child such medical services as deemed necessary. I/we agree to assume the financial responsibility for any diagnosis/treatment and/or for medication deemed necessary.

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ email: \_\_\_\_\_

Date: \_\_\_\_\_

This form will accompany students on field trips.

It is the responsibility of the parent/guardian to promptly update emergency information as necessary.

## **APPENDIX D**

### *Authorizations for Administration of Medication at School*

I request that my child \_\_\_\_\_ receive medication as prescribed.

The medication is to be furnished by me in a pharmacy labeled bottle. I understand that a person designated by The Academy will administer the medication. All medication should be delivered to The Academy by an adult. Students should not carry medication to school. In the case of a medication termed a "Controlled Substance" (such as Ritalin, Adderall, Dexedrine, et al), the medication must be counted and signed for by a person designated by The Academy and the adult delivering it. The undersigned acknowledges and agrees that The Academy at St Joan of Arc shall not be liable or responsible in any way for the taking of any action contemplated hereunder and the undersigned hereby releases The Academy at St Joan of Arc from any claims, causes of action and demands at any time arising out of or with respect to any actions taken or omitted to be taken by The Academy at St Joan of Arc contemplated hereunder.

Name of Parent/Guardian (please print): \_\_\_\_\_

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

Date: \_\_\_\_\_

Parent Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

### **TO BE COMPLETED BY AN ILLINOIS LICENSED PHYSICIAN**

I request that my patient, as listed below, receive the following medication:

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Prescribed Dosage and Frequency: \_\_\_\_\_

Time(s) to be taken during school hours: \_\_\_\_\_

Other recommendations: \_\_\_\_\_

Name of Licensed Physician (please print): \_\_\_\_\_

Physician Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Physician Address: \_\_\_\_\_

Physician Phone: \_\_\_\_\_

## **APPENDIX E**

### ***Physician Request for Self-Administration of Medication (Asthma and Allergy Conditions only)***

#### **TO BE COMPLETED BY AN ILLINOIS LICENSED PHYSICIAN**

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

The above-named student has \_\_\_\_\_ (name of illness or medical condition)

I am requesting that the above-named student be allowed to self-administer and take the following medication during school hours or during school-related activities:

\_\_\_\_\_ (name of medication)

\_\_\_\_\_ (type of medication – tablet, liquid, capsule, inhaler, injectable)

\_\_\_\_\_ (dosage)

\_\_\_\_\_ (times to be taken)

\_\_\_\_\_ (possible side effects)

I certify that this student has been instructed in the use of self-administration of this medication and is capable of self-administering the medication independently and without supervision.

Name of Licensed Physician (please print): \_\_\_\_\_

Physician Signature: \_\_\_\_\_.

Date: \_\_\_\_\_.

Physician Address: \_\_\_\_\_.

Physician Phone: \_\_\_\_\_.

**APPENDIX F**

*Central Park Permission Form*

I, the parent/guardian of \_\_\_\_\_ give him/her permission to participate in the activities at Central Park. I understand that my child will be under the supervision of The Academy at St. Joan of Arc faculty and staff. I understand that the school will take the necessary precautions to ensure the safety of my child. I will not hold the any of The Academy at St. Joan of Arc nor any of its officers, directors, faculty and staff members, administrators or volunteers responsible for any accident that may occur.

Name of Parent/Guardian:

Signature of Parent/Guardian:

Date:

**APPENDIX G**  
*Photo / Media Works Permission Form*

This document revokes permission for The Academy at St. Joan of Arc to reproduce photographs and video taken of students associated with the promotion of The Academy. Permission is revoked for:

Name of Student:

Grade of Student:

Name of Parent/Guardian:

Signature of Parent/Guardian: \_\_\_\_\_

Date:

## **APPENDIX H**

### *Traditions at The Academy at St. Joan of Arc*

The Academy is proud of the traditions it has continued from its legacy St. Joan of Arc school. These traditions are an important part of the culture of The Academy and help foster community engagement with the school. The following traditions have historically been offered at The Academy – new traditions may be started, while others may be modified or discontinued based on feedback from the school community and Academy faculty/staff.

#### ***Welcome Back Picnic/Dinner***

The Welcome Back Picnic is held within the first two weeks of school. All families of The Academy are invited, and it is a time to see familiar faces and meet new families and children who are attending The Academy.

#### ***Homecoming***

The Fall Homecoming is an exciting time at The Academy at St. Joan of Arc. Homecoming weekend kicks off with an all-school Pep Rally on the Friday before the big game. On Saturday morning players gather in the gym for a breakfast of coffee, juice, donuts and school spirit. Cars are decorated and everyone processes off to the big game.

#### ***Halloween Parade***

At The Academy at St. Joan of Arc, we add our own special touch by having a Halloween parade that travels through the neighborhood. Students bring their costumes to school. After lunch they change into their costumes, enjoy a party in their classrooms and then gather in the gym to begin the parade. Once assembled, the staff leads the ghosts and goblins on a parade route through the Academy neighborhood until all end up back in the gym.

#### ***Prayer Service of Thanksgiving***

Part of the mission of The Academy at St. Joan's is to help the students realize and appreciate the many gifts they have been given. Before Thanksgiving, the student body gathers in prayer to thank God for the many gifts He has given to us. "Sharing the gifts we have" is part of the message of that prayer service. Each student is asked to bring one can or box of food to donate to our sister parish, St. Agnes.

#### ***The Gravy Bowl***

The school begins its annual celebration of Thanksgiving with The Gravy Bowl. The entire student body in Grades K-8 is divided into two teams consisting of coaches, basketball players, cheerleaders and fans. The Gravy Bowl basketball game is played using the mini-baskets so that all players have a chance to score and be successful. No matter how hard each team tries, for some reason the game always ends in a tie.

#### ***Christmas Program***

Each year the students at The Academy at St. Joan of Arc perform at Christmas time. The actual program at Christmas can vary from a play to Christmas carols. Students prepare for the program during their music classes and perform at the PVC Christmas Luncheon.

#### ***The Candle Lighting Service***

On the last day before Christmas Vacation begins, the students gather in Church to celebrate the meaning of Christmas. During a very beautiful prayer service, students pray for the gifts of peace, joy, love, compassion and innocence. They light candles and sing songs. At the conclusion of the prayer service, the 1st grade reenacts the Nativity. The 1st graders also reenact the Nativity at the parish Christmas Eve liturgy.

#### ***Mardi Gras Fun Fair***

What better way to celebrate Mardi Gras and help the missions at the same time!? The Fun Fair is organized and executed by the middle school students at The Academy at St. Joan of Arc. They prepare games and prizes for all the students. On the Tuesday before Ash Wednesday, the younger students bring their pennies, nickels and dimes and have their faces painted and participate in other fun activities and games.

### ***Service Day***

All grades participate in an organized day of service for various not-for-profit organizations including Misericordia, the Maryville Crisis Nursery, and others.

### ***Sports Banquet***

The Junior Varsity and Varsity sports at The Academy at St. Joan of Arc take a lot of dedication and energy from both players and coaches. In the fall and springtime, the parents, coaches, and players gather for a dinner celebration and take time to recognize each individual student athlete. Coaches take time to remember the season and to speak about each of their players.

### ***Marian Prayer Service***

Soon after Mother's Day, the entire student body and their parents gather for an evening prayer service dedicated to our Blessed Mother. Similar to other schools' May Crowning, we at The Academy take time out of our busy schedules to honor Mary. One of the beautiful moments of that night is the 8th grade graduating class's tributes to their own mothers.

### ***Granderson's' Day***

This is a special celebration of important people in the lives of our students and combines a special ceremony hosted by the kindergarten class in church followed by visits to classrooms and a reception.

### ***Spring Play***

Each spring the lights of Broadway beckon our 3<sup>rd</sup> - 8<sup>th</sup> grade students. With the help of their teachers, the students stage an annual play with some fun, creative musical numbers.

### ***Graduation Banquet***

Part of the tradition for graduation at The Academy at St. Joan of Arc is to set aside a night for the graduates and their parents to have a memorable dinner together. The teachers, Head of School and pastor attend. The 7th grade parents and students help serve this catered meal. The evening concludes with a short program by the graduates as they thank all of those involved in their education.

### ***Candle Passing Mass***

The Candle Passing Mass is a time when The Academy recognizes the achievements and talents of the students. At the end of the Mass, the 8th grade graduating class calls forth the 7th graders and 'Passes on the Light of Leadership' to them. As the 8th grade processes out of the church, the 7th graders assume their new role as leaders of the student body.

### ***Field Day/School Picnic***

What better way to end The Academy year than to gather as a school community and have a cookout? After being served hot dogs, chips and refreshments, the students compete in sports activities and are coached by the 7th graders as they compete in the games.

### ***Student Council***

Students in grades 7<sup>th</sup> and 8<sup>th</sup> are elected by their peers to organize student run events, activities and service projects.

## APPENDIX I

### *Request for Student Records Form*

Please complete one form for each student and deliver it to your child's prior or current school.

I, \_\_\_\_\_ (name of parent / guardian), parent/legal guardian of student set forth below hereby authorize and request \_\_\_\_\_ (name of school Releasing Records) located at \_\_\_\_\_ (address of school) to release the following records for \_\_\_\_\_ (student's name).

Please check which records are to be released.

- Permanent Records: these include basic identifying information, academic transcript, attendance records and health reports.
- Temporary Records: these include intelligence, aptitude, achievement or other test scores, teacher comments, reports of psychological evaluations, special education records.

Records should be mailed to:

The Academy at St. Joan of Arc  
9245 N. Lawndale Avenue  
Evanston, IL 60203

Signature of Parent or Legal Guardian: \_\_\_\_\_

Name of Parent or Legal Guardian: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_