



# ST. JOAN OF ARC SCHOOL HANDBOOK ~ K-8

St. Joan of Arc School 587 Grattan Street Chicopee, MA 01020  
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## **INTRODUCTION**

This handbook has been compiled and revised to incorporate the policies and practices relative to the effective and orderly operation of our school. In order to create a mutual understanding between home and school, we, the faculty and staff, ask that you familiarize yourself with the information contained in our handbook and work cooperatively with us.

## **HISTORY**

St. Rose de Lima is in the heart of Chicopee and at the heart of this parish is St. Joan of Arc School. Our school was built in 1914, though it was January 1915, when its doors officially opened. At that time St. Joan of Arc had 178 students.

Stemming from an enlightened patriotism, Reverend Joseph A. Fredette, pastor in 1914, did not hesitate to give the school its name and patron saint, Joan of Arc. Through her, the Franco-American youth of the parish were given a model of heroic dedication to noble national causes and an eloquent example of faithful cooperation to God's call.

As the years passed, the school population increased. Therefore, in November of 1926, Reverend Jean B. Lamothe, the Pastor, made an appeal to his parishioners to raise more money to build a new and larger school. It was in October of 1927 that the new school, as it stands today, opened its doors to over 700 students and 19 Sisters of the Presentation of Mary. Their foundress, Saint Anne-Marie Rivier, was a true educator and a lover of the poor. Consumed by zeal she proclaimed, "To make Jesus Christ known and loved, or to die." Her desire has become our challenge and our mission.

In March of 1995, St. Joan of Arc and St. George School were pleased to announce the decision to merge and consolidate both of their schools and the school was renamed to St. Joan of Arc/St. George School. In 2010, St. George parish closed, and the school returned to its original name.

St. Joan of Arc School is located at 587 Grattan Street in the Aldenville section of Chicopee. It is a two-story brick building with Ionic pillars. Atop the main entrance towers is engraved this inscription: "Verite, Science, Vertu" (Truth, Knowledge, Virtue). With the conviction of these values etched in stone and spirit, we strive to live who we are by what we do.

## **MISSION STATEMENT**

St. Joan of Arc School, a ministry of St. Rose de Lima Church, is a school fashioned according to the will of God. We offer a faith-based education to boys and girls from pre-kindergarten to eighth grade. Here learning is rooted in Christian values. We the faculty, staff, and students teach and learn with compassion and direction, treat each other with respect and dignity, and celebrate with joy our potential for excellence.

## **PHILOSOPHY**

St. Joan of Arc School endorses the call of the Catholic bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Springfield.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic theology, scripture, liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, foreign language, differentiated instruction, and performing arts.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

## **ADMISSION POLICIES**

St. Joan of Arc School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school. It does not discriminate based on race, color, religion, national or ethnic origin in the administration of its educational policies, or other school administered programs.

Enrollment is open year-round based on availability. Children entering Kindergarten and Grade 1 must abide by the age requirement of Chicopee Public Schools.

The following records must be presented upon registration:

- \*Birth certificate (original)
- \*Baptismal certificate (Catholic applicants only)
- \*Immunization records
- \*Report cards

Students applying for Admission in Grades 1-8 must present a copy of the current academic record including report card and standardized test results. These will be reviewed to determine whether the program at St. Joan of Arc School will meet the educational needs of the student. An interview with the student is part of the admission process.

**All new students will be given a trial period of one marking term in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Joan of Arc School.**

**DRESS AND GROOMING CODE**

**St. Joan of Arc School Dress Code**

All St. Joan of Arc students are expected to be neatly dressed in approved school uniforms during the school day to reflect the values of self-respect, good taste, neatness, cleanliness, and modesty.

In acknowledging that the responsibility for the good grooming and hygiene of students remains with the parents/guardians, we additionally expect parents/guardians to help the students develop self-confidence, form a school community, and avoid unnecessary distractions to remain focused on the learning process.

We anticipate full cooperation of all students who form our school community. If any of the uniform requirements are not adhered to during the school year, a student will receive a *Uniform Warning Code Form*, which the parent/guardian will be obligated to sign. Students will be given three opportunities to correct the infraction before having to be dismissed for the day.

Approved by Administration, Faculty and SJA School Board

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**Student and Parent Sign and Return Acknowledgement**

**Return this page to the main office.**

I/We have read and agree to comply with the revised Dress Code for the current academic year.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

Children's signature  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed Name  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grade  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ST. JOAN OF ARC SCHOOL DRESS AND GROOMING CODE

### Pre-K Boys and Girls *School uniform not required.*

- Shorts are only allowed to be worn in the months of September, October, April, May and June.
- Shoes or sneakers must have a closed back, have a rubber sole and either a Velcro or buckle.
- **No light-up shoes.**
- Shirts must have sleeves.
- No hats or caps or hoods are allowed inside the building. Must be removed before entering the building.
- Clothing will have NO holes or visible damage.

### Boys Kindergarten through 8th Grade *IN ALL CASES THE SCHOOL LOGO IS PERMITTED ON THE UNIFORM*

- Navy blue dress pants (no cargo pant)
- Navy blue shorts, 2 inches above the knee, may be worn in Aug., Sept., Oct., April, May, and June.
- White or red polo shirt
- Either a navy blue or white sweater or navy blue or white sweatshirt is allowed to be worn in class (no front pockets, no hoods\* and no designs allowed) zippers and buttons are acceptable. \*Exception hooded sweatshirt with screen print or embroidered school logo is acceptable.
- **Black or white** rubber-soled footwear that either ties or buckles (**NO SLIP ON OF ANY KIND**) with black or white socks (all socks must be visible). **No slip-ons or fashion shoes or boots** (winter boots can be worn but a change of footwear must be made upon reaching the classroom).
- No piercings. Boys may wear one watch, one ring, one necklace (cross or holy medal). Allowable bracelet policy: Gr K-4 1 bracelet. Gr. 5-8 multiple but not exceeding 2 inches from wrist. No rubber bands or rubber bracelets.
- No hats or caps or hoods are allowed inside the building. Must be removed before entering the school.
- Hair is to be above the ears, above the eyes, above the collar.
- No extreme hair coloring, styling, or bleaching are permitted whenever the student is in the building.

### Girls Kindergarten through 8th Grade *IN ALL CASES THE SCHOOL LOGO IS PERMITTED ON THE UNIFORM*

- Plaid jumper for K-5 with a white blouse (optional undershirt must be white) or white or red polo shirt.
- Plaid skirt for 5, 6, 7 & 8 with a white blouse (optional undershirt must be white) or white or red polo shirt.
- Navy blue slacks may be worn as an alternative to the jumper, *except* on Mass days (no cargo pants, leggings or jeggings - pants must have front and back pockets).
- Navy blue shorts, 2 inches above the knee. May be worn in Aug., Sept., Oct., April, May, and June.
- Either a navy blue or white sweater or sweatshirt is allowed to be worn in class (no front pockets, no hoods\* and no designs allowed); zippers and buttons are acceptable. \*Exception hooded sweatshirt with screen print or embroidered school logo is acceptable.
- Knee socks, ankle socks, or tights (white or navy blue) All socks must be visible.
- **Black or white** rubber- soled footwear that either ties or buckles (no slip on of any kind). **No slip-ons, fashion shoes or boots** (winter boots can be worn but a change of footwear must be made upon reaching the classroom).
- Girls may wear one watch, one ring and one necklace (cross or holy medal). Allowable bracelet policy: Gr K-4 1 bracelet. Gr. 5-8 multiple but not exceeding 2 inches from wrist. No rubber bands or rubber bracelets.
- Girls may wear one pair of stud earrings or small hoop earrings no larger than a dime.
- Light pastel nail polish of one color is permitted for Pre-K through Grade 8.

- Hair must be well groomed and away from the face.
- No extreme hair coloring, styling, coloring, or bleaching is permitted whenever the student is in the building.
- \*\*Privileges for 7th & 8th grade girls are lip gloss and light base make-up.
- **Not permitted: make-up, fake nails of any kind, chokers, dangling earrings, facial piercing, tattoos, tongue or nose rings, extreme hair coloring or bleaching.**
- No hats or caps or hoods are allowed inside the building. Must be removed before entering the school.

**Physical Education Uniform All K-8 Students** *IN ALL CASES THE SCHOOL LOGO IS PERMITTED ON THE UNIFORM*

Students are expected to come to school ready to participate in physical activity and be dressed appropriately. Please remember that clothing must be loose fitting. Students will wear their physical education uniform all day on their designated gym day.

- Solid navy blue sweatpants, solid navy blue sweatshirts, solid navy blue long sleeve shirts, solid navy blue short sleeve shirts and solid navy blue shorts are permitted only. (No low-rise, no leggings or form fitting clothing of any kind)
- Solid navy blue shorts not shorter than 2 inches above the knee may be worn in the months of August, September, October, April, May and June. Students are expected to wear either black or white sneakers with either black or white socks (all socks must be visible).

**Dress Down Days**

- No tight form-fitting clothing, no holes or visible damage.
- No pajama pants or lounge pants. Leggings and jeggings are allowed **only** if worn with a long tunic top that must cover the derriere.
- Socks still must be worn on dress down days (socks must be visible).
- Shirts must have sleeves.
- Shorts no shorter than two inches above the knee.
- No hats or caps or hoods are allowed inside the building. Must be removed before entering the school.
- No opened toed shoes. No slip-on shoes of any kind. No sandals. “Crocs” must have a back strap and must be used if worn to school.
- No crop tops or midi tops allowed.

**Mass Uniform** **No sweatshirts at Mass, including SJA logo’s sweatshirts. Remove outerwear when seated.**

- **Girls: K to 4(5)** - Must wear plaid jumper with white button-down shirt, navy blue or white sweater, white, black or navy socks or tights (socks must be visible) and either white or black rubber soled shoes or sneakers. Shoes must have a back and either tie or buckle (no slip ons).
- **Girls: (5) 6-8** - Must wear a plaid skirt with a white button-down shirt, navy blue or white sweater, white, black or navy blue sock or tights (socks must be visible) and either white or black rubber soled shoes or sneakers. Shoes must have a back and either tie or buckle.
- **Boys: K to 8** - Must wear a white button-down shirt with navy blue pants or navy blue shorts. Short only in August, September, October, April, May and June. Boys must also wear a **plain navy blue tie or school plaid tie**. White or black socks (socks must be visible) and either white or black rubber soled shoes or

sneakers. Shoes must have a back and either tie or buckle (no slip ons). White or navy-blue sweaters are permitted.

## **BEVERAGE POLICY**

No outside beverages are allowed to be brought inside the school other than water.

## **STUDENT WATER BOTTLE POLICY**

Energy drinks and caffeinated soda of any kind are not allowed in the school. Students may bring in a seltzer or flavored water, in either an aluminum can or plastic bottle, to be consumed only at lunch. At all other times, your child should have a reusable metal or plastic water bottle for use in the classroom.

## **ATTENDANCE**

### **Children who are not bused to school are NOT TO ARRIVE IN THE SCHOOL YARD BEFORE**

**8:15 AM.** There is no faculty or staff supervision before that time and the school cannot be held liable in case of an accident. If your child is to progress favorably in school, he/she should be in good health and be able to attend school daily. However, we ask that you protect all concerned by keeping your child at home during the time of illness. Before a child with a fever returns to school, his/her temperature should be normal for at least a full 24 hours without medication. A child who has an uncontrollable cough should be kept at home. We urge you to make doctor's and dental appointments **after** school hours.

## **ABSENCE**

When a student is absent from school, a parent should call the office between the hours of 8:30 - 9:00 AM at 533-1475 *each day* of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Joan of Arc students. Students should be free of fever, vomiting, and diarrhea for 24 hours before returning to school without the need for medication to control the symptoms.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence.

The school calendar provides for vacations and extended weekends throughout the school year. Please schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Students who are absent due to illness must check in with each of their teachers to arrange to make up homework or assessments missed. The student or parent should also check the student's Google classrooms for assignments missed or work assigned. Parents may also communicate with teachers through email or Google Classroom for additional information.

Teachers are not required to give make-up tests or assignments for non-excused absences due to vacations. No assignments will be given in anticipation of the vacation. **IT IS NOT THE TEACHER'S RESPONSIBILITY TO HAVE WORK PREPARED TO GIVE TO A STUDENT PRIOR TO AN ABSENCE FOR A VACATION. MAKE UP WORK WILL BE GIVEN UPON THE STUDENT'S RETURN TO SCHOOL.** Arrangements for regular classroom tests missed because of an excused absence are to be made with the individual teachers.

The following circumstances are the only justifiable excuses for school absence: 1) personal illness, 2) family illness, 3) death in the family. The Diocese of Springfield Attendance policy 5210.2 states "Students absent



from school for more than nine days a semester or eighteen days for the year risk promotion to the next grade level or loss of credit for course work.”

### **DIRECTIVES FOR ABSENCE**

- 1) Keep the child home until he/she is completely well.
- 2) If in the AM your child is absent, call the school office between 8:30-9:00 at 533-1475.
- 3) Send the child’s homeroom teacher a note which explains the reason for the absence and indicates date(s) of absence.
- 4) For prolonged or serious illness, a student must have a doctor’s authorization to return to school.

### **SCHOOL HOURS**

- 8:15 AM Yard supervision begins.
- 8:25 AM Bell rings.
- 8:35 AM Attendance is taken, Morning Prayer and Pledge of Allegiance are recited.  
And lunch count is taken.
- 8:40 AM Academics begin.
- 2:38 PM K-8 Dismissal.

### **TARDINESS**

A student is considered tardy if he/she arrives after 8:25 AM. If a child comes in late, he/she must be signed in by a parent or guardian and give reason for the tardiness. Tardiness due to busing difficulties is excused. Gr. 5-8 students will follow the policy in the Code of Conduct.

### **EARLY DISMISSAL Not Weather Related**

Students who must leave the school grounds at any time during the school day must have a written request or in-person request from the parent or legal guardian. This request for early dismissal should be sent to the teacher who will then forward the information to the office. Parent/guardian, coming for this child, must sign out the child at the time of dismissal. Students must report to the office then be escorted to the parent or guardian.

### **PHYSICAL EXAMINATION**

Comprehensive examinations are required for children entering school, for children transferring into school without adequate medical transcripts, for children between the ages of 14 and 16 requesting work permits and, where applicable, for children involved with a sports program. Subsequent evaluation is required for children entering grades four, seven, and ten.

Massachusetts General Laws  
Chapter 71, Section 57

The local school committee or Board of Health is required to provide the services to carry out physical exams on children who do not have access to a private primary care provider.

Massachusetts General Laws  
Chapter 71, Sections 53 and 57

At the time of Registrations, SJA will provide parents of new and transfer students with the appropriate

information, release of information and medical forms. Kindergarten children must be screened for lead as a condition of entry. Student health records are reviewed for parental compliance. Health records are cumulative from pre- primary through grade twelve and follow students from school to school.

## **IMMUNIZATIONS**

No child shall be admitted to school except upon presentation of a physician’s certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles and poliomyelitis and such other communicable diseases as may be specified from time to time by the Department of Public Health.

A child shall be admitted to school upon certification by a physician that he /she has personally examined such a child and that in his/her opinion the physical condition of the child is such that his/her health would be endangered by such vaccination or by any of such immunizations. Such certification shall be submitted at the beginning of each school year to the physician in charge of the school health program.

Massachusetts General Laws  
Chapter 76, Section 15

Unimmunized students are required to provide a statement from a physician stating that a vaccine is medically contraindicated for a student and must be renewed annually at the start of the school year.

Religious exemptions (statement from a student, or parent/guardian if the student is <18 years of age, stating that a vaccine is against sincerely held religious beliefs) should be renewed annually at the start of the school year.

Massachusetts school immunization requirements are created under authority of [105 CMR 220.000](#) **Immunization of Students Before Admission to School** Requirements apply to all students including individuals from another country attending or visiting classes or educational programs as part of an academic visitation or exchange program.

### **Childcare/Preschool**

Attendees <2 years should be immunized for their age according to the [ACIP Recommended Immunization Schedule](#). Requirements listed in the table below apply to all attendees ≥2 years. These requirements also apply to children in preschool classes called K0 or K1.

Hib	<b>1-4 doses;</b> the number of doses is determined by vaccine product and age the series begins
DTaP	<b>4 doses</b>
Polio	<b>3 doses</b>
Hepatitis B	<b>3 doses;</b> laboratory evidence of immunity acceptable
MMR	<b>1 dose;</b> must be given on or after the 1 <sup>st</sup> birthday; laboratory evidence of immunity acceptable
Varicella	<b>1 dose;</b> must be given on or after the 1 <sup>st</sup> birthday; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

## Grades Kindergarten – 6

In ungraded classrooms, Kindergarten requirements apply to all students  $\geq 5$  years.

DTaP/Tdap	<b>5 doses;</b> 4 doses are acceptable if the fourth dose is given on or after the 4 <sup>th</sup> birthday. DT is only acceptable with a letter stating a medical contraindication to DTaP
Polio	<b>4 doses;</b> fourth dose must be given on or after the 4 <sup>th</sup> birthday and $\geq 6$ months after the previous dose, or a fifth dose is required. 3 doses are acceptable if the third dose is given on or after the 4 <sup>th</sup> birthday and $\geq 6$ months after the previous dose
Hepatitis B	<b>3 doses;</b> laboratory evidence of immunity acceptable
MMR	<b>2 doses;</b> first dose must be given on or after the 1 <sup>st</sup> birthday and second dose must be given $\geq 28$ days after first dose; laboratory evidence of immunity acceptable
Varicella	<b>2 doses;</b> first dose must be given on or after the 1 <sup>st</sup> birthday and second dose must be given $\geq 28$ days after first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

§ Address questions about enforcement with your legal counsel.

¶ Meningococcal vaccine requirements (see Grades 7-10 and 11-12) also apply to residential students in Grades Pre-K through 8 if the school combines these grades in the same school as students in Grades 9-12.

† Medical exemptions (statement from a physician stating that a vaccine is medically contraindicated for a student) must be renewed annually at the start of the school year and religious exemptions (statement from a student, or parent/guardian if the student is  $< 18$  years of age, stating that a vaccine is against sincerely held religious beliefs) should be renewed annually at the start of the school year.

\* A reliable history of chickenpox includes a diagnosis of chickenpox, or interpretation of parent/guardian description of chickenpox, by a physician, nurse practitioner, physician assistant, or designee.

**Requirements apply to all students including individuals from another country attending or visiting classes or educational programs as part of an academic visitation or exchange program.**

## Grades 7 – 12†

In ungraded classrooms, Grade 7 requirements apply to all students  $\geq 12$  years.

Tdap	<b>1 dose;</b> and history of DTaP primary series or age-appropriate catch-up vaccination. Tdap given at $\geq 7$ years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td or Tdap should be given if it has been $\geq 10$ years since last Tdap
Polio	<b>4 doses;</b> fourth dose must be given on or after the 4 <sup>th</sup> birthday and $\geq 6$ months after the previous dose, or a fifth dose is required. 3 doses are acceptable if the third dose is given on or after the 4 <sup>th</sup> birthday and $\geq 6$ months after the previous dose
Hepatitis B	<b>3 doses;</b> laboratory evidence of immunity acceptable. 2 doses of Heplisav-B given on or after 18 years of age are acceptable
MMR	<b>2 doses;</b> first dose must be given on or after the 1 <sup>st</sup> birthday and second dose must be given $\geq 28$ days after first dose; laboratory evidence of immunity acceptable
Varicella	<b>2 doses;</b> first dose must be given on or after the 1 <sup>st</sup> birthday and second dose must be given $\geq 28$ days after first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

## **Meningococcal Requirements**

Grade 7-10	<b>1 dose</b> ; 1 dose MenACWY (formerly MCV4) required. Meningococcal B vaccine is not required and does not meet this requirement
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§Address questions about enforcement with your legal counsel. School requirements are enforced at the local level.

†Medical exemptions (statement from a physician stating that a vaccine is medically contraindicated for a student) must be renewed annually at the start of the school year and religious exemptions (statement from a student, or parent/guardian if the student is <18 years of age, stating that a vaccine is against sincerely held religious beliefs) should be renewed annually at the start of the school year.

\* A reliable history of chickenpox includes a diagnosis of chickenpox, or interpretation of parent/guardian description of chickenpox, by a physician, nurse practitioner, physician assistant, or designee.

‡ Students who are 15 years old in Grade 11 are in compliance until they turn 16 years old.

### **PRESCRIPTION AND OVER-THE-COUNTER DRUGS**

The following guidelines for medication in schools have been issued by the Chicopee School Health Department:

As a rule, medication is not to be given in school. Medicine is treatment, and as such, is not part of the school health services. Sunscreen may not be applied without a letter from the child's physician.

### **COMMUNICABLE DISEASES**

According to Health Department regulations, certain conditions exclude children from participating in school. Some of these communicable diseases which constitute excludable conditions are head lice, conjunctivitis, impetigo, shigella, whooping cough, Hand, Foot & Mouth Disease, and Covid-19. In case of absence due to a communicable disease, a letter from the family physician must be presented when the student returns to school.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### **EMERGENCY INFORMATION**

It is imperative that we have on file emergency phone numbers. An emergency form for each student must be completed every year by parents. Business and workplace phone numbers must be included and updated as necessary. Please only list people who can pick up your child who must leave due to an accident or illness. Families can also update this information in their Family Demographics Webform on the FACTS SIS Portal or by contacting the main office.

### **OTHER FORMS OF COMMUNICATIONS**

School Announcements are on the website, FACTS SIS Family Portal and the FACTS SIS Family App. If you need a hard copy of the notices, please contact the main office. On occasion, paper notices will be sent home with students.

## **SCHOOL CANCELLATION ANNOUNCEMENT & DELAYS**

Please pay attention to Channels 40 & 22 for a “NO SCHOOL” announcement. *School cancellation due to extreme cold temperatures will be at the discretion of the school Principal.* Otherwise, SJA will follow the same school closing policy as Chicopee Public Schools. Students are not to be brought to school at regular opening time if school has been delayed for one or two hours. The Before School Program start time will also be delayed. No one will be at the school to let the students into the building or to supervise them. If a storm begins during a school day and poses safety dangers, the City of Chicopee will make the decision for early dismissal. Every effort will be made by SJA school to notify parents/designated caretakers.

## **SAFETY PRECAUTIONS**

To safeguard each child, items such as guns, pocketknives, matches, laser pens, and toys which may be a hazard to anyone are not permitted on the bus or on school property. If such items are seen, they will be confiscated.

Students are not permitted to have gum, vape pens, or cigarettes in school or on school grounds. Any type of illegal substance brought to school with the intention of showing it, using it or selling it to others, may lead to immediate action, possibly ending in expulsion after the diocesan procedures are followed.

Students are not allowed to sell candy, sports cards, Pokémon cards, etc. to other students for the purpose of making a profit.

Students are never permitted to leave the school grounds for any reason except with the permission of the principal and a note from the parent.

## **POSSESSION OF WEAPONS**

No student may have in his/her possession a dangerous weapon of any type. This prohibition includes toy weapons, knives, bows/arrows, guns, rifles, pistols or any other firearm. Students possessing such objects will have these confiscated immediately. Parents and police will be notified immediately, and administrative action taken.

## **DRUGS**

Students are not permitted to smoke, use drugs, or consume alcohol. The possession, use, manufacture, cultivation, sale, or intent to sell, dispensing, distributing, or intent to distribute harmful drugs or narcotics is illegal (General Law of MA, Chapter 94C Section 31). Students may not be present under the influence of drugs in the school building, on school grounds, during school activities, or in locations under school control. Parents and police will be notified immediately, and administrative action taken.

## ACADEMIC POLICIES

Report cards are distributed four times during the school year for grades one to eight by order of the Diocesan Schools Office: November, February, April and June. Kindergarten students do not receive the first report card.

The first report card is usually picked up by the parents; the other three will be sent home via email. Progress reports may be sent to parents midway through the marking period to advise parents/guardians of student performance. A progress report will be sent if a student is in danger of failing a subject or if his/her grades have dropped considerably.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence. Students must also be responsible for their actions and their own education. Grades 4-8, late work will NOT be accepted except for extenuating circumstances (to be discussed with the principal). For your convenience, grades are posted on FACTS Family Portal for viewing.

## EXPLANATION OF GRADES

The following is the explanation used on our report cards according to all Diocesan Schools.

A+	97-99	B	83-86	C-	70-72
A	93-96	B-	80-82	D+	67-69
A-	90-93	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
				F	0-59

A = Excellent  
B = Very Good  
C = Satisfactory

D = Needs Improvement  
F = Unsatisfactory

**Conduct** includes respect, responsibility, cooperation, and self-control. Conduct has to be a major consideration in all areas including behavior not only in the classroom, but also anywhere else on school premises.

## HONOR ROLL - Grades 4-8

High Honors: 99-90

Honors: 99-80 in Major Subjects

Major Subjects: Religion, Reading, Language, Spelling, Mathematics, Science, Social Studies

## **What keeps a child off the Honor Roll?**

- \*Any grade below an 80
- \*Work habits Needs Improvement or Unsatisfactory
- \*Conduct of **N** or **U** in any major or minor subjects

## CODE OF CONDUCT/DISCIPLINE

Discipline is the learning that develops self-control, character, orderliness and efficiency. Its goal is to help the process of forming self-disciplined Christians who believe in Jesus Christ, attempt to live according to Gospel values, and who, therefore, exhibit behavior that reflects this faith and these values.

Acceptable student behavior should demonstrate the following:

- 1) Respect for all members of the school community and for all visitors to the school
- 2) Courtesy in speech and mannerisms.
- 3) Cooperation in school and classroom policies.
- 4) Self-control in dealing with other people.
- 5) Acceptance of responsibility for academic and moral learning.

Each teacher is responsible for the discipline of the students in the classroom and for preserving discipline throughout the school. Serious problems will be referred to the principal by the teacher and/or the parents. Disciplinary options for the following behaviors will be dealt with in the following manner:

<b>Behavior</b>	<b>1st Strike Consequence</b>	<b>2nd Strike Consequence</b>	<b>3rd Strike Consequence</b>
Dress Code Violation	Call home. Parents need to bring a change of clothes, or the student needs to wear whatever we have at school. The student is given <b>1 demerit.</b>	Call home. Parents need to bring a change of clothes, or the student needs to wear whatever we have at school. The student will go to in-school suspension until a change of clothes is procured or the end of the day. The student is given a <b>2nd demerit.</b>	Call home. Parents need to bring a change of clothes, or the student needs to wear whatever we have at school. The student will be sent home or go to in-school suspension until the end of the day. The student is given detention. The student loses dress down privilege for the school year.
Cell Phone / Smart Watch	Any adult can take the phone and will give it to the homeroom teacher to hold onto for the day. The teacher will give it back at the end of the day. This applies any time the student is on school grounds. <b>1 demerit.</b>  On field trips, chaperones will keep student phones.	Any adult can take the phone and give it to the homeroom teacher, and they will bring it to the office. Parents can pick it up at the end of the day. This applies any time the student is on school grounds. <b>2nd demerit.</b>	Any adult can take the phone and give it to the homeroom teacher, and they will bring it to the office. Parents will have to pick it up and the student is not allowed to bring their phone to school for 2 months. This applies any time the student is on school grounds. The student will be given detention. <b>3rd demerit.</b>

<p>Language deemed inappropriate by faculty and staff (i.e. derogatory, harassing, threatening, offensive, etc.)</p> <p>*Overheard by staff or adult volunteers.</p> <p>**Anything not directly heard by an adult will be dealt with on an individual basis.</p>	<p><b>1 demerit</b></p>	<p><b>2nd demerit</b> Loss of recess</p>	<p><b>3rd demerit</b> Detention</p>
<p>Physical Contact</p>	<p>Students seen or accused of any inappropriate, intentional and/or unwanted physical contact will automatically be sent to the Principal's office for further investigation. Students will receive internal suspension if found in violation of the student code of conduct provided at the start of each school year.</p>	<p>Students seen or accused of any inappropriate, intentional and/or unwanted physical contact will automatically be sent to the Principal's office for further investigation. Students will receive external suspension if found in violation of the student code of conduct.</p>	<p>Students seen or accused of any inappropriate, intentional and/or unwanted physical contact will automatically be sent to the Principal's office for further investigation. Students will receive external suspension OR expulsion if found in violation of the student code of conduct.</p>
<p>Cheating and Plagiarism</p> <p>*Plagiarism as explained by the teacher.</p>	<p>Cheating/Plagiarism is a serious compromise of a student's integrity and will not be tolerated. If cheating/plagiarism is discovered, the student's work will be confiscated. Cheating of any type will not be tolerated. It will result in a phone call home. Students who choose to cheat face a zero grade. <b>1 Demerit</b></p>	<p>A second offense will result in a zero on the assignment, after school detention, and a phone call home.</p>	<p>A pattern of cheating or plagiarism will result in a parent conference and internal suspension.</p>



Chromebook Privilege See Chromebook Agreement <a href="#">Click Here Chromebook Agreement</a>	A first violation will result in <b>1 demerit</b> . Violations are at the discretion of the classroom teacher.	A second violation will result in <b>2nd demerit</b> and the <b>Chromebook will be confiscated</b> for the day and given to the homeroom teacher.	A third violation will result in after school detention and <b>loss of the Chromebook for 5 school days</b> .
Unexcused Tardies Grades 5-8	Students need to be on the school grounds no later than 8:25 am. Tardy Grade 5-8 students will receive <b>1 demerit</b> . Does not apply to Grades K-4.	A second tardy will receive a <b>2nd demerit</b> . Does not apply to Grades K-4.	A third tardy will receive a <b>3rd demerit</b> and detention. Does not apply to Grades K-4. Tardies will reset at the beginning of each quarter.
Destruction of Property	Students seen or accused of any destruction of property will automatically be sent to the Principal's office for further investigation. Students will receive <b>1 demerit and loss of recess</b> if found in violation of the student code of conduct.	Students seen or accused of any destruction of property will automatically be sent to the Principal's office for further investigation. Students will receive a <b>2nd demerit and automatic detention</b> if found in violation of the student code of conduct.	Students seen or accused of any destruction of property will automatically be sent to the Principal's office for further investigation. Students will receive <b>internal suspension</b> if found in violation of the student code of conduct.
Defiance of Authority	Any defiance and disrespect of authority will not be tolerated. All personnel in the building have a right to enforce school rules. A first violation will result in <b>1 demerit</b> .	A second violation will result in a <b>2nd demerit</b> .	A third violation will result in a <b>3rd demerit and after school detention</b> .
Chewing Gum	<b>1 demerit</b>	<b>2nd demerit</b>	<b>3rd demerit and detention</b>

## PROTOCOL

If parents have problems concerning their children at school, they should:

1. Contact the teacher. It is required that parents set up an appointment with the teacher in order to discuss problems or concerns first.
2. If the result of this meeting is unsatisfactory, the parents should request a conference with the principal and the teacher. This may be done by contacting the principal's office for an appointment.

## **BULLYING POLICY**

Bullying, as defined in Massachusetts General Law, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

1. Causes physical or emotional harm to the target or damage to the target's property.
2. Places the target in reasonable fear of harm to himself or herself or of damage to his or her property.
3. Creates a hostile environment at school for the target.
4. Infringes on the rights of the target at school.
5. Materially and substantially disrupts the education process or the orderly operation of a school.

Acts of bullying, which include cyber-bullying, are prohibited:

1. On school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or using technology or an electronic device owned, leased, or used by a school district or school.
2. At a location, activity, function, or program that is not school related using technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

As stated in Massachusetts General Law nothing in the plan requires the district or school to staff any non-school related activities, functions, or programs.

The principal or designee will decide based upon all the facts and circumstances. If, after investigation, bullying or retaliation is substantiated the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will determine what responsive actions and/or disciplinary action is necessary.

The principal or designee will notify the parents or guardians of the target and the aggressor about the results of the investigation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken.

## **ELECTRONIC DEVICES**

Personal electronic devices are not allowed in school or on school grounds. If a student brings a cell phone to school, it **must be** turned into the classroom teacher at the start of the day.

## **NON-CUSTODIAL PARENT**

St. Joan of Arc School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents.

In the absence of an official court order to the contrary, SJA will provide the non-custodial parent with access to the academic records and to other school related information regarding the child.

## **VISITORS**

Anyone visiting the school during the school day must report directly to the school office. Since learning time is valuable, parents are not allowed to go to the classrooms during school hours to confer with the teachers. Parents who are meeting with children for early dismissal must sign students out and wait for their student.

## **TUITION POLICY**

The School Advisory Board annually reviews the existing tuition policy. Increases in tuition for any given year are based on current economic needs and what is the anticipated cost to educate each student at St. Joan of Arc School. When a tuition increase is deemed necessary, parents will receive appropriate advance notice.

## **ST. JOAN OF ARC SCHOOL ENROLLMENT AND PAYMENT TIMETABLE**

St. Joan of Arc School is at once a family and a business. The family aspect is most visible to you and to the community. Children are loved, respected, cared for, protected and well educated for life. The less visible aspect is the business part: bills, repairs, payments, emergencies... One easy to administer, the other tougher and yet both essential to the smooth operation of our "family business". To ensure justice for all, the following timetable has been drawn up.

### **January**

**SJA Families:** Parents are making their 6<sup>th</sup> current year tuition payment.

Intent to Return Forms for the next school year are sent home to PreK parents prior to the Open House held for new families. The form is completed and returned to school with the non-refundable registration fee to secure a spot for their child. Parents indicate if they need to secure a spot for an additional child.

**New Families:** Registration fee is paid at Open House or upon enrollment to secure a spot for the upcoming school year. A new student registration packet is provided. Parents complete forms and return them to school. Parents who selected the installment plan must enroll in FACTS Tuition Management.

### **February**

**SJA Families:** Parents are making their 7<sup>th</sup> current year tuition payment.

Intent to Return and Payment Preference forms for the next school year are sent home to Grades K-7 parents.

### **March**

**SJA Families:** Parents are making their 8<sup>th</sup> current year tuition payment.

Parents complete and return Intent to Return form, Payment Preference form and pay the non-refundable registration fee by March 15<sup>th</sup>. Parents indicate if they need to secure a spot for an additional child. Parents agree to either pay tuition in full or enroll/re-enroll in FACTS Tuition Management for 11 monthly installments. Parents select electronic withdrawal

date of either the 1<sup>st</sup>, 5<sup>th</sup>, 20<sup>th</sup> or last day of the month.

## **April**

**SJA Families:** Parents are making their 10<sup>th</sup> current year tuition payment. The Business Office sends home Re-Registration packets to Grades PreK- 7 parents. Parents complete all forms and agree to be financially responsible for tuition costs. Parents who select fundraising buyout and/or volunteer buyout will include fee payment with their forms.

## **May**

**SJA Families:** Parents are making their 11<sup>th</sup> and last current year tuition payment. No one may re-register if previous tuition is not paid in full.

## **June**

**SJA Families:** All re-registration papers are due June 1<sup>st</sup>. Pay in full tuition payments are due June 1<sup>st</sup>. FACTS accounts are finalized, and payment schedules are emailed to the financial responsible party.

**New Families:** All re-registration papers are due June 1<sup>st</sup>. Pay in full tuition payments are due June 1<sup>st</sup>. FACTS accounts are finalized, and payment schedules are emailed to the financial responsible party.

## **July**

**All Families:** Parents pay the 1st of 11 scheduled monthly FACTS Tuition Management installments. If parents, re-register after July, the installment schedule is compressed resulting in a higher monthly payment.

**SJA Families:** Families who re-register after July 1<sup>st</sup> will be invoiced \$100.00 K-8 registration fee instead of the original posted fee. PreK families who re-register after July 1<sup>st</sup> will be invoiced \$75.00 instead of the original posted fee.

## **August**

**All Families:** Parents pay the 2<sup>nd</sup> tuition installment payment. If enrollment is not complete, the child may not attend SJA School as scheduled.

## **September**

**SJA Families:** Parents are making their 3<sup>rd</sup> tuition installment payment.

## **October**

**SJA Families:** Parents have now made their 4<sup>th</sup> tuition installment payment.

## **November**

**SJA Families:** Parents have now made their 5<sup>th</sup> tuition installment payment.

## **July-May**

If a family has an unresolved FACTS payment/delinquent account, a letter is sent home to the parents from the Business Office with an amount due. If payment is not received at the school as instructed, a letter from the principal is sent home requesting an in-person meeting at the school.

## **8<sup>th</sup> Grade Graduation**

Eighth grade students shall **NOT** be allowed to graduate in June or take part in graduation activities (class trip, etc.) unless all tuition, Extended Care fees, Chromebook damage fees, book replacement fees are paid in full.

School record releases/transfers will **NOT** be issued to the high school.

Lack of payment will necessitate a referral to a collection agency.

**HANDBOOK SIGN & RETURN ACKNOWLEDGEMENT**

*Must be signed and returned to the main office by Oct. 1st.*



I have read and understand the St. Joan of Arc Handbook.

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Student Name

Grade

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Parent/Guardian (Please Print)

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Parent/Guardian Signature

Date