

PARENT/STUDENT HANDBOOK

Message to 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 religious nature 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 before contacting legal authorities
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

So, welcome to our Catholic school. The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education.

Administration

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

Location

St. Joan of Arc School is located in the northern part of Harford County, Maryland, in close proximity to Aberdeen Proving Ground. Easy access is available from Maryland Route 40 and Interstate I95.

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 over a thirteen year period. A two floor structure was opened as both school and church in 1954. The Sisters of St. Casmir 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 5th through 8th 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 to enhance the STEM curriculum. 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.

The addition of an Innovation Lab in 2015 provides an area for engineering projects and video productions. A playground is being built during the summer of 2016 as we continue to improve and grow the campus to better meet student needs.

Philosophy/Mission

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 21st 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 21st Century skills of innovation, collaboration, problem-solving, and reasoning to enrich the global society.

The St. Joan of Arc Catholic School community believes:

- 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 21st 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.

School Administration

Pastor.....Rev. William Franken

Principal.....Mrs. Virginia Bahr

Marketing/Development Director.....Mrs. Lauren Hayden

Administrative Assistant.....Mrs. Sandy Jacob

For current Faculty and Staff Information visit our Web Page:

www.school.stjoanarc.org/

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,
Army Test & Evaluation Center
Vice-Chairperson.....Mrs. Barbara Bokszy, Retired Technology
Instructor, Harford County Public Schools
Secretary.....Mrs. Karen Dunbar,
Region Sales Manager, General Mills
Treasurer.....Mr. Stephen Hepburn, Investment Manager
Edward Jones Investments

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. There are also many volunteer opportunities available through the HSA.

Fundraisers

It is the responsibility of each family to support fundraisers offered through the school year. Proceeds of the fundraisers directly benefit the school by keeping tuition costs down, implementing new programs, and maintaining academic excellence.

Status of Students

St. Joan of Arc School is a co-ed elementary school for grades PreKindergarten through eighth. It does not discriminate on the basis of sex, race, color, and/or national or ethnic origin in the administration of its educational policies, admission policies, scholarships and financial aid, and other school administered programs. 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. The school reserves the right to amend the Parent/Student Handbook. Parent(s) and legal guardians will be notified promptly of any changes.

ACADEMIC POLICIES

Class Status – Students are promoted to the next grade upon successful completion of all subjects in a given year.

Promotion /Retention Policy

It is the policy of St. Joan of Arc School to recommend and utilize retention when necessary. Retention is used only when seen as an intervention that will improve the student's academic situation. Retention will be determined based upon the child's performance in relation to St. Joan of Arc curriculum skill levels.

Decisions will be made on an individual bases through the process of retention review with the administration. Considerations in determining retention are: teacher observation, student maturity, student conduct, and attendance record as well as standardized tests and report card grades. A student's performance in all subject areas will be considered in determining retention.

- ♦ To merit promotion to the next grade level, a student must earn a final yearly average of 70% (D) in the curricular areas of English, Reading, Mathematics, Science and Social Studies.
- ♦ A student receiving a final yearly average of less than 70% (E) in ONE of the above curricular areas will be promoted to the next grade level PROVIDED THAT the student successfully completes an approved Summer School or Tutoring course in that curricular area.
- ♦ A student receiving a final yearly average of less than 70% (E) in TWO or MORE of the above curricular areas will be retained unless, in the Principal's professional opinion, circumstances justify promotion of the student to the next grade level.

If retention appears to be a possibility, the following process will be used:

- ♦ The teacher recognizes the student's problem at the earliest possible date and provides the student all possible assistance to remedy the situation. The teacher documents all types of assistance and concern.
- ♦ The teacher communicates with the parents and the administration on a regular basis beginning at the earliest reasonable time.
- ♦ The teacher informs the Principal in writing of the possibility of the student's retention and the recommended strategies for improvement by the end of January.

- ♦ The teacher, administration and parents review the student's work performance to date and discuss the possibilities of his/her academic success for the remainder of the year. This meeting is followed by a written communication from the principal to the parents reviewing the content of the meeting.
- ♦ By the end of March, the school informs the parents in writing of the possibility of the student being retained in the same grade during the next academic year.
- ♦ The teacher continues to provide all assistance possible regularly discusses the progress with the parents and the Principal.
- ♦ By the last marking period the school informs the parents in writing of its decision regarding the students.

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.

Grading System

We use the current Archdiocesan progress reports.

PreKindergarten—Grade 2

Marking Code - Achievement

E – Emerging

P – Progressing

I - Independent

N/A – Not Assessed at this time

Marking Code: - Effort/Conduct

1 – Outstanding

2 – Good

3 – Satisfactory

4 – Needs Improvement

5 – 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

P – Proficient 97-100

V – Very Good 93-96

G – Good 85-92

S --Satisfactory 75-84

I -- Improvement Needed 70-74

N – Not Demonstrating 69/Below

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 will be S.**

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 make up assignments. Students will have up to two weeks to complete any missing work. After this time, the NHI grade will be changed to a failing grade and work will no longer be accepted.

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.

- Grade 6 – Math and Language Arts
- Grade 7 – Math, Language Arts, Social Studies
- Grade 8 – Math, Language Arts, Social Studies and Science

Awards

Assemblies are held each trimester to recognize student achievement. Students are acknowledged for academics, attendance, service, and character.

Honor Roll - St. Joan of Arc School maintains an academic honor roll for students in grades 6-8. There are three categories for recognition: Principal's List, First Honors, and Second Honors. The criteria necessary for each category is as follows:

Principal's List

A in each subject for which a letter grade is given.
G or better in ALL subjects, including Special Area subjects
G or better in Conduct and Effort in All Subjects

First Honors

A in all but two of subjects for which a letter grade is given.
B+/B in two of the subjects listed in #1.
S or better in ALL subjects, including Special Area subjects
S or better in conduct and effort in ALL subjects

Second Honors

B or better in all subjects for which a letter grade is given.
S or better in ALL subjects, including Special Area subjects
S or better in Conduct and Effort in ALL subjects

Improvement Award

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

Subject Area Awards—These awards are given each trimester to one student at each grade level for showing excellent effort and achievement to the best of their ability 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.

Perfect Attendance – This award is given for the entire school year. Perfect attendance means **no days absent and no days late**. This includes early dismissal and being sent home, and/or leaving during the day and subsequently returning to school.

Distinguished Honors Breakfast – At the end of the last trimester, students who have made the Honor Roll all three semesters are invited to a Celebration Breakfast. The Home School Association sponsors this function. Parents will be invited to attend the breakfast with their child.

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 85th percentile or above in math or reading on standardized achievement tests. Students must have a 3.5 cumulative GPA for 6th, 7th, and 8th 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 8th grade. The award is a \$400.00 U.S. savings bond.

Religion Requirements

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. School begins with a prayer service and the Pledge of Allegiance. Students participate in weekly and Holy day liturgies, pray as a classroom community, and pray as a school community to end each day.

Family Life Program – Following the directives of the United States Catholic Bishops, and in accord with Catholic Doctrine, a program in Family Life is an integral part of the instruction in Religion class at all grade levels. The Family Life Program includes the Archdiocese of Baltimore Human Sexuality curriculum and the Child Safe Environment curriculum for students in K-8. Parents have the opportunity to review all materials at Back-to-School Night or they may review the materials by contacting their child's religion teacher. Parents may request in writing that their child(ren) be excused from this part of the Religion curriculum. If such a request is made, the teacher will prepare alternative assignments in Religion for the student to complete. The student will normally work in the Media Center or another class during the time he/she is excused from class.

Sacramental Preparation - While the course of study in Religion Classes informs students about the Sacraments of the Catholic Church, preparation for reception of the sacraments is carried out through the Parish Religious Education Program outside of school hours.

The second grade children of St. Joan of Arc Parish receive the Sacraments of Holy Eucharist and Reconciliation. The parents and child(ren) participate in required workshops in order to prepare the student for the reception of these sacraments.

In accordance with the policies of the Archdiocese of Baltimore, children receive the preparation for, as well as the Sacrament itself, in their own faith community/parish.

Detailed information about the sacramental programs at St. Joan of Arc Parish or how to enroll in your own parish programs may be obtained by calling the St. Joan of Arc Parish Office at (410-272-6944).

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. Parents must have received training in order to have on-line access approval. It is the responsibility of the parent/guardian to contact the school if they are experiencing difficulty accessing their child's grades.

Progress 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.

Records Policy (Family Educational Rights and Privacy Act)

St. Joan of Arc School, in compliance with the Buckley Amendment of 1974 (Family Educational Rights and Privacy Act), has the following policy regarding an individual's right to privacy:

- I. *Access to Records*
 - A. Teachers and other school officials who have legitimate educational interests have access to student education records.
 - B. Parent(s)/legal guardians have access to their child's/ward's educational records. Parents/guardians may contact the principal to schedule an appointment to review records. A representative of the school must be present while these records are being reviewed.
 - C. In general, any other person requesting access to a student's education records must have the written consent of the student (if 18 or older), parent(s)/legal guardian(s) (if student is less than 18 years old), unless the disclosure is otherwise authorized or required by law.
 - D. Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the educational or/legal agreement records and other school-related information regarding the student. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders or legal agreements regarding access to educational records.
- II. *Log*
 - A. 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.
 - B. 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.

Internet Access

Electronic information research skills are fundamental to the preparation of our students as future citizens and employees. The acquisition of these technological tools puts an enormous power at the fingertips of all members of our community. As such, it also places a great deal of responsibility on all

users. It is our aim to provide guidance and instruction to our students in the appropriate use of such resources.

As in other areas, our students are expected to make good choices with regard to their behavior on the Internet. Access will be provided for our students to conduct research and communicate with others under the supervision of their teacher.

Access to the Internet will enable students to explore thousands of libraries and databases throughout the world. We believe that the benefits to students from access to these forms of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, you as the parents and guardians of minors are responsible for setting and conveying the standards that your children should follow when using media and information sources.

With these opportunities come some responsibilities and restrictions. St. Joan of Arc School reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to run software, such as *CyberPatrol*. For their protection students may not access Internet accounts provided by their families during school time because the school has no control over the configuration of those accounts.

Internet services are to be used in a responsible, efficient, ethical, and legal manner. Use of the Internet is a privilege, not a right. Failure to adhere to the following guidelines may result in a revocation of a student's Internet access as well as disciplinary action.

All users of the network, within the boundaries of St. Joan of Arc School, are responsible for adhering to the following guidelines:

Acceptable uses of the Internet are activities that support learning and teaching.

Unacceptable uses of the network include, but are not limited to:

1. Violating the rights of privacy of others.
2. Using profanity, obscenity, or other offensive language.
3. Unauthorized copying of material or installation of software.
4. Revealing home phone numbers, addresses, or other personal information while using Internet resources.
5. Downloading or copying information onto disks or hard drives without prior teacher approval.

6. Accessing, downloading, storing, or printing files or messages that may be offensive to others.
7. Sharing of passwords, if provided, or attempting to discover another's password.
8. The intentional writing, producing, generating copying or introducing of dangerous codes or programs designed to cause harm, including, but not limited to, viruses, bugs, 'worms,' etc.
9. Intentional damaging of or tampering with any hardware, software, printers, keyboards, mice, speakers, etc.
10. Intentional erasing, renaming, or disabling of anyone else's files or programs.

St. Joan of Arc School will be responsible for:

1. Teaching students about these guidelines.
2. Supervising and guiding student access to the Internet.

The Technology Committee of the Archdiocese of Baltimore composed the following guidelines, which cover the Ethical Use of Technology.

The school is committed to Christian community, academic excellence, and lifelong learning. It is imperative that technological resources be used to build community, encourage critical reflection, and foster readiness for future learning. All developments in technology at the school are, therefore, meant to ensure broad access and to promote ethical, legal, and responsible use. This policy serves to define expected standards of behavior by all users of computers and networks within the school. Failure to adhere to this policy and guidelines herein will result in revocation of computer privileges, and possible disciplinary action up to and including suspension or expulsion.

In a spirit of cooperation, all employees and students are expected to adhere to the following standards in their use of computers and networks in the school.

By signing the Handbook agreement, parents and students acknowledge their acceptance of and agreement to these standards.

- Respect and protect individual rights, as well as the well being of the school.
- Individual users are responsible for any activity on their computers and for materials stored therein.

- Computers are to be used exclusively for academic work and school related activities.
- Members of the school community will respect copyright laws and software licensing terms.
- Individuals may access only those files for which they have specific authorization. Searching through directories and folders without the owner's permission is prohibited.
- All computer equipment and software is to be treated with respect.
- Only authorized personnel may alter equipment or equipment configurations.
- Use of technology for obscene, offensive, disruptive or threatening messages is prohibited.
- Network accounts are to be used only by those persons for whom the account has been established. Account users may not authorize anyone else to use their accounts.
- Individual account users must maintain adequate security for their accounts including frequent changing of passwords.
- Use of any program designed to breach network security, such as software designed to capture passwords or break encryption protocols, is prohibited. Use of any program designed to disrupt the performance of the network is likewise prohibited.
- All e-mail must clearly identify the sender of the message. Use of anonymous or pseudonymous communications over the network is prohibited. False information is prohibited.
- Students should avoid posting personal information via e-mail or responding to inappropriate messages.
- Use of the computer facilities to obtain, distribute or store inappropriate materials is prohibited. If material gathered from other media (books, magazines, TV, video) is unsuitable for the school environment, the same material brought in over the Internet is equally unsuitable.

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 name, work, picture or voice.

Testing

The emphasis of the testing programs is to use the test results for instructional planning. The three fundamental purposes for testing are:

1. To describe each student's developmental level within a test area.
2. To identify a student's areas of relative strength and weakness in subject areas.
3. To monitor year to year growth in basic skills. We participate in the following Archdiocesan programs:

(Space reserved for information about new standardized testing program)

Reading, Math and Language screenings are given to new students. These are also done routinely for students who exhibit strengths or weaknesses in these 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.

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.

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

Some assignments are long-range in nature and require planned study time and research for their completion. Long term assignments and projects cannot be completed adequately in one evening

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.

Homework will often be assigned in middle school on weekends. In grades 1-5, homework may be required on weekends or holidays. Long-range assignments may require that the student complete work on a weekend or holiday rather than during the week. 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.

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.

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.

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 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.

Textbooks and Materials

Textbooks are furnished by the school. Book fees are included in tuition costs. Textbooks are to be treated with care at all times. Students are responsible for the condition of textbooks used. Lost or damaged textbooks 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, and support inquiry based learning. Some sites used are: Discovery Streaming+, IXL Math and Grammar, History Alive, STEAMtrax, and SAS Curriculum. Wireless Internet access points are located throughout the school so that laptops and iPads may be used effectively in all classes. Integration of technology is essential to the problem-solving and project-based STEM curriculum.

Textbooks

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

School Day

During regular school days, students may arrive at 8:00 a.m.; school begins at 8:10 a.m. and will be dismissed by 3:10 p.m. The school day is from 8:10 a.m. to 12:10 p.m. on scheduled half-days.

An Extended Care program is available on site from 7:00 - 8:00 a.m. and 3:10-6:00 p.m. on regular school days or from 12:10 - 6:00 p.m. on half days. Information is available on our website or you may contact the school office. Students must have proper paperwork on file with the Extended Care program in order to participate.

The school is not responsible for supervision of students not in extended care before or after the times stated above. The school will not be liable for any injuries or accidents that may occur outside of school hours. This notice is required by our insurance carrier to assure the safety of our students. Parents are advised, therefore, to observe the scheduled arrival and dismissal times. Since no child may be left unattended, students not picked up will be sent to extended care and parents will be charged accordingly. If the student is participating in a scheduled, supervised extra-curricular activity, students must be picked up at the designated times.

Students may enter the building from 8:00 – 8:10 a.m. Students arriving after 8:10a.m. will be marked TARDY. The dismissal bell rings at 3:10 p.m. Students will be escorted to the parking lot by their teacher.

Teacher Conferences

First Trimester Mandatory 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. Arrangements can be made directly with the teacher when a conference is desired.

Whenever a situation occurs that causes concern, the following steps should be taken by parents:

- Address the teacher with concerns.
- If necessary, teacher and parent meet with administration
- If the problem still persists, parents meet with administration

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. 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.

School Closings/Emergencies

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 or opening late.

School closures for heating, electrical, water problems, etc. will be announced through the Online notification system and announced on local radio and television stations.

Online System

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 Online Notification system. Parents will simultaneously receive a phone call 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.

Communication to Parents

Weekly Update

A newsletter with information about the activities for the coming week, the school calendar, as well as the Home School Association information will be sent electronically each Wednesday and will also be made available on-line at the school's website. **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 Connect 5 system.

Parent Meetings

Orientation meetings for Gr. PK-5 and Gr. 6-8 are conducted early in the school year. Parent meetings are conducted regularly throughout the school year.

Standard Teacher Communications

Teachers communicate with parents frequently through many forms such as notes, phone calls, e-mail, classroom newsletters, and notations in the homework pad or on returned work. They will also post important information on their teacher pages on the school website.

Emergency Information

Emergency information for each child is to be kept current. IT IS IMPERATIVE THAT WE HAVE EMERGENCY INFORMATION FOR EACH CHILD AND THE SCHOOL IS INFORMED IMMEDIATELY OF ANY CHANGE IN ADDRESS OR TELEPHONE NUMBER. Children will only be released to the person(s) designated on the emergency information sheet, unless otherwise instructed by the custodial parent/guardian. A photo ID may be required by a staff member to ensure the safety of the student(s).

Fire/Emergency Drills

Fire Drills are held monthly according to the regulations of the State Fire Marshall's Office. Escape routes are posted in each classroom. Other drills will be conducted for emergency situations such as severe weather or security lockdown.

Family Directory

A family directory is published each year listing students, parents and contact information. Parents may choose to opt out of this directory.

Non-Smoking School Campus

St. Joan of Arc School has a smoke free policy. To protect the health of pupils, staff and visitors, the use of all tobacco products is prohibited on any school premises (including the grounds that those premises are sited on). St. Joan of Arc prohibits all tobacco use at any school-sponsored event, whether on or off school property, at any time.

Restricted Areas

When school is in session, students may not be outside the school building unless they are involved in a class or recess and are accompanied by a faculty member. The faculty center is a restricted area for students. Empty classrooms are restricted areas. The school office is a restricted area for both students and parents. Please wait at the office door to be seen. Corridors are to be generally clear of traffic except for movement at the change of class. Once dismissed from school at the end of the day, students are not permitted to re-enter classrooms.

Telephone

The school phone is a business phone. It is for emergency use only. Emergencies do not include forgotten homework, lunches, etc. Students are not allowed to use the phone. The receptionist or secretary will make necessary phone calls. Students are not allowed to have cell phones in the classrooms.

Telephone Numbers and Address

Parent must give the school all current phone numbers and addresses of parents/guardians. 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 the homeroom teacher in writing within a one-week period after the change occurs.

Arrival Procedures

1. 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.**
2. 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.
3. 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 playground area and join their class line until the bell rings at 8:00 a.m.
4. If a parent needs to come into the school, the student is still to be discharged **FIRST** at the drop-off zone and **THEN** the parent may go around the barricade to the Left and park in the parking lot. **AT NO TIME SHOULD A PARENT EXIT THE CAR IN THE DROP OFF ZONE.**
5. All other 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.**

Dismissal Procedures

1. All students will be accompanied by their teacher and line up by class in the small parking lot. Parents/drivers must walk up to the teacher in order for the teacher to dismiss the child. They will walk directly to their vehicle. Children will only be released to the person(s) designated on the emergency information form, unless otherwise instructed by the custodial parent/guardian. A photo ID may be required by a staff member to ensure the safety of the student(s).
2. Vehicles **MUST** be located on the parking lot. Students will not be permitted to enter vehicles parked on the streets bordering the school until the parking lot has been cleared. They will be dismissed with walkers.
3. Vehicles are to enter the parking lot through the alley entrance on Plater St. only. Parents are asked not to park the lot before 2:55 p.m. as physical education classes are conducted on this lot.
4. Vehicles will be lined up in rows beginning at the residential side of the lot. Students will go directly to their ride.

5. When all students are in their cars, the rows will be dismissed through the Edmund St. exit. **ALL CARS MUST EXIT WHEN DIRECTED TO DO SO.**
6. If your child is not yet in the car, you must exit the parking lot and reenter it through the Plater St. entrance. **CHILDREN WILL NOT BE ALLOWED ON THE PARKING LOT WHEN VEHICLES ARE IN MOTION.**
7. Walkers and car riders not picked up on the parking lot will be dismissed at 3:20p.m
8. The faculty and Safety Patrol will be directing traffic.
9. No cell phones should be used while in the parking lot.
10. Since no child may be left unattended, students not picked up 15 minutes after dismissal time will remain in the office and parents will be charged for at least one hour according to the Extended Care fees.

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 (5). **These hours must be completed by May 31st.** 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 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 hot lunch, field day, bowl-a-thon, siblings must be in an area supervised by an adult.

ADMISSION

Non-Discriminatory Policy

“Whereas: The Philosophy of the Catholic Schools in the Archdiocese of Baltimore is based on the Christian Social Principles of the Gospel Message...to love and to respect the right of all people:”

It is the policy of the Division of Catholic Schools that the Catholic Schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color, and/or national or ethnic origin in the administration of their educational policies, or admissions policies, scholarships and loan programs, athletics and other school programs.

Requirements:

Order of Preference for available student openings:

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

Procedure

- Re-registration for current school families will take place from November 1st until January 15th.
- 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 28th. 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.

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.

Documentation Needed for Application

Applications are made available each September for the following school year. Completed applications should be returned 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. Current success in grade level
2. Three teacher references
3. Permanent records
4. Standardized test results
5. An Admissions Test may be administered

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.

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. If a student is withdrawn during the school year, tuition is due through the end of the current trimester.

ATTENDANCE

Absence

A parent will be contacted if a student's absence has not been called in by 10 a.m. on the day of absence. All absences and tardiness become part of a student's permanent record. 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 by 10:00 a.m. to report the reason for absence. Otherwise, the child will be considered truant. An absentee note is required from the parent upon return to school. **A note from the doctor is required if a student is absent more than 5 consecutive days.**

Maryland State Law requires that each child bring in a written excuse for absence and tardiness. Students who return to school without an excuse will be given a reminder notice to take home. On the second day, students without written excuses will not be allowed to return to class until a note is received. Students will be sent to the office and parents will be called concerning the situation.

ORDINARILY, STUDENTS WHO ARE ABSENT FROM SCHOOL MAY NOT PARTICIPATE IN ANY AFTER SCHOOL OR EVENING SCHOOL-SPONSORED ACTIVITIES SUCH AS BAND OR SPORTS PROGRAMS.

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 and validated by a doctor, if applicable. A child may not be permitted to return to school until he/she is well enough to participate in school activities, including recess at lunchtime. Since there is no indoor monitor, a student must be well enough to fully participate in outdoor play. Absence from school during the academic year due to family vacations is **strongly discouraged**. Missed work and assignments may only be obtained upon return.

Lateness/Assignments

Students may enter their homerooms between 8:00 – 8:10 a.m. The school day begins at 8:20 a.m. **Any student arriving after 8:10 a.m. is considered late and must report to the office for a late slip.** Teachers will not admit students to their homerooms without this pass. 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. Consistent tardiness will affect the effort grade of the student. The administration will have a conference with the students and parents to help to improve the situation.

Excused Lateness

Some of the reasons for excused lateness are car breakdown, traffic accidents, emergency doctor/dentist appointment, etc.

Early Departure/Arriving Late

A student arriving later than 10:15 a.m. or leaving prior to 12:30 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.

Perfect Attendance

Perfect attendance means **no days absent and no days late**. This includes early dismissal and being sent home ill as well as leaving for a doctor appointment and returning.

Early Departures

The school discourages early departures and requests that families arrange medical and dental appointments, etc. either after school hours, on Saturdays or during vacation periods. Check the calendar for days when school is not in session. In case of an emergency, the student must submit a note to the office, signed by the parent(s)/legal guardian(s), on the day of dismissal. The note should include the reason for the request and the time the student must leave school. The parent/guardian must sign the student out in the office. The student is counted absent from classes missed and must make up the work at the discretion of the teacher. Early departure for a day proceeding a holiday must be requested a day in advance.

Early Dismissal Days (Professional Days)

All full and ½ day Professional days are listed on the calendar. Scheduled ½ day dismissals occur at 12:10 p.m. Students follow regular dismissal procedures.

Regular Dismissal

Dismissal begins at 3:05 p.m. and ends at 3:10 p.m. All students who are picked up must be picked up on school grounds. 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 after dismissal will be brought to Extended Care and charged accordingly.

DISCIPLINE

Statement on Philosophy of Discipline

St. Joan of Arc School strives to develop responsible, courteous, self-disciplined individuals 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.

St. Joan of Arc School uses Positive Behavior Intervention and Support (PBIS) which is based on the belief that all students can exhibit appropriate behavior. PBIS is a framework that is designed to enhance academic and social behavior outcomes for all students. Positive behavior is taught, rewarded, and supported at St. Joan of Arc School.

Expected Student Behavior

At St. Joan of Arc School, Positive Behavior is demonstrated by the following expectations:

Step up to Respect

Jump to Responsibility

Accelerate to Leadership

Respect, Responsibility, and Leadership are defined in all school settings and school-related activities. These expectations are communicated to students throughout the course of the school year. PBIS expectations regarding Respect, Responsibility and Leadership are posted throughout the school and referred to when giving verbal and written reinforcement for good behavior. Students receive individual, class, and school wide rewards for demonstrating respectful, responsible, and leadership behaviors.

Disciplinary Procedures

It may be necessary for a student to receive guidance for unacceptable behavior. At these times, the following steps may be taken:

1. The teacher will discuss the behavior with the student.
2. The student will write a reflection on the behavior.
3. If the behavior is repeated, the teacher will inform the parent by phone, written message, or e-mail about the behavior and steps that have already been taken along with the desired outcomes.
4. After 3 reflections, student is referred to administration to discuss the behavior.
5. Administrator will discuss the behavior with the student to determine and monitor a plan of action. Parents are notified.
6. Continued or severe situations may result in suspension or expulsion.

Consequences for behavior infractions may include lunch/recess detention, after school detention, or a written assignment.

Suspension

Suspension is not more than 3 (three) consecutive days. The suspension can be either in school or at home at the discretion of the Administration.

A student involved in any of the following situations or those deemed by the administration may be subject to suspension and/or expulsion:

- Possession or consumption of any drug, look-alike drug, or 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 dangerous play
- Harassment or Bullying (Sexual or otherwise)
- Physical threats of violence
- Academic Dishonesty
- Blatant disrespect toward faculty or staff member

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, the student and the parent/guardian will meet with Administration for reinstatement. Administration reserves the right to determine the conditions for reinstatement. The school reserves the right to discipline students regarding situations that occur outside the school, that affect the school community.

Search and Seizure

Lockers and desks are properties of the school and can be searched at any time. The principal, or designee, shall request the student's consent for search of personal belongings. Failure of the student to give consent may result in automatic suspension and/or expulsion from the school.

Expulsion

Any illegal activities, including but not limited to the possession, use of, selling, or distribution of alcohol/drugs, may be grounds for expulsion. The school reserves the right to expel any student at any time when his/her conduct warrants it. Any 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. The student has a right of review in accordance with the procedure established by the Division of Catholic Schools.

Conflict Situations

Conflicts are a normal and healthy part of living and growing. We encourage students to handle conflicts and not to avoid them. The goal is reconciliation. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

Bullying

Policy Statement

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all 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 prevention and intervention.

Bullying, harassment, intimidation or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation or retaliation. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

Definitions:

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that 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 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
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school.

Expanded policy statement and reporting documents are available on the Archdiocesan and school website.

Grievance Policy

Whenever a situation occurs that causes concern, the following steps should be taken by parents:

- Address the teacher with concerns.
- If necessary, teacher and parent meet with administration
- If the problem still persists, parents meet with administration

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.

TUITION AND FEES

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 or 11 Payments; Ten or eleven monthly payments made by electronic transfer through F.A.C.T.S. 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 and Field Trip fees will be processed through the FACTS Payment System.

Tuition Assistance

St. Joan of Arc Parish and School maintain a tuition assistance fund to provide aid to students who would not otherwise be able to attend. Application for tuition assistance must be submitted to FACTS Financial Aid by February 28th to be considered for assistance. Applications are available online and may be accessed on the school website. Grants are awarded, as resources become available and are given on the basis of demonstrated need.

Withdrawals

Tuition fees are payable by trimester. If a student is withdrawn in the middle of a trimester, the parent will be responsible for the full tuition for that trimester.

HEALTH/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. This plan is kept in the principal's office and may be viewed upon request during normal business hours. If you have any questions about reviewing our management plan please contact the school office.

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 physician 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. Students may not possess, dispense or distribute medication on their own. All medication must be delivered to school by a parent/guardian. Calamine lotion and cough drops may be administered with a note from parents. Cough drops should be brought to school in the original package in a zippered plastic bag with the student's name on it. The package should be given to the student's teacher. Cough drops that contain an anesthetic will be kept in the Health Room. Medication is dispensed by a Maryland Certified Medication Technician.

Return to School after Illness

Children who are ill enough to be kept in during recess periods should be kept at home until they can follow the regular school schedule. The school does not have adequate personnel for individual supervision. **Parents should not send a youngster to school who is ill in the morning; or who is running a fever.** A student must be well enough to fully participate in outdoor play. A doctor's written and signed request is needed for a student to be excused from physical education classes.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify the Health Department. All reports are confidential. The following communicable diseases/conditions are necessary to report: *Measles – regular or German, Tuberculosis, Meningitis, Whooping Cough, Hepatitis, Rocky Mountain Spotted Fever, Food Poisoning, Human Immune Deficiency Virus (AIDS and all other symptomatic infections), Pediculosis (head lice), adverse reactions to Pertussis Vaccine, Lyme disease, Impetigo, Chicken Pox*

Any student with drainage from the eyes, associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over. Students are excluded from school for head lice. A child may return to school when he/she is free of lice and nits. A child must be examined by school personnel before he/she can return to class.

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 changes that occur during the school year.

State 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, be signed by a physician or health department official, and be approved by the school. A parent must show a medical contraindication, signed by a doctor, for his/her child to be excused.

Head Injury

If any injury to the head or any other serious injury occurs to a student, the office staff 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 student 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's order must state this requirement.

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.

Other Health Related Issues

Upon entering St. Joan of Arc School, students must have a complete physical, a dental check-up and the required immunizations.

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 all students in Grades Kindergarten, 3, 5, 7 and 8 as well as for new students in all other grades.

Child Abuse and Neglect Reporting Policy and 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.

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, sign in and receive an identification badge before visiting other parts of the school building.**

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> Volunteers may go to www.shieldthvulnerable.org for screening and training.

Playground/School Supervision

Students are supervised on the playground during the school hours 8:00 a.m. to 3:10 p.m. by teachers, staff, and volunteers.

Supervision Responsibilities Before and After the Official School Day

Supervision is provided 8:00 a.m. until 3:10 p.m. The school is not responsible for supervision of students nor is the school liable for any injuries or accidents, before or after the times stated above. Violation of this policy may result in disciplinary action up and including suspension or dismissal of the student. Parents are required therefore, to follow the times stipulated when dropping off or picking up students. 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. Students not picked up 15 minutes after dismissal time will remain in the office and parents will be charged for at least one hour according to the Extended Care fees.

Use of School Grounds

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

STUDENT SERVICES

Testing Referral Process

If a child is not progressing academically, the school may ask the **parents to initiate the testing process** to request professional assistance from the local public school system or the private sector. The school contact for both the Public School IEP meetings and the private sector is the principal. The principal will arrange to have statements from teachers, academic records, standardized testing scores (if available) and work samples available for you. Classroom teachers may be available to attend IEP meetings. The information obtained from the testing will be used to create an accommodation plan that will meet the needs of your child. In order to facilitate the process, parents should inform the school administration prior to initiating the testing process.

Extended Care Program

St. Joan of Arc School offers affordable before and after school care for families who have need of this service. Hours are from 7:00 a.m. until school begins and dismissal until 6:00p.m.on 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.

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. No student is permitted to leave the school property for lunch without written permission. Students are not permitted to leave the school premises to purchase their lunch, nor to order in. Several times monthly, a special lunch is provided. There is a minimal charge for these meals. Hot Lunch Online can be accessed through the school website or at <http://stjoanofarcschool.h1.hotlunchonline.net/> Because of the need to coordinate orders, all orders must be received by the date indicated. There are no refunds for missed meals. Students who do not want to order the special meal should bring their regular meal from home on that day. **Fast food lunches are not permitted on non-hot lunch days.**

School Activities/Organizations include the following or more:

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

Extra-curricular Activities may include the following or more:

- Handbells
- Bowling
- Robotics
- Junior Legos
- Chess
- Art Club
- Yearbook
- Chorus
- Running Club
- Basketball
- Street Hockey
- Newspaper
- Creative Writing
- Environmental Club
- Tech Team

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. A list of anticipated Field Trips and approximate costs will be given to parents in the beginning of the school year for planning purposes. In advance of the trip, a permission form, required by the Archdiocesan Division 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, the student is expected to attend school on that day and fees must be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. 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 a chaperone 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 not selected as chaperones to join the group at the trip destination as this creates confusion.

Chaperones must be trained according to Archdiocese of Baltimore Child and Youth Protection policies prior to going on the field trip.

Volunteers may go to www.shieldthvulnerable.org for screening and training.

Guidance and Counseling

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

Aspire

- Middle school students who need support with homework/long-term assignments meet with a teacher once a week after school.
- Appropriate study habits and organization are stressed in the beginning of the year.
- Students receive help with assignments and projects.
- Students are recommended by teachers and parents.

Aspire does not take the place of formal tutoring

Student Advocacy Team

Our educational program seeks to recognize the individual academic, social and emotional need of the students. In order to provide appropriate educational experiences exceptional students are recommended to the Student Advocacy Team (SAT). This team consists of the Principal, Resource teachers, classroom teachers, and the Guidance Counselor. The Team addresses academic, health, behavior, and attendance issues. The SAT serves as a resource and provides support to the teacher, students, and parents as necessary.

- Students may be recommended to SAT by parents or teachers.
- Some of the criteria used to determine the students' needs and eligibility are teacher recommendations, informal evaluations, standardized testing results, observation, doctor recommendation and service plans developed by the public school system.
- Students may receive direct help in the classroom or be pulled for short sessions with a teacher or a trained volunteer. The student may also receive indirect support through consultation with the classroom teacher and monitoring by the administration.
- Students may use computer technology for practice in the areas of math and reading.
- An accommodation plan will be created to meet each individual's needs

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 and nor with the educational process or religious dimension of the school. All uniforms must be clean, in good repair and properly fitted. Shirts and blouses must be buttoned and tucked in.

Full Dress Uniforms are required for Liturgies and assemblies.

School uniforms MUST be purchased from Flynn and O'Hara Uniform Company ONLY. School shoes may be purchased elsewhere.

Flynn and O'Hara Uniforms
Loch Raven Plaza
1300 Goucher Blvd.
Towson, Maryland 21204
410 - 828 - 4709

GRADES K-5 Fall/Winter Uniforms:

GIRLS

SJA plaid jumper or navy blue slacks (jumpers should be no more than 2 inches above the knee)

White blouse with peter pan collar, SJA white banded bottom shirt, or SJA polo shirt

Navy tights, navy knee socks, white or navy socks that cover the ankle (No logos)

Navy sweater with SJA logo

Uniform buck tie shoe. **** Kindergarten may wear solid color white, black, or navy tennis 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 is allowed, only natural nails are permitted

No extreme hairstyles.

Uniform headband, navy or white small barrettes or hair ornaments only.

Bangs should be above the eyebrows.

The School reserves the right to determine what constitutes an "extreme style"

Full uniform includes shirts tucked in at all times.

BOYS

Navy blue trousers

Belts are required and must be either brown or black

Navy tie worn with white long or short sleeve dress shirt

White long or short sleeve SJA polo shirt

White or navy socks that cover the ankle. No Logos

Navy sweater with SJA logo

Uniform buck tie 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"

Full uniform includes shirts tucked in at all times.

****PreK will wear the long or short sleeve white uniform polo shirt; navy blue elastic waist pants; solid color white, black, or navy VELCRO shoes (no tie shoes).**

Summer Uniforms:

(Start of school through Oct. 31, April 1 through end of school year)

Navy shorts from Flynn and O'Hara

Brown or black belt is required

White short or long sleeve dress shirt

SJA white polo shirt or SJA banded bottom shirt

No ties for boys

White or navy socks that cover the ankle. No logos

Uniform buck tie shoe.

****PreK will wear the short sleeve white uniform polo shirt; navy blue elastic waist shorts, solid color white, black, or navy VELCRO shoes.**

**** Kindergarten may wear solid color white, black, or navy tennis shoes.**

MIDDLE SCHOOL Fall/Winter Uniforms:**GIRLS**

SJA skirt or slacks (skirts should be no more than 2 inches above the knee)

White blouse with peter pan collar, SJA white banded bottom shirt or SJA polo shirt

Navy tights, white or navy socks that cover the ankle. No logos

Navy sweater with SJA logo

Uniform buck tie 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 make-up: ONLY clear/natural nail polish is allowed

Only natural nails are permitted

Only clear lip-gloss or Chap Stick is allowed

No extreme hairstyles.

Uniform headband, navy or white small barrettes or hair ornaments only.

Bangs should be above the eyebrows.

The School reserves the right to determine what constitutes an "extreme style"

Full uniform includes shirts tucked in at all times

BOYS

Navy blue trousers

Belts are required and must be either brown or black

Navy tie with a white long or short sleeve dress shirt

White SJA long or short sleeve polo shirt

White or navy socks that cover the ankle. No logos

Navy sweater with SJA logo

Uniform buck tie 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"

Full uniform includes shirts tucked in at all times.

Summer Uniforms:

(Start of school through Oct. 31, April 1 through end of school year)

Navy shorts from Flynn and O'Hara

Belts are required and must be either brown or black

White short or long sleeve dress shirt

SJA white polo shirt

No ties for boys

White or navy socks that cover the ankle. No logos

Uniform buck tie shoe

Full uniform includes shirts tucked in at all times.

PE Uniform

On the day when students are scheduled for Physical Education class, they are to wear the PE uniform instead of the regular uniform.

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.

Full uniform includes shirts tucked in at all times.

Winter PE uniform

Navy sweatshirt with SJA logo,

Grey T-shirt with SJA log

Navy uniform sweatpants.

White socks that cover the ankle.

****PreK PE uniform—SJA logo gray t-shirt, navy blue sweatpants (shorts), solid white, black, or navy VELCRO tennis shoes.**

Summer PE Uniform

Navy PE uniform shorts may be worn from the start of the school year through October 31 and April 1 through the end of the school year.

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 pre-assigned 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. On Dress-down days, students may not wear dresses, skirts, or shorts of an inappropriate length; sandals; any clothing with inappropriate artwork or messages; or tightly fitted or revealing clothing (this includes leggings and tightly fitting jeans). 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.

PERSONAL BELONGINGS

ALL BOOKS, BOOK BAGS, LUNCH BOXES OR BAGS, SWEATERS, GYM UNIFORMS, AND OTHER ARTICLES OF CLOTHING MUST BE MARKED WITH THE CHILD'S NAME.

STUDENTS ARE NOT PERMITTED TO USE ELECTRONIC TOYS OR DEVICES DURING THE SCHOOL DAY. This includes but is not limited to: iPods, iPads, mp3 players, smart watches, etc. Students who bring a cell phone or other communication device to school must turn it into the homeroom teacher at the beginning of the school day; it will be returned to the student at the conclusion of the school day or when used during class activities.

Book Bags

Books must be carried to and from school in a book bag or appropriate book carrier. Middle school students are to leave back packs in lockers or coatroom during the day unless they have a doctor's note stating that they must carry it for medical reasons.

School Supplies

Parents are provided with supplies prior to the beginning of the school year for which a fee is charged. Students may be required to purchase specific supplies from their teacher at the beginning of the school year. This allows SJA students to have adequate materials while keeping costs to a minimum. Supplies should be replenished as needed throughout the year. Supplies are expected to be with the student during the school day and to be taken to every class. All technology equipment is to be treated with respect as stated in the Ethical Use of Technology Section beginning on page 7 of this Handbook.

RIGHT TO AMEND THE HANDBOOK

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.

PARENTAL SUPPORT/COMPLIANCE

In cases where parents' views and philosophical positions result in repeated noncompliance in regard to school policies, the administration reserves the right to request that said parent's child/children withdraw from the school.

PRIVACY POLICY

St. Joan of Arc School student directory is the proprietary information and property of St. Joan of Arc School. In exchange for receiving a copy of the Student Directory or any information contained herein to any other persons, businesses, or other third parties without the express written permission of St. Joan of Arc School. The unauthorized dissemination of information in violation of this privacy policy may result in disciplinary action up to and including withdrawal of your child and possible criminal and/or civil legal action against you.