

**St. Joan of Arc Catholic School** is a co-ed elementary school for grades PreK4 through 8<sup>th</sup> Grade. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). Requests for reasonable accommodations for a student with a disability may be directed to the Principal of the Resource Teacher. Religion is required for each year a student attends St. Joan of Arc School. All students enrolled in St. Joan of Arc School must attend religion classes and services.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

St. Joan of Arc School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

## **Mission / Vision**

### **Archdiocese of Baltimore Catholic Schools**

#### **Vision Statement**

Catholic schools in the Archdiocese of Baltimore nurture and sustain the God-given gifts of every person, especially students, to be used in service to the Mission of Jesus.

#### **Mission Statement**

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential –spiritually, intellectually, physically, socially, and morally. Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

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

#### **Vision Statement**

St. Joan of Arc Catholic School creates a vibrant 21<sup>st</sup> Century learning environment that infuses Catholic identity into every aspect of a curriculum focused on Science, Technology, Engineering, and Math (STEM).

#### **Mission Statement**

St. Joan of Arc Catholic School is a faith community of educators, learners, and families using God's gifts to develop 21<sup>st</sup> Century skills of innovation, collaboration, problem-solving, and reasoning to enrich the global society.

#### **Statement of Beliefs**

- Students are engaged in a challenging and collaborative learning environment that inspires the joy of discovery, results in quality work, and fosters ongoing faith formation.
- Each student is empowered to value his/her unique physical, social, emotional, intellectual, and spiritual gifts.
- Teachers and staff, as life-long learners, place high priority on professional development, leadership, and 21<sup>st</sup> Century skills as they implement a curriculum that integrates science, technology, engineering, math, humanities, and the arts in an authentic culture of faith.
- Parents and guardians provide enrichment by sharing career and artistic achievements through learning experiences which expand student interest in STEM careers.
- Business and academic communities actively participate in assisting teachers and students to advance STEM learning opportunities.

#### **History of School**

The Catholic Church in the Archdiocese of Baltimore experienced tremendous immigrant growth between 1940 and 1960. Birth rates were high, and many converts joined the church. The number of families who moved into the Aberdeen Area to work on the Aberdeen Proving Grounds increased.

The town's population grew from 1,525 in 1940 to 9,679 in 1960. St. Joan of Arc community responded to this growing need by building a rectory, convent, church, and school within a thirteen years. A two floor structure was opened as both school and church in 1954. The Sisters of St. Casimir utilized the first floor to house four grades while the second floor was used as the church during the construction of the new church site. By 1966 when the new church opened, the school had grown to include one class each of First through Eighth Grade. In 1993 a new two story wing was added to the school. The first floor new section is home to the Pre-Kindergarten and Kindergarten classrooms. The second floor houses the 5<sup>th</sup> through 8<sup>th</sup> grade classrooms, Innovation Lab and the Media Center. An elevator was added to the wing to make the building accessible to a greater number of students, families, and parishioners.

Originally the school primarily served the families of the Aberdeen area. Today, however, the school services the needs of families throughout the Eastern part of Harford County. St. Joan of Arc School is one of two Catholic elementary schools located in the Harford County region in the Archdiocese of Baltimore. The school began with a faculty of religious from the Sisters of St. Casimir. In 1997 the two remaining sisters left, and the first lay principal was appointed.

In 1999, St. Joan of Arc adopted the middle school concept, initiated a Spanish program, and added a modular unit to accommodate its growth. In 2008 St. Joan added a new central heating and air-conditioning system.

The Archdiocese named SJA a STEM school in 2011. In 2012 a LabLearner Science Lab was added. Technology is fully integrated into the curriculum through the daily use of interactive Smart Boards in all classrooms school wide, wireless Internet access points to accommodate the growing number of mobile devices (iPads, laptops, tablets), 3D printer and curriculum, as well as online educational materials and programs.

In the fall of 2013, a Prekindergarten 4 year old program was added. By the 2017-18 school year, the program had achieved a Level 5 (highest) quality rating in the EXCELS rating system of the Maryland State Dept. of Education.

The addition of an Innovation Lab in 2015 provides an area for engineering projects and video productions. A state of the art playground was opened in the fall of 2016. Adding a MakerSpace to the Innovation Lab enhances the STEM program. Additional expansion of the school is planned as St. Joan of Arc continues to improve the campus to better meet student needs.

St. Joan of Arc was recognized as a STEM school by the University of Notre Dame of Maryland in 2017 and accredited as a STEM School by AdvancEd in 2018 based upon rigorous STEM standards. SJA was the first school in Maryland to receive this accreditation.

### **Administration**

St. Joan of Arc School is administered under the leadership of a Principal and Assistant Principal who conduct the day to day operations of the school. The school board serves as an advisor to the pastor regarding policy, finance and institutional advancement.

### **School Administration**

Pastor.....Rev. William Franken  
 Principal.....Mrs. Virginia Bahr  
 Assistant Principal/STEM Coordinator..Mrs. Tracey Tokarski  
 Advancement Director.....Mrs. Elisa Ferraro Maid  
 Administrative Assistant.....Mrs. Pamela Franke  
 Secretary.....Ms. Christine Cochran

### **School Board**

The School Board is comprised of volunteers from the larger community who, by virtue of their experience, are able to advise the Pastor and Principal to further ensure the viability of St. Joan of Arc School.

#### ***The current Executive Board members are as follows:***

Chairperson.....Mrs. Jane Krolewski; Technical Director,  
 ArmyTest & Evaluation Center  
 Vice-Chairperson.....Mrs. Stasia Lozinak; Executive Assistant,  
 Ashley Addiction Treatment Center  
 Secretary.....Mrs. Dianne Dacey; Retired Educator Harford Cty.  
 Librarian- Harford County Library (Aberdeen)  
 Treasurer.....Mr. Mike Sprouse; Vice-President Harford Bank

### **Faculty and Staff**

Pre-Kindergarten Teacher .....Mrs.Laure Dotterweich  
 Pre-Kindergarten Assistant..... Mrs.Gina Sanphilippo  
 Kindergarten Teacher.....  
 Kindergarten Assistant.....Mrs. Sharon Amato  
 First Grade Teacher.....Mrs.Mary Beth Nocket  
 First Grade Assistant .....  
 Second Grade Teacher .....Mrs.Rebecca Simmons  
 Second Grade Assistant.....Mrs.Megan Blackburn  
 Third Grade Teacher .....Mrs.Kathleen Smith  
 ELA/Social Studies—4<sup>th</sup> & 5<sup>th</sup>; Religion—4<sup>th</sup> ...Mr. Dave Brothers  
 Math/Science—4<sup>th</sup> & 5<sup>th</sup>;Religion—5<sup>th</sup>.....Mrs. Amy Lane.  
 Technology Coordinator/STEM.....Mrs. Gina Sabo  
 Middle School Science & Math.....  
 Middle School Social Studies/Math/Religion...Mr.Dustin Bentkowski  
 Middle School ELA.....  
 Resource Teacher, Middle School Math.....Mrs.Wendy Baur  
 Physical Education-Health/7<sup>th</sup> & 8<sup>th</sup> Religion...Ms.Megan Blackburn  
 Art.....Ms. Christine Kruse  
 Library/STEM.....Mrs.Stephanie Cosgrove  
 Music.....Mrs.Donna Dandino  
 Spanish.....Ms. Minerva Rodriguez t1P(the Language Project)

### **Home and School Association**

The formal association binding the parents, students, and teachers more closely is the St. Joan of Arc Home School Association. The Home and School Association is established to assist and advise the Principal in furthering the mission of the school. Parents are encouraged to attend the pre-announced, scheduled meetings during the year. Many volunteer opportunities are available through the HSA.

The Executive Committee consists of the Past President, President, Vice-President, Treasurer, Secretary, Communications Coordinator, Events Coordinator, and three Members at Large (one from PK-2<sup>nd</sup>, one from 3<sup>rd</sup>-5<sup>th</sup>, one from 6<sup>th</sup>-8<sup>th</sup>). This Committee works in conjunction with the Principal to:

- help parents, School administration, and faculty develop a mutual understanding and appreciation of the mission of Catholic Education as lived in this Catholic School within the Archdiocese of Baltimore.
- provide programs and processes that engage the School families in spiritual, educational, outreach, social, legislative, public relations, service, and fundraising activities that further the mission of the School.
- develop supportive systems for communication and service to the local Catholic School.

### **Accreditation**

All Archdiocesan high schools and elementary schools are accredited as a system through AdvancED (now Cognia). Every five years, the Department of Catholic Schools completes a system-wide accreditation review, which culminates in a visit by an AdvancED External Review Team. Each school is evaluated based on the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools. These standards and benchmarks can be found at <http://www.catholicschoolstandards.org>.

### **Cognia is A Performance-based model that...**

- Adopts a balanced, systemic approach
- Employs diagnostic tools
- Uses Standards, stakeholder feedback, student performance
- Focuses on evaluating performance

### **All schools must...**

- Meet Cognia Standards for Quality
- Implement continuous improvement process
- Update demographics

- Conduct Internal Review which includes a
  - Self Assessment
  - Executive Summary
  - Stakeholder Feedback and Student Performance Diagnostic
  - Improvement Plan
  - Assurances
- Host External Review once every five years
- Respond to Improvement Priorities in Accreditation Progress Report

### **AdvancED (Cognia) STEM Certification**

St. Joan of Arc School places a strong emphasis on our STEM program. SJA is one of less than 200 schools to achieve [STEM Certification through AdvancED](#), an international accrediting organization. SJA has also achieved [STEM Endorsement](#) from the Notre Dame of Maryland University. SJA integrates science, technology, engineering and mathematics into every area of the curriculum. Our vision and mission statements highlight the importance of STEM for the growth and future of our students. Technology is fully integrated into the curriculum through the daily use of interactive SmartBoards in all classrooms, one-to-one Chromebooks in 4<sup>th</sup> through 8<sup>th</sup> Grades, two mobile iPad carts as well as dedicated iPads for Grades PreK4 through Grade 5, schoolwide wireless Internet access, as well as a state-of-the-art Innovation lab which includes a makerspace, computers, robotics, and 3D printing. Students use this lab for online research, video production, coding, 3D printing activities, and STEM projects. SJA is proud to incorporate STEM programs including:

- Weekly STEM/Coding/Robotics class
- Career Day in the fall
- Aberdeen Proving Ground STEM Outreach program
- Lego WeDo activities; Pre-K4 through Grade 2
- Robotics/coding instruction PreK through Grade 8
- 3D printing; Grades 3 through 8
- Northbay Outreach Program for 3rd, 4th, 5th Grades
- Northbay environmental camp; 6th Grade
- Presentations by scientists & engineers from Aberdeen Proving Ground
- Student Modules presented by Senior Science Society of Harford County
- Partnership with Aberdeen Branch, Harford County Public Library
- Chemistry Day
- Discovery Center at APG
- Fall STEM Night (registered with the [Maryland STEM Festival](#))
- Science Night

## Academics

**Promotion Requirements:** Students are promoted to the next grade upon successful completion of all subjects in a given year.

**Retention:** Students who do not successfully complete required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents.

**Graduation Requirements:** Students must successfully complete the standards for the Eighth Grade Curriculum according to Archdiocesan standards. A student receiving a final yearly average of less than 70% (E) in one major subject will be promoted to the next level provided that the student successfully completes an approved Summer School or Tutoring Course in that subject area. A student receiving a final yearly average of less than 70% (E) in TWO or more of the major curriculum areas will be retained.

## Awards

Assemblies are held each trimester to recognize student achievement. Students are acknowledged for academics, attendance, service, and character. In addition to Honor Roll awards for middle school students, the following awards are given.

**Subject Area Awards**—These awards are given each trimester to one student at each grade level for showing excellent effort and achievement in special subject areas. Grades 1 through 5 will also give one award per class for Reading, Math, Science, and Social Studies.

**STEM Award**—This award is presented to one student at each grade level who displays innovation, collaboration, problem solving, and reasoning when completing projects and utilizing technology.

**PBIS Award** – This award is presented each trimester to one student from each grade who has exemplified SJA positive behavior goals of Respect, Responsibility, and Leadership. The homeroom teacher decides this award.

**St. Joan of Arc Award** – This award is given once each trimester to one primary (K-2), one elementary (3-5), and one middle school student. These students demonstrate positive Christian character traits and virtues lived by St. Joan of Arc. A student may not receive an N in conduct or effort to be eligible for this award. The recipient of this award is chosen by the faculty.

**Honor Roll:** Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

**Principal's Honor Roll** – All A's and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

**Second Honors** – all A's and B's and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

**Improvement Award**--This award is presented during the second and third trimester to any student who raises his or her achievement in two subject area grades without dropping in any subject. (Language Arts, Mathematics, Science, Social Studies, Foreign Language)

## Graduation Awards

### Presidential Award

The President's Award for Educational Excellence honors those students who have maintained high achievement throughout their middle school years, and must have achieved in the 85<sup>th</sup> percentile or above in math or reading on standardized achievement tests. Students must have a 3.5 cumulative GPA for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade.

**Father Wagner Award** - the Father Wagner Award is presented to a Catholic, graduating eighth grade student who has applied to and been accepted by a Catholic high school. The recipient exhibits academic excellence, community service, and spiritual presence. This award is a one-time stipend of one thousand dollars (\$1000) to be used for Catholic high school tuition.

**St. Casimir Award** - The St. Casimir Award is presented to a graduating eighth grade student who exemplifies those qualities exhibited by St. Casimir during his lifetime: the Lily representing Love, the Crown representing Faith and Fidelity, and the Sword representing Courage which are depicted in St. Casimir's emblem. The award is based on the student's spirituality, community service, and attitude. The student's religion and academic average are not to be considered when deciding this award.

**M. Rosalie Schissler Academic Award** – The M. Rosalie Schissler Academic award was established in 2006 in memory of Rosalie Schissler of St. Joan of Arc Parish. Rosalie was valedictorian of her high school graduating class in 1924. She placed great value on education and emphasized the importance of life-long learning. Ten of Rosalie's grandchildren graduated from St. Joan of Arc School. The Rosalie Schissler Academic Award is presented to the graduating Catholic eighth grade student who has attained the highest cumulative grade point average in 8<sup>th</sup> grade. The award is a \$300. check from the Schissler family.

## **Progress Reports and Interim Reports**

St. Joan of Arc School implements the Archdiocese of Baltimore Progress Report. The reporting system is on a trimester basis with a student receiving 3 progress reports and 3 interim reports during the year. All grades are reported on line through Power School in grades 3 through 8. Student assignments and grades should be reviewed by the parent/guardian. St. Joan of Arc teachers will make every effort to report academic concerns to parent/guardian. It is the responsibility of parent/guardian to cooperate in remedying the situation.

### ***PreKindergarten—Grade 2***

#### **Marking Code - Achievement**

**I - Independent**

**P – Progressing**

**E – Emerging**

**N/A – Not Assessed at this time**

#### **Marking Code: - Effort/Conduct**

**O– Outstanding**

**G– Good**

**S– Satisfactory**

**N – Needs Improvement**

**U – Unsatisfactory**

### ***Grades 3 – 8***

#### **Marking Code - Subjects**

**A+ - 97-100**

**A - 93-96**

**B+ - 89-92**

**B - 85-88**

**C+ - 80-84**

**C - 75-79**

**D - 70-74**

**E - 69 and below**

#### **Subject Standards**

**I – Independent/Proficient**

**V – Very Good Progress**

**P – Progressing**

**S --Satisfactory**

**N – Needs Improvement**

**U – Unsatisfactory**

#### **Effort/Conduct**

**O - Outstanding**

**G - Good**

**S - Satisfactory**

**N - Needs Improvement**

**U - Unsatisfactory**

#### **The following criteria will be used to determine the Effort Grade:**

- Has necessary materials
- Hands in work on time
- Completes homework neatly, and according to directions
- Participates in class activities/discussions
- Punctual for class

#### **The following criteria will be used to determine the Conduct Code:**

- Acts in a Christian manner
- Respectful to adults and peers
- Observes school and classroom rules
- Displays self-control

**\*The standard grade for expected behavior in effort /conduct is S.**

#### **Progress/Deficiency/Interim Reports**

Interims are meant as a mid-point status report each Trimester to give parents information so changes can be made before the official Progress Report time. Progress/Deficiency/Interim Reports – Grades PreK-2 will receive a written communication on the individual child's progress three times a year, halfway into the trimester. Grades 3-8 will have access to their child's grades on-line. It is the responsibility of the parent/guardian to contact the school if they are experiencing difficulty accessing their child's grades or if they have questions about their child's progress.

#### **Testing Program**

The **Scantron Performance Series** will be administered three times each year in fall, winter, and spring to students in grades 2 through 8 in core content areas. An assessment for learning, the results from the Performance Series are used to identify students' ability levels, demonstrate academic growth over time, and place your child in appropriate instructional programs.

Reading, Math and Language screenings may be administered to new students to help with placement. These are also completed routinely for students who exhibit strengths or weaknesses in specific academic areas.

## **NCEA IFG.ACRE**

National Catholic Education Association Information for Growth: Assessment of Children/Youth Religious Education is administered to students in grades 5 and 8. This is used as a tool for assessing the effectiveness of the religious education program and offers a picture of where the children are in terms of their basic religious awareness.

## **Cumulative Assessments**

Students are given mid-year and end of year assessments in grades 6-8. It may be in the form of a test or project. This will help to prepare students for the rigor of high school.

## **Instruction/Curriculum**

St. Joan of Arc School implements the Archdiocese of Baltimore curriculum in grades PreK – 8. The Archdiocesan curriculum is based on National and State Standards while infusing the richness of Catholic identity throughout all the curricular areas. Programs are developmentally appropriate, student centered, focus on the development of the whole child, and challenge students to continued excellence. Specific areas of curriculum are reviewed and updated each year to ensure timely and relevant standards.

Students in grades PreK – 8 participate in Religion, Language Arts, Mathematics, Science, Social Studies, Art, Physical Education, Spanish, Music, and Library/Media. Technology is an important tool to enhance learning and is integrated very effectively throughout all areas of learning. Students become very skilled and creatively utilize the technology tools available to deepen and extend learning.

As a STEM (Science, Technology, Engineering and Mathematics) School, Curriculum is integrated across subject areas and incorporated into real world and project based situations when possible. Students develop a strong sense of the skills necessary to effectively navigate a rich and varied course of study. Students master skills that transfer into all areas of their learning.

## **Textbooks and Materials**

Textbooks are furnished by the school. These are to be treated with care at all times. Students are responsible for the condition of books used. Lost or damaged books must be paid for and replaced immediately. All textbooks will be collected at the end of the year. Consumable materials become the property of the student.

It is important to note that in a STEM based education, many and various means are used to deliver curriculum. Textbooks are used as one such resource. Technology software and hardware are provided by the school.

St. Joan of Arc School uses multiple materials to present information and teach necessary skills to students. Subscriptions to online educational sites enhance lessons, provide student practice, support inquiry based learning.

## **Homework**

Home study is a necessary part of each student's individual educational program. Each student is expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Students in grades 2-8 are required to have a homework notebook and to list assignments for each subject.

For the average student, the daily homework allotment is:

- Grade 1 15 - 30 minutes
- Grades 2/3 30 - 45 minutes
- Grades 4/5 45 - 60 minutes
- Grades 6/7/8 1 - 2 hours

Long term assignments and projects cannot be completed adequately in one evening. Long-range assignments may require that the student complete work on a weekend or holiday rather than during the week.

If a student has class work that has not been completed in school, it is not considered a part of the homework assignment but is to be completed at home.

Students will receive prior notice of tests, exams, and project due dates to pace their studying.

In case of student absence, parents may request any assignments and materials be placed in the school office. Requests must be made before 10:00 a.m. by calling the school office and may be picked up between 3:00 and 4:00 p.m.

## Titles of Instructional Materials

<b>Subject</b>	<b>Publisher</b>	<b>Title</b>	<b>Grade</b>	<b>Date</b>
All Subjects	Robert-Leslie Publishing	Investigator Club	PK	2013
Math	McGraw-Hill	My Math	Gr.K-5	2013
Math	Glencoe/McGrawHill	Mathematics	Gr. 6-7	2014
Pre-Algebra	Glencoe/McGraw Hill	Pre-Algebra	Gr. 7,8	2014
Algebra	Glencoe/McGraw Hill	Algebra	Gr. 8	2014
Language Arts	Rowland Reading Foundation	Superkids	K-2	2010
Language Arts	Macmillan/McGraw Hill	Treasures & Trade Books	Gr. 3-5	2011
Handwriting	Handwriting Without Tears	Handwriting	PK-3	2013
Language Arts	McGraw Hill/Glencoe	Literature Trade Books Richbaub Grammar	Gr. 6-8	2008 2015
Vocabulary	Sadlier/Oxford	Vocabulary Workshop	Gr. 6-8	2005
Religion	Our Sunday Visitor	Allelu	PK-K	2010
Religion	RCL Benziger	Blest Are We	1-5	2010
Religion	Sadlier	We Live Our Faith	6-8	2011
Family Life	RCL/Benziger	Family Life	Gr.K-8	2010
Science	Cognitive Learning Systems, Inc.	Lablearner	Gr.K-8	2016
MD History	MD Historical Press	MD Its Past and Present	Gr. 3	2006
Social Studies	Discovery Education	History, Geography & Cultures	6-8	online
Social Studies	Teachers Curriculum Institute	Social Studies Alive	Gr.K-5	online
Spanish	The Language Project	Activity books	PreK-8	

## Honor Code

All students are required to complete assignments that are their own assignments. A student may ask for help but may not copy or plagiarize another's work. Older students will be required to sign an Honor Pledge after receiving instruction regarding plagiarism

## Work Habits

Students are responsible for all classroom assignments, group projects, and homework according to the standards and due dates assigned by the teacher. Late work may earn a reduced grade. Students may be asked to complete late assignments during recess or after school.

## Missing Assignments

If a student does not complete an assignment, a grade of NHI will be given which means that the assignment has not been turned in to the teacher. Students and/or parents should monitor PowerSchool to ensure that there are no missing assignments. If a student is absent, the teacher will determine the amount of time necessary to complete any assignments. (up to two weeks). After this time, the NHI grade will be changed to a failing grade; work will no longer be accepted.

## Missed Work

Students are responsible to meet with the teacher before or after instructional times with any questions about missing work. Assignments will be posted on the website, on Google classroom, and/or given when student returns from an absence. Please try to schedule appointments outside regular school hours to avoid missing instructional time. Absence from school during the academic year due to family vacations is strongly discouraged. Twenty days of absence in one school year may be cause for student retention.

## Tests and Projects

All students will participate in formative and summative assessments to determine mastery of curriculum standards. Teachers will inform students and parents of developmentally appropriate expectations for all tests and assignments and post those requirements on their teacher website.

## Parent / Teacher Conferences

First Trimester parent conferences will be held each year. Parents will be notified of the date and be required to send in a registration form so that they can schedule a conference time. Every effort will be made to accommodate parent schedules for these conferences. Middle School teachers may schedule team conferences spread throughout the trimester.

Parents or teachers may request conferences at additional times. Parents are asked not to interrupt a teacher during instructional time.

### **High School Admissions and Visitation Policy**

Students in Grade 8 will be allowed two excused absence days during the school year to visit Catholic high schools they wish to attend. Students in 7<sup>th</sup> grade will be allowed one excused absence day to visit Catholic high schools they wish to attend.

### **Student Records**

Student records are maintained in the school office or in a designated administrative area. Access to records is governed by the records policy.

### **Records Policy (Family Educational Rights and Privacy Act)**

**St. Joan of Arc School** complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of [school name] are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to [insert title of appropriate school official] a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
  - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or

medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.

- To other schools to which a student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Honors and awards received
- Grade level

Parents who do not want the School to disclose directory information without their prior written consent must notify Principal in writing by September 1<sup>st</sup>.

- A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.



- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Joan of Arc School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

### **Home and School Association**

The formal association binding the parents, students, and teachers more closely is the St. Joan of Arc Home School Association. Parents are encouraged to attend the pre-announced, scheduled meetings during the year. Many volunteer opportunities are available through the HSA.

### **Parental Involvement**

The mission of St. Joan of Arc School is to work with the parents in order to educate the students. To this end, parents should be involved on a daily basis in the education of their child(ren), including monitoring their schoolwork.

### **Volunteers/Service Hours**

There are also numerous areas and activities where parents may volunteer to help the school. Parents are required to commit to 20 hours of volunteer time a year or pay a \$200.00 fee (\$10.00 for each hour). Volunteers who chair an event satisfy their requirement. Volunteers may donate goods for a portion of their hours (10). **These hours must be completed by May 31<sup>st</sup>.** Volunteer opportunities exist both during the school day and outside of school hours. It is hoped that each family can find some area or activity to meet this need and become involved in the school community.

The Archdiocese of Baltimore is committed to providing quality, healthy ministry for all persons, particularly for our children and youth. To that end, in January 2003 the Archdiocese issued a revised statement of Policy for the Protection of Children and Youth. This policy requires that all parishes and schools carefully screen any employees or volunteers who will have contact with minors in their ministry or work.

**Anyone working in classrooms or with children must follow the Child and Youth Protection policies of the Archdiocese of Baltimore.**

<https://www.archbalt.org/about-us/child-youth-protection/proc-for-vols.cfm>

Due to safety concerns and instructional time, volunteers are asked not to bring siblings with them when they are volunteering in the classrooms. No siblings are allowed on field trips. For other events such as lunch, field day, etc., siblings must be in an area supervised by an adult.

### **Classroom Directory**

Each year, a directory of families in your child's class will be available to that class including student names, parent/guardian names, address, phone number and email address. This directory will not be released to the outside community.

### **Partnership with Parents**

In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include:

1. to be a partner with the school in the education of your child
2. to understand and support the Catholic mission and identity of the school
3. to read all communications from the school and to request clarification when necessary
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. to discuss concerns and problems with the person(s) most directly involved
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. to promote your school and to speak well of it to others
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate that Catholic education is a privilege that many persons do not have

### **Parental Support/Compliance**

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

### **Acceptable Use Policy for the Internet & Technology Tools**

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, Chromebooks, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects. **Students are not allowed to use personal devices during the school day. (This includes cell phones, smart watches, personal tablets.)** School devices will be provided to students for academic use.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

**Acceptable** uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

**Unacceptable** uses of the Internet & technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)

- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
  - Accessing or searching files, directories, or folders for which the user does not have authorization
  - Intentionally erasing, renaming, or disabling of anyone else's files or programs
  - Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
  - Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child's technology use
- Modeling appropriate Internet and Social Media behaviors for their child
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

### **Web-based Services**

The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

### **Administration**

#### **Crisis Intervention Plan/Crisis Team**

St. Joan of Arc has a Crisis Intervention Plan that includes security, evacuation, and counseling services through the Archdiocesan Response Team. Some emergencies included in the plan are fire, gas leaks, bomb threats, natural disasters and school disturbances. The members of this team consist of administrators, teachers, and staff.

### **Change in Name, Address, or Family Status**

If there is a change in the family status or the change of a child's name, it is important that the school be informed promptly of the change. The parent or guardian will also change the information in PowerSchool or ask the school to do so. In case of a change of custody, a copy of the portion of the court order that names the custodial parent must be on file with the school.

### **Media Release**

Numerous opportunities are available to recognize students through newsletters, brochures, newspapers or other media. Parents are asked to sign a release form each year to allow their child's participation. Recognition may include student first name and last initial, work, picture or voice.

### **Emergency & Weather related Closings/Delayed Openings**

St. Joan of Arc School follows the same procedures for school closing and delays as does Harford County Public School System. If Harford County schools close early because of inclement weather, SJA will do the same. In the event that there is a 2 hour late opening on a scheduled ½ day, students will remain in school until 3:10 p.m. Extended Care will not open on days when school is closed. Extended Care will not be open when school is opening late.

### **Swift K 12**

In the event of an emergency that would impact the health, safety, and welfare of our students or a situation that compromises the safety of our school facility or grounds, the school will notify parents through the Swift 12 Online Notification system. Parents will simultaneously receive a phone call, text and /or email alert to the phone numbers and email addresses that were submitted to our school. Weather closures may also be posted by this system. Periodically, non-emergency information may be communicated through the System. It is therefore imperative that the school office has current parent contact information at all times.

### **Weekly Update**

A newsletter with information about the activities for the coming week and other pertinent information will be sent electronically each Wednesday and will also be made available on-line at the school's website. [www.school.stjoanarc.org](http://www.school.stjoanarc.org) The school site also gives access to teacher and/middle school pages. Each teacher communicates the calendar, academic and event information on their teacher page. Principal and school updates may also be communicated through the KSwift12 system.

## **Communication between parents and teachers**

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose, second with administration Teachers are seen by appointment. Please contact them directly by email or phone to schedule a mutually convenient time to meet.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher in writing within one week after change is effective.

### **Non-Custodial Parent**

Emergency information for each child is to be kept current. Children will only be released to the person(s) designated by parents in PowerSchool unless otherwise instructed by the custodial parent/guardian.

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.

St. Joan of Arc School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

## **Harassment Policy**

*Harassment or abuse of any kind is not acceptable behavior in St. Joan of Arc School and will result in disciplinary action up to and including suspension/expulsion.*

### **Policy**

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

## **I. Scope**

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

## **II. Prohibited Conduct**

- A. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, or protected activity, that:
  - (i) Has the purpose or effect of creating an intimidating, hostile or offensive environment;
  - (ii) Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
  - (iii) Otherwise adversely affects an individual's educational opportunities.
- B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

## **III. Procedure**

- A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.
- B. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.

- C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.
- D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

### **Bullying Policy Statement**

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

“Bullying, harassment, or intimidation” means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- a. Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being and:
  - i. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
  - ii. Is sexual in nature; or
  - iii. Is threatening or seriously intimidating; and
- b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

\*Electronic technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

\*Retaliation means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

Reporting forms are located in the main office and on the school's website.

## **Transportation Procedures**

### **Arrival Procedures**

Arrive on Plater Street lining up close to the curb – NO CARS ARE TO BE PARKED AT THE CURB – EITHER ALONG THE BUILDING OR PARKING LOT.

Turn into alley, but do not discharge students until you make a LEFT TURN into the DROP-OFF ZONE which begins at the exit of the parking lot going out to Edmund Street and ends at the Plater Street entrance.

Students will exit the vehicles on the passenger side and will be helped by safety patrol students to proceed safely in file to the small blacktop area and join their class line until the bell rings at 8:00 a.m.

AT NO TIME SHOULD A PARENT EXIT THE CAR IN THE DROP OFF ZONE.

All traffic will exit the parking lot onto Edmund Street. PLEASE DO NOT PASS OTHER CARS IN THE DROP OFF ZONE AS THIS POSES A DANGER TO STUDENTS.

If a parent wants to walk his or her child to the line and wait, he/she may make a left turn into the parking lot; park on the side of the lot opposite the Drop-Off Zone (left side); and walk with the child to the small lot. **The parent is responsible for the child's safety until the students enter the school. No student should be dropped off prior to 7:50AM as there is no adult supervision until that time. Parents may enroll in Extended Care if they must drop off their child earlier.**

### **Dismissal Procedures**

Vehicles are to turn right to enter the parking lot through the alley entrance on Plater Street only. Vehicles will be lined up in rows beginning at the residential side of the lot. (Parents are asked not to arrive prior to 2:50p.m. as physical education classes are conducted on this lot.)

The school office will be closed from 2:45-3:15PM daily to ensure safe and timely dismissal for all students.

All families will receive 2 placards to be placed in the right front passenger side of the windshield of the vehicle picking up the student(s) in that family. The names on the placards of the vehicles parked in the first row will be communicated to the office, and those students will be called for dismissal.

Students will proceed directly to their vehicles. The second row will line up in the lobby as soon as the first row begins to exit. Students will be escorted to the next row of waiting vehicles when it is safe to do so.

The rows will be dismissed through the Edmund Street exit. ALL CARS MUST EXIT WHEN DIRECTED TO DO SO. If your child is not yet in the car, you must exit the parking lot and reenter it through the Plater Street entrance.

Since no child may be left unattended, students not picked up 15 minutes after dismissal time will be sent to Extended Care and parents will be charged for at least one hour according to the Extended Care fees

## Admissions

### Order of Preference for available student openings:

1. Families with children currently enrolled in St. Joan of Arc School
2. Families who are active parishioners at St. Joan of Arc parish.
3. Registered and active Catholics in Archdiocesan parishes.
4. Active Catholics in other Dioceses.
5. Non-Catholics.

### Application Process:

#### Procedure

- Re-registration for current school families will take place from November 1<sup>st</sup> until January 15<sup>th</sup>.
- We will begin processing new student applications beginning the first week of January. New Student Registration for the fall will be accepted the first week of February according to the above stated preferences, providing openings are available.
- Tuition Assistance Applications will be available through FACTS Financial Aid and are due February 28<sup>th</sup>. Late applications will be subject to available funds remaining.
- Applications for the following school year will be available upon request beginning September 1. Applications will only be held for one school year. If no openings are available, parents must reapply the following September.

## Documentation Needed for Application

Completed applications should be submitted online to the school along with the appropriate fee, copies of the child's birth certificate, Baptismal certificate (if Catholic), and immunization/health record.

## Academic Requirements for Consideration

1. School administered placement test
2. Teacher recommendation from sending school
3. Progress reports
4. Standardized test results

## Placement

Students are initially placed using a combination of the above criteria. The final decision will be from the administration.

## Probation Policy (for new students)

There will be a meeting with parents of new students approximately one month after enrollment to determine if the student has adjusted well to SJA. All new students are given a one year evaluation period. If during this time the school is unable to meet the needs of the student(s), the parent(s) will be asked to place their child in another school. Such recommendations would only occur after conferences with the parent(s) and after exhausting all other methods of help.

## Financial Obligations

Tuition at St. Joan of Arc School is set by the School Board working in conjunction with the School Board Finance Committee and the Pastor. The schedule for tuition and fees will be published by April for the upcoming school year. Progress reports, access to on-line grades, and academic records will not be available until all financial obligations are satisfied.

## Tuition Payment Schedule

- 1 Payment; Payment in full for tuition and all fees by June 1 for the coming school year.
- 2 Payments; Payment of all fees and one-half the tuition by June 1 for the coming school year and the balance by November 1.
- 10, 11, or 12 Payments; Ten, eleven, or twelve monthly payments made by electronic transfer through FACTS payment plan, with the first payment in June prior to the beginning of the school year.
- Any tuition accounts in arrears are referred to the school's business manager for appropriate action.

- Registration for the following academic year cannot be accepted when accounts are in arrears.
- Extended Care, Field Trip fees, and other charges will be billed and paid through the FACTS Payment System as Incidentals
- Incidental fees are not connected to automatic tuition payments.

### **Fees**

- An Application Fee per student is due at the time of a submitted application and is non-refundable.
- A Registration Fee per student is due at registration, and is non-refundable.
- A Technology Fee is charged per student which is non-refundable.

### **Withdrawals**

The office must be notified in writing of the withdrawal of a student. Information should include the effective date and reasons for the withdrawal. Once all financial obligations have been met, records will be sent to the new school. Tuition may be refunded as follows:  
 90% of billed tuition if withdrawal is on/before September 1<sup>st</sup>.  
 60% of billed tuition if withdrawal is on/before November 15<sup>th</sup>.  
 30% of billed tuition if withdrawal is on/before February 15<sup>th</sup>

### **Attendance**

#### **Absence**

Regular attendance is considered essential for learning at St. Joan of Arc School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school between 8AM and 10AM or send an email to the teacher to report the reason for absence. All absences and tardiness become part of a student's permanent record. When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc.

### **Truancy**

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.

### **Lateness/Assignments**

Students may enter their homerooms at 8:00AM. The school day begins at 8:10AM. Any student arriving after 8:10AM is considered late and must report to the office for a late slip. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

### **Early Departure/Late Arrivals**

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.

A student arriving later than 10:15 a.m. or leaving prior to 12:00 p.m. shall be considered ½ day absent. On a scheduled early dismissal day, a student who is in school less than 2 ½ hours shall be considered ½ day absent.

### **Regular Dismissal**

Dismissal begins at 3:05 p.m. The school office will be closed from 2:45PM until 3:15PM for dismissal. All students must be picked up on school grounds (see Dismissal procedures). Car riders will be dismissed first, then the walkers. **For the safety of all children, these procedures must be followed.** Children who are still remaining 15 minutes after dismissal will be brought to Extended Care and charged accordingly.

### **Early Dismissal Days**

All full and ½ day Professional days are listed on the calendar. Scheduled ½ day dismissals occur at 12:05 p.m. Students follow regular dismissal procedures. Parents will be notified as early as possible to any changes in the school calendar.

## **DISCIPLINE**

### **Statement on Philosophy of Discipline**

St. Joan of Arc School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

### **Behavior**

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Examples of such behaviors that are **unacceptable** are: disrespect in manner and/or language, rowdiness, dishonesty, harassment of any kind by work or manner, disruptive behavior, rudeness, vulgar language, repeated dress code violations, failure to be prepared for class, and any other disrespectful actions identified by the teachers and administrators.

The procedure for discipline is a series of steps as follows:

Warning by teacher

Age appropriate reflection signed by parents

Second reflection—counseling by teacher or Administrator

Office referral

In-school suspension

Out-of-school suspension

Expulsion

Immediate suspension or expulsion may occur if a student engages in a more serious inappropriate behavior as determined by the administration.

Some examples of such serious behaviors are: dangerous play, repeated harassment of any kind by word or manner, possession or consumption of any drug or look-alike drug while at school or while attending a school function, possession or consumption of alcohol while at school or while attending a school function, possession of knives/weapons or look-alike knives/weapons, possession of pornographic material(s), smoking/using matches, willful destruction of school property, leaving school property without permission, theft or extortion, fighting or threats of violence.

The teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as follows:

- Communication has occurred in writing and through meetings with the parents regarding the student's repeated behavior
- If the student behavior remains unchanged, the parents are again informed (in writing) at the earliest reasonable date, by the principal that the student behavior is threatening his/her place in the school.
- The principal communicates with the appropriate Associate Superintendent, in advance, about possible expulsion.
- A right of review may be requested in accordance with the procedure established by the Division of Catholic Schools.
- In presenting expulsion to parents, the option to withdraw is to be extended.

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of the St. Joan of Arc School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.



### **Search and Seizure**

St. Joan of Arc School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

### **Conflict Situations**

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

### **Health and Safety**

**AHERA** – In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

### **Maryland School Immunization Requirements**

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

### **Dispensing of Medication**

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the student's doctor is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or

boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

Students may not possess, dispense or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

### **Communicable Diseases**

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential.

Reportable diseases include the following: Measles – regular or German (Rubella), Tuberculosis, Meningitis, Whooping Cough (Pertussis), Hepatitis, Rocky Mountain Spotted Fever, Food Poisoning, Mumps, Human Immune Deficiency, Lyme disease, Virus Infection (AIDS/all other symptomatic infections), Adverse reactions to Pertussis Vaccine, Animal bites / Rabies, Chicken Pox (varicella), Influenza, COVID-19

Students should not be sent to school if they are sick in the morning. Do not send your child to school if he/she has:

- drainage from the eyes associated with conjunctivitis (pink eye); doctor's note is required for readmission
- fever (100 F or higher); students must be fever free for 24 hours without medication (Tylenol, Advil)
- has been having repeated episodes of vomiting or diarrhea
- is not feeling well enough to participate in school activities (a doctor's note is required for a student to miss PE class)
- children with strep throat must have been taking an antibiotic for at least 24 hours before returning
- chicken pox until all lesions are scabbed over.
- any communicable disease in accordance with the disease specific health department recommendation

If a child becomes ill or injured at school and the teacher/med tech feels the child is too sick to benefit from school or is contagious to other children, parents will be notified and asked to have the child picked up promptly.

Any chronic conditions, illnesses, hospitalizations, or at home student medication changes should be brought to the attention of the school as soon as possible.

### **Health Records**

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

### **Head Injury**

If any injury to the head or any other serious injury occurs to a student, then nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

### **Insurance**

The school provides the option for parents to purchase health insurance for their children.

### **Allergies**

Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician must state this requirement on the order.

### **Bloodborne Pathogens**

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the Office.

### **Vision/Hearing Screening**

The school follows the directives of Harford County Health Department and responds to parent's requests for individual testing. This testing is usually done for:

- 1.) All new students who have not provided documentation for screening in the past year;
- 2.) All students the year they enter the school in Grades PreK, kindergarten, 1, and 8 or 9;
- 3.) Grade 3 or Grade 4 if funding is available;
- 4.) Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

### **Child Abuse and Neglect Reporting Policy/Procedures**

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the Principal.

### **Visitors**

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of the school building.

### **Playground/School Supervision Provisions**

Students have access to a playground, 2 paved lots, and a grassy area for recreation on school grounds. No students will be allowed out of the building without proper supervision by one or two staff members. Security cameras monitor all outside areas, both entrances, and the crosswalks to the church and church hall at all times. Should any student leave the building or outside supervised area without permission, it will be considered as a behavior infraction.

### **Supervision Responsibilities Before and After the Official School Day**

St. Joan of Arc School is in session from 8:00AM until 3:10PM on full school days and until 12:10PM on early dismissal days. To ensure student safety, any student not picked up 15 minutes after the dismissal time will be sent to Extended Care and the parents will be charged accordingly.

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

### **Use of School Grounds**

Any use of school grounds outside of school hours must be scheduled and approved through the Parish Office.

## **STUDENT SERVICES**

### **IEP Process**

If a child is not progressing academically, the school may ask the parents/guardians to initiate or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public school system. The evaluative process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'.

Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic School.

### **Extended Care**

St. Joan of Arc School offers affordable before and after school care for families who have need of this service. Hours are from 7:00AM until school begins and dismissal until 6:00PM on regular school days. Care will be provided for early dismissal days and teacher professional development days if warranted. Extended Care fees will be billed separately from tuition. For more information and a fee schedule, please contact the school office.

St. Joan of Arc Extended Care program adheres to the Code of Maryland Regulations Title 13A State Board of Education, Subtitle 17 Child Care—Letters of Compliance and has been awarded a letter of compliance. The full text of these regulations can be found in the classroom or online at [http://earlychildhood.marylandpublicschools.org/system/files/filedepot/12/subtitle\\_17\\_loc\\_comar\\_online.pdf](http://earlychildhood.marylandpublicschools.org/system/files/filedepot/12/subtitle_17_loc_comar_online.pdf)  
Parents can find the "Parents Guide to Regulated Child Care" at <http://earlychildhood.marylandpublicschools.org/system/files/filedepot/2/parentbrochuremsdedecember2007.pdf>

### **Lunch**

Children bring their lunches from home. Students in grades PreK-8 eat their lunches in their classroom. Students are responsible for the cleanliness of their classrooms. Students are not permitted to leave the school premises to purchase their lunch, nor to order in. Families may purchase a hot or cold lunch and side options through Good Taste Catering. <https://goodtastecatering.boonli.com/login>  
Orders must be received 7 days in advance.

### **School Activities/Organizations**

- D.A.R.E.
- Spelling Bee
- Student Council
- Band
- Catholic Schools Week
- School Pictures
- Christmas and Spring Programs
- Career Day
- Service Projects
- Altar Serving
- Various Local & Community Contests
- Safety Patrol
- Field Day

### **Extra-curricular Activities**

- Bowling
- Book Club
- STEM/Robotics
- Junior Lego
- Chess
- Creative Chefs
- Art Club
- Yearbook
- SJA Voices
- Seaperch
- Street Hockey
- Flag Football
- Creative Writing
- Environmental Club
- Tech Team
- Kindness Club

## Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

If, for some extraordinary reason, a student is unable to participate in a Field Trip, the student will be marked absent that day. The student is still responsible for the fees since the rates quoted reflect total participation. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents to join the group at the trip destination or leave early with their child from the trip as this can cause disruption to the schedule as well as safety/liability concerns.

**Anyone attending a field trip with children must follow the Child and Youth Protection policies of the Archdiocese of Baltimore.**

<https://www.archbalt.org/about-us/child-youth-protection/proc-for-vols.cfm>

## PBIS

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

## Guidance and Counseling

St. Joan of Arc will provide a guidance counselor on site two days per week to help with school related issues and as a resource to families. Students may speak to teachers, school administrators, or the parish priest or deacon if an emergency arises when the counselor is not available.

## SCHOOL UNIFORM

The appearance of any young person is primarily the responsibility of that individual and his/her parents. We expect students to maintain the type of neatness and grooming that does not interfere with the health and safety of themselves or others, nor with the educational process or religious dimension of the school. All uniforms must be clean, in good repair and properly fitted. All clothing must be labeled with the child's name.

**\*\*Full Dress Uniforms are required for Liturgies and assemblies.**

**\*\*School uniforms are purchased from Flynn and O'Hara Uniform Company.**

Flynn and O'Hara Uniforms  
8868 Waltham Woods Rd.  
Parkville, MD 21234  
410-828-4709

## PreK Fall/Winter Uniforms

- Short or long sleeve navy uniform polo shirt;
- Khaki elastic waist pants.
- Solid color black, or navy tennis shoes with Velcro closure (no tie shoes)

## GRADES K-5 Fall/Winter Uniforms:

### GIRLS

- SJA plaid jumper or khaki slacks (jumpers should be no more than 2 inches above the knee)
- SJA navy banded bottom shirt, or SJA navy polo shirt
- Navy tights, navy leggings with white or navy socks that cover the ankle, navy knee socks, white or navy socks that cover the ankle
- White blouse with peter pan collar (cotton or polyester)
- Navy cardigan sweater with SJA logo
- Navy ¼ zip fleece pullover with SJA logo
- Uniform tan buck shoe

**\*\* 1<sup>st</sup> grade wears solid color black, or navy tennis shoes.**

**\*\* Kindergarten wears solid color black, or navy tennis shoes with Velcro closure (no tie shoes)**

- Jewelry: watches, 1 pair of small earrings worn in the earlobe, one ring, a religious cross or medal worn on a thin chain.
- No make-up
- ONLY clear/natural nail polish and natural nails are permitted
- No extreme hairstyles. Bangs above the eyebrows. (The School reserves the right to determine what constitutes an "extreme style")
- Uniform headband, small hair ornaments only.

## BOYS

- Khaki trousers (worn with brown or black belt)
- Navy blue SJA polo shirt (tucked in)
- White or navy socks that cover the ankle.
- Navy blue ¼ zip fleece pullover with SJA logo
- Uniform tan buck shoe

**\*\* 1st grade wears solid color white, black, or navy tennis shoes.**

**\*\* Kindergarten wears solid color white, black, or navy tennis shoes with Velcro closure (no tie shoes)**

- Jewelry: watches, crosses or religious medals worn on a thin chain (earrings are not permitted)
- **No Smart watches are permitted.**
- No extreme hairstyles; hair may not extend below top edge of shirt collar; bangs should be above the eyebrows. (The School reserves the right to determine what constitutes an “extreme style”)

### Summer Uniforms:

(Start of school until Oct. 31; April 1 until end of school year)

- Khaki shorts (worn with brown or black belt)
- Khaki uniform skorts
- SJA navy blue polo shirt (tucked in) or SJA navy blue banded bottom shirt
- White or navy socks that cover the ankle
- Uniform tan buck shoe
- No long sleeve shirts may be worn under short sleeve shirts nor leggings worn under shorts.

**\*\*1<sup>st</sup> grade wears solid color white, black, or navy tennis shoes.**

**\*\* Kindergarten wears solid color white, black, or navy tennis shoes with Velcro closure (no tie shoes)**

### MIDDLE SCHOOL Fall/Winter Uniforms:

#### GIRLS

- SJA plaid skirt or khaki slacks (worn with a black or brown belt)
- SJA navy blue banded bottom shirt or SJA navy polo shirt (tucked in)
- Navy tights, navy leggings with white or navy socks that cover the ankle  
Navy knee socks, white or navy socks that cover the ankle
- Navy blue ¼ zip fleece pullover with SJA logo
- Uniform tan buck shoe

- Jewelry: watches, crosses or religious medals worn on a thin chain, one small pair earrings worn in the ear lobe or 1 pair of small hoop earrings, one ring.
- **No Smart watches are permitted.**
- No make-up
- Only natural nails are permitted with clear/natural nail polish
- Uniform headband, small hair ornaments only. Bangs should be above the eyebrows.
- No extreme hairstyles (The School reserves the right to determine what constitutes an “extreme style”)

## BOYS

- Khaki trousers (worn with brown or black belt)
- Navy blue SJA long or short sleeve polo shirt (tucked in)
- Navy ¼ zip fleece pullover with SJA logo
- White or navy socks that cover the ankle
- Uniform tan buck shoe
- Jewelry: watches, crosses or religious medals worn on a thin chain (earrings are not permitted)
- No extreme hairstyles; hair may not extend below top edge of shirt collar. Bangs should be above the eyebrows. (The School reserves the right to determine what constitutes an “extreme style”)

### Summer Uniforms:

(Start of school until Oct. 31; April 1 until end of school year)

- Khaki shorts worn (worn with brown or black belt)
- Khaki uniform skorts
- SJA navy blue polo shirt (tucked in)
- White or navy socks that cover the ankle
- Uniform tan buck shoe
- No long sleeve shirts may be worn under short sleeve shirts.
- No leggings may be worn under shorts.

### PreK Fall/Winter Uniforms

- Short sleeve navy blue uniform polo shirt;
- Khaki elastic waist shorts.
- Solid color black, or navy tennis shoes with Velcro closure (no tie shoes)

### **Physical Education Uniform**

- PE uniform instead of the regular uniform on PE days
- Regular tennis shoes that tie or have velcro closings are required.
- On PE days, no jewelry is permitted.
- Parents should make sure that the student is dressed properly for weather conditions.

### **Winter PE uniform**

- Navy sweatshirt with SJA logo,
- Grey T-shirt with SJA log
- Navy uniform sweatpants.
- White socks that cover the ankle.

**Field Trips** - Students are expected to wear their regular uniform on all field trips unless otherwise specified.

### **Out of Uniform**

Students may dress down for special days that may include: Buddy Days, Spirit Week, and other events. Students may use dress down passes on assigned days. Dress-down passes are given to students for service and excellent behavior. We may hold Dress Down Days to support charitable causes.

Students **MAY NOT WEAR:**

- Dresses, skirts, or shorts of an inappropriate length;
- Sandals or other open shoes (safety reasons)
- Clothing with inappropriate artwork or messages
- Tightly fitted or revealing clothing.(leggings must be worn with a long shirt that covers the top half of the leg)
- Tank tops

**\*\*When in doubt, do not wear it to school.**

If an article of clothing is deemed to be inappropriate, a student may be required to alter his/her apparel. Students who are wearing inappropriate clothing will not be permitted to attend classes until that clothing has been changed. Parents will be notified in this event.

### **Lost and Found**

St. Joan of Arc requires that all items of clothing be **labeled** with the child's first and last name. In that way, we may return clothing that is left in an area other than the child's classroom. Due to limited space, unclaimed clothing will be held for one month in the lost and found bin and then donated to the uniform exchange.