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## HISTORY OF ST. JOAN OF ARC SCHOOL

*On February 16, 1949, Father Michael Cronin and the St. Joan of Arc Parish realized their dream of opening their own school. Three Sisters of Mercy and one lay teacher originally staffed the school and served 175 students in grades kindergarten through sixth. In 1950 and 1951 the school was expanded to accommodate seventh and eighth grades as well. Although no accurate records seem available, the first graduating class was probably in 1952.*

*These early educators at St. Joan planned with foresight and ability. They developed a curriculum designed to educate the whole child, spiritually, intellectually, emotionally and physically. One of their first projects to involve community and parish resources was the establishment of a central library for the school.*

*As enrollments grew, so did the physical plant and additional rooms were added to the Oleatha side of the school building. By 1966 St. Joan had an enrollment of 580 children with fourteen classrooms, six sisters and nine lay teachers.*

*The school population and staff remained fairly stable in numbers over the next fourteen years. Continuous improvements were made in curriculum and materials, which were purchased from funds donated by the Home and School Committee and from general parish revenues.*

*Today, St. Joan is a thriving parish school of approximately 235 students. Its faculty includes the principal, twelve homeroom teachers, specialists in the areas of physical education, music, art and computer, two teacher assistants, and a full-time Learning Consultant, who serves as an advocate for students as well as a resource and support for teachers and parents. St. Joan of Arc Parish is proud to provide a well-balanced and challenging curriculum to the children of the parish.*

## PHILOSOPHY OF ST. JOAN OF ARC CATHOLIC SCHOOL

St. Joan of Arc Catholic School, committed to the life and spirit of Jesus Christ, offers each student the opportunity to make choices to achieve his/her potential spiritually, morally, intellectually, emotionally, aesthetically, and physically. It is our intent that gospel values be learned and lived in community, and personified by service to others.

Our purpose is to provide academic excellence through instruction, discipline and example. These experiences of learning and living stretch our knowledge of global awareness; challenge us to concentrate on the values of tolerance, acceptance, and care; and compel us to spread the seeds of social Justice. The parish community, the family, the faculty, staff, and students share the responsibility of their mission as educators of the whole person.

St. Joan of Arc School offers its youth a challenge of Education for Service--Commitment to Personal Best. (To Teach 83)

## ST. JOAN OF ARC MISSION STATEMENT

Saint Joan of Arc is an urban Catholic elementary school dedicated to providing an excellent education to all of our students. Our program is designed to meet a wide range of ability levels and needs. Students are enabled to reach their full potential as life-long learners. They are prepared to face the many spiritual, environmental, and global challenges experienced today as they bring the message of Jesus to the world. Our parish offers a strong support system for the school and in turn the school provides an anchor for the community.

## SCHOOL LEVEL CURRICULUM GOALS

A student leaving St. Joan of Arc School will:

- Act in a manner which reflects a personal relationship with Jesus and which is consistent with gospel values.
- Show respect for self, others, life, and property.
- Enrich the community by identifying, using, and sharing his/her individual gifts and talents with others.
- Communicate effectively through oral and written expression.
- Use life's experiences to help form a positive self-image.
- Employ problem solving and critical thinking strategies.
- Access information using a variety of research skills and tools.
- Apply technology to learn about and adapt to a changing world.
- Actively participate in his/her own learning process.
- Work together cooperatively and responsibly, and use appropriate conflict resolution strategies when needed.
- Set and self-evaluate reasonable and measurable goals.
- Demonstrate basic knowledge and skills in all subject areas.

## WITNESS STATEMENT

### For Those Whose Children Attend Catholic Education Programs

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

*You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of the faith. May you also be the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.*

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family.
- Commit to speak more with my children about God and to include prayer in our daily home life.
- Participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children.
- Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.
- Teach my children by word and example to have a love and concern for the needs of others.

- Meet my financial responsibilities in supporting the Catholic School or Parish School of Religion.

# **WITNESS STATEMENT: CALLED TO BE CATHOLIC**

For students who attend Catholic Schools

## **KINDERGARTEN**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School will help me grow in the Catholic Faith. I believe that:

- GOD LOVES ME: I LOVE GOD.
- GOD MADE EVERYTHING GOOD: I WILL PRAISE AND THANK GOD
- GOD MADE ME SPECIAL: I WILL ACT AS A CHILD OF GOD.
- GOD MADE ME PART OF HIS FAMILY: I WILL BE KIND TO ALL OF GOD'S FAMILY.

## **GRADES 1-2**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

### **I PROMISE TO LOVE GOD BY:**

- Learning about Jesus and His love for me.
- Praying every day.
- Speaking God's name with respect.

GOD CREATED ME.

### **I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- Obeying my parents/guardians and teachers.
- Being honest and truthful.
- Doing what is right.

GOD MADE ME PART OF HIS FAMILY.

### **I PROMISE TO LOVE OTHERS BY:**

- Being respectful to others.
- Helping others in need.
- Being kind and including others when I play.

## **GRADES 3-4-5**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

### **I PROMISE TO LOVE GOD BY:**

- Participating in the mass and sacraments, especially Sunday Eucharist.
- Spending time praying each day.
- Learning more about g
- God's love for me and the teachings of Jesus.
- Respecting God's name and his church. God created me.

### **I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- Learning what Jesus expects of me.
- Respecting my body as a gift from God.
- Being a person who is truthful and fair.
- Becoming the best person I can be.

GOD MADE ME PART OF HIS FAMILY.

### **I PROMISE TO LOVE OTHERS BY:**

- Helping others when I know they are in need.
- Giving good example as Jesus did.
- Paying attention to the wisdom and guidance of my parents/guardians, teachers, and church.
- Being respectful and not hurting others or making fun of them.

## **GRADES 6-7-8**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School will help me grow in the Catholic Faith. I believe that:

**GOD LOVES ME.**

**I PROMISE TO LOVE GOD BY:**

- Studying about God, Father, son, and Holy Spirit, and His church.
- Participating in the mass and sacraments, especially Sunday Eucharist.
- Developing my love for Jesus Christ through daily prayer.
- Following the commandments and beatitudes.
- Reading sacred scripture to help me understand God's plan of salvation.

**GOD CREATED ME.**

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- Treating my body as a temple of the Holy Spirit.
- Being a person who, like Mary, is a trusted follower of Jesus Christ.
- Taking more responsibility for my learning and behavior.
- Valuing my self and developing my gifts.
- Living the gifts of the Holy Spirit.

**GOD MADE ME PART OF HIS FAMILY.**

**I PROMISE TO LOVE OTHERS BY:**

- Sharing my catholic beliefs with others and helping them live responsibly.
- Respecting all persons, places and things as gifts from God.
- Growing in compassion by serving those in need.
- Being a friend like Jesus to those who have none.
- Working with others to help make St. Joan of Arc School and parish a better place.

## **ADMINISTRATION ORGANIZATION**

### **PASTOR**

The Pastor is the spiritual leader of the Catholic Parish Community. He is the chief administrator of the parish. By virtue of his office, the Pastor is responsible for those matters within the school, which effect worship, the ministry of the Word and the spiritual welfare of the students.

### **PRINCIPAL**

The Principal is the director of the school. The Principal is to work closely with the Pastor and faculty to achieve a climate and programs that foster Christian growth and formation within the total school community. The Principal is responsible to the Pastor, to the Archdiocesan Superintendent, and to the parish community for all school matters.

### **LEARNING CONSULTANT**

The Learning Consultant acts as an advocate for students, especially students with identified learning difficulties. The Learning Consultant assists and advises faculty in developing appropriate strategies and instructional materials for students, and facilitates communication with parents of those students. The Learning Consultant coordinates testing referrals.

### **SCHOOL BOARD**

The School Board acts in an advisory capacity to the Pastor in making policy for the Parish School. The School Board is made up of 9 parents and/or parishioners, elected by the Parish community, with the Pastor and the Principal serving as ex-officio members.

### **FACULTY**

All faculty members are responsible to the Principal. Members of the faculty will be accountable to the Principal in upholding the philosophy and goals of education of St. Joan of Arc School.

## COUNSELOR ON STAFF

In order to better serve our students and encourage their healthy growth, St. Joan of Arc School is pleased to have a part-time counselor on staff. The counselor will meet with individual students, small groups, and classrooms as needed throughout the year. If the counselor meets with an individual student, the parent will be contacted. The counselor will be a resource for the school community and may be reached through the school office.

## **VOICING PARENTAL CONCERNS**

SJA Board Policy #2202.2 ( Approved 2005)

It is recommended that, after consultation with the School Board, a written process be defined in the school handbook which explains the system by which parents/guardians should voice concerns that relate to the operation of the school.

### PROCEDURE FOR VOICING PARENTAL CONCERNS:

The process for voicing parental concerns is as follows:

1. Go to the TEACHER, as she/he will most likely be the one to best answer your concerns. If your difference is not resolved at the meeting, then...
2. See the PRINCIPAL concerning the problem.
3. Should you still have questions that were not answered at the conference, the next step is the PASTOR.

## **SCHOOL BOARD**

### THE ROLE OF THE SCHOOL BOARD:

One of the primary functions of the parish board of education is the formulation of policies by which the school is governed. It then becomes the role of the pastor, through the principal and faculty, to develop procedures for the administration of the educational program consistent with the policies recommended by the board.

A policy is a statement, which gives direction for administrative action. A policy sets a goal, or an end to be achieved. A policy answers the question "what", i.e., what does the board want to see happen? An example of a policy statement is: All students in the school shall receive instruction in the Catholic religion, whether they are Catholic or non-Catholic.

Policies are formulated on two levels. General policies, which govern all Catholic schools in the Archdiocese of St. Louis, are made by the Archdiocesan Board of Catholic Education. All Catholic schools are required to be run consistent with these policies. On a local level, parish boards develop policies, which deal with specific situations or the problems unique to that parish.

It is the role of the administration to develop procedures or rules, which determine how policies are to be carried out. Such rules are not made by the board, although the board gives input to the administration when evaluating the effectiveness of the rules.

In this handbook all policies are labeled as "Archdiocesan" or "St. Joan of Arc School" policies. Following, or in addition to, policies are rules and procedures, which have been developed to ensure the consistent administration of the school. By making a copy of this handbook available to each family enrolled at St. Joan of Arc School, we hope to open communication and understanding. Parents are always welcome to address concerns about policies and procedures at the monthly School Board meeting, which is scheduled for the second Tuesday of each month at 7:00 p.m. in the Rectory basement.

### RESPONSIVENESS OF THE SCHOOL BOARD TO ISSUES PRESENTED BY GUESTS

SJA Board Policy #2202.1 (Approved 2005)

The School Board shall respond in writing in a timely manner to questions or issues presented by guests. Guests shall be kept apprised of the status of any unresolved issue during the course of the school year.

## **NON-CUSTODIAL PARENTS**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child, if requested. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **INFORMATION GOING HOME THROUGH STUDENTS**

All written communication going home through students at school must have the approval of the principal.

We try to cooperate with all parish organizations, which need to communicate with parents and/or students. If you need to include any communications in our Family Packet, please contact the principal as soon as possible to have your communication approved, and provide the school office with either copies or a copier-ready copy no later than **TUESDAY @ 3:00 pm** of the week you wish the information to be sent.

## **ACADEMIC PROCEDURES**

### **GRADE REPORTING**

Student progress is indicated by quarterly grades reported in the first, second, third, and fourth quarter report cards. Report cards will be sent home one week after the close of a quarter to all students whose tuition and fees are current. Before sending the envelope back after the third quarter parents/guardians are requested to affix two postage stamps to the envelope. Final report cards will be mailed one week after the last day of the school year.

### **PROGRESS REPORTS**

Notice of student progress will be sent at mid-quarter.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are scheduled each year, after the first quarter. Parent(s)Guardian(s) of each child are expected to attend the conference in order to meet the child's teacher and discuss the child's progress to that point. Conference signup sheets will be posted in the Gym Foyer for two weekends before the conferences are held.

Conferences will be arranged at the request of the parent, student, or teacher whenever any one feels that it is necessary to discuss progress or lack of progress.

## TESTING PROGRAM

Testing of various kinds will be conducted each year.

- Incoming kindergarten students will be screened with the DIAL 3 before registration is complete.
- Kindergarten students will take the Metropolitan Readiness Test (MRT) in the spring.
- Grades 3-8: Students participate in the Iowa Test of Basic Skills in the fall. Individual student results will be shared with parents. Parents are encouraged to retain the annual testing results from the Iowa Test of Basic Skills. These individual reports will chart the yearly progress in the various subjects.
- Grades 5 and 8 take the ACRE (Assessment of Catholic Religious Education) test. These tests are given across the Archdiocese and help evaluate Religious Education at the knowledge level. In addition a survey of religious attitudes is included.

Parents receive the results of these tests as soon as they are available. In addition, students are regularly evaluated in all subject areas throughout the year, with both teacher-made and textbook tests.

## PERMANENT RECORDS

Students' permanent records are available for parent viewing in the School Office at any time. Parents wishing to see their child's records should come to the Office during school hours.

Final grades, academic testing results, and attendance records are kept in the permanent record. Health records are kept in a separate file.

Student permanent records are never released to parents. If you are transferring to another school a 'Request for Transfer' form is signed by the parent, and the record is mailed directly to the new school.

## HOMEWORK

Homework assignments are given regularly to reinforce or enrich concepts and/or skills presented in class, or to allow the student to prepare for the next day's class work. Homework includes written work, reading assignments, and study.

Teachers will discuss their expectations about homework with students during the first week of school, and with parents at the Back to School program held each September. Parents are encouraged to contact the teacher if a change in homework routine is noticed, For example, if the child suddenly seems to have an unexpectedly large amount or has very little or no homework, the parent should contact the teacher.

### FROM THE SJA STUDENT PLANNER: DAILY Homework Time Averages:

Gr. K:	20 minutes	Gr. 4:	45-60 minutes
Gr. 1:	30 minutes	Gr. 5-6:	60-90 minutes
Gr. 2:	40 minutes	Gr. 7-8:	90 minutes
Gr. 3:	45 minutes		

A consistent homework plan supports a student in the learning process. Consistent homework guides students to learn such study skills as organization and time management, as well as to acquire an understanding that learning is strengthened through daily review and guided rethinking of new material.

Daily review of subject material is essential in the learning process. Studying in short bursts, 10-15 minutes daily, is the most effective way to learn. Study hardest subjects first. As a TEST approaches, study subject material both first and last. Use memory techniques to associate new information with background knowledge, such as acronyms and acrostics.

**LEARNING DOES NOT DEPEND ON ABILITY, BUT IT ALSO INVOLVES THE DESIRE TO SUCCEED AND THE SKILLS TO LEARN. IN FACT, FOR SUCCESS IN SCHOOL, THE EAGERNESS TO LEARN AND THE KNOWLEDGE OF HOW TO LEARN ARE FAR MORE IMPORTANT THAN ABILITY.**

## **HOMEWORK POLICIES Grades 3-8**

All students need consistency and guidelines to follow if they are to feel successful in their daily school experience. In order to meet the needs of the students, to teach responsibility, to provide consistency, and to enable parents to follow the progress of their child, the teachers have prepared the following list of expectations:

### STUDENTS:

- must have all supplies when they come to class.
- will not be permitted to leave class to obtain forgotten/missing materials, including assignments.
- will use a common heading on papers for all classes.
- will bring their student planner to all classes and will consistently write down assigned work in their student planner, even if work is completed before leaving class. SJA supplies the student planner to all students, Grades 1-8. It is REQUIRED that the student planner accompanies the student between home and school DAILY. Students are REQUIRED to use the student planner as directed by their classroom teachers. Parents are to check the student planner daily, so as to support their child with proper planning and time management.
- will have a homework folder that is to be brought to all classes.

### WRITTEN ASSIGNMENTS

Students are expected to turn in written assignments that are legible. Assignments should be completed on loose-leaf paper, unless the teacher assigns otherwise. Work done on paper ripped from a spiral notebook will not be accepted.

### LONG RANGE ASSIGNMENTS

Students may be given long-range assignments such as reports, book reports, or projects. These types of assignments allow students to plan ahead and to work independently. Your child may need your help in organizing time and locating materials, but this assistance should lessen as the child progresses in school. Please allow your child to do as much of this type of assignment independently as possible.

Teachers will give written instructions and due dates to the students. Please respect these dates.

### ASSIGNMENTS DURING ABSENCES

#### 1. Illness:

All class work and assignments given to the class must be completed by absent students. It is the **STUDENT'S** responsibility to check with his/her teacher upon returning to school to make sure all assignments have been received and completed. If the child is absent more than one day, arrangements should be made by the parents to have someone pick up the child's books and assignments. In the case of prolonged absence, arrangement should be made with the teachers for due dates for assignments. Generally, these should be completed within a day or two of returning to school, but extensions may be made depending on circumstances.

#### 2. Trips or Voluntary Absences:

We strongly discourage students being taken out of school for mid-year trips. It is nearly impossible for students to make up all the instruction and discussions they miss. However, if parents choose to take children out of school for a trip or for a reason other than illness, the student (or Parent, if the child is in grades K-3) must contact each teacher for any assignments made during the absence. Assignments must be completed, and tests made up within three school days after returning, unless the teacher gives an extension. If a child needs help to make up concepts covered during the absence, it is the parents' responsibility to make arrangements for private tutoring. Teachers are **NOT** required to have the assignments ready before the absence occurs.

## **ADDRESS AND TELEPHONE CHANGE**

All parents/guardians are asked to inform the School Office when there is a change of address, telephone number or work number. This is necessary in case the school needs to contact the parents or guardians if an emergency arises.

# ADMISSION/TRANSFER

## ADMISSION POLICY

SJA Board Policy # 4100 (Approved 2005)

The school will admit students from Catholic families belonging to the Parish, provided they meet its qualifications.

The school will admit students from non-Parish families provided they meet its qualifications, AND only if space is available after students from Parish families have been admitted. The pastor, having been advised by the principal, is the final authority in all admission decisions.

### 1. CRITERIA FOR ADMISSION

- a. The family must be registered, PARTICIPATING members of St. Joan of Arc Parish, or must have the permission of the pastor.
- b. Catholic families must demonstrate an interest in, and commitment to, living the Catholic faith.
- c. Admittance to kindergarten will be based upon:
  - 1) Five years of age before August 1.
  - 2) Acceptable performance of readiness skills as determined by performance during readiness screening.
- d. Upon admission, school families are required to meet monthly financial obligations to the parish to cover tuition.
- e. All registrants must have previous school indebtedness cleared.
- f. Registration fee must be paid at the time of registration and is non-refundable. Curriculum fees are to be paid by May 31<sup>st</sup>. The principal will consider extenuating circumstances.

### 2. PROCEDURES FOR NEW ADMISSION

- a. At the time of registration, each student must present a birth certificate and a current health record. Catholic students must present a baptismal certificate. Transfer students must show their most recent school report.
- b. The principal will place the student in a class according to his/her level of achievement. Grade placement will be determined by the results of a standardized achievement test and/or the report card from the previous school. This placement may not necessarily agree with the grade placement of the school previously attended.
- c. Transfer of Records: It is necessary to have written parental/guardian permission in order to transfer any student records from one school or agency to another. At the time of registration, a release form must be signed by the parent/guardian to allow the transfer of ALL records from a previous school. Pertinent information regarding a student's academic achievement, health status, emotional growth, etc. is kept strictly confidential.
- d. All new families must meet with the pastor before registration is finalized.

### 3. PROCEDURES AND CRITERIA FOR FINANCIAL SUPPORT

- a. Acceptance for consideration will be based on having met all criteria for admission, including the procedures for new admission.
- b. Families needing financial assistance must complete an application for financial assistance annually. Applications can be obtained from the School or Rectory Office. Applicants must first apply for Archdiocesan financial aid.
- c. A copy of the parents' Federal tax return for the preceding year must be included with the completed application.
- d. Completed applications are to be directed to the school principal. The Financial Review subcommittee of the School Board will be charged with the responsibility of approving or denying the request. All decisions will be made in relation to the available funds.
- e. All information will be kept strictly confidential.

## ATTENDANCE

A child's regular attendance at school ensures a basic condition for growth through learning. Students are expected to attend classes on all regular school days, unless poor health or other excusable causes prevent their attendance.

### ABSENCE (Archdiocesan Policy 4201)

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned cocurricular activities (e.g. field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

Chronic or excessive absences without substancial cause can be a factor in determining a student's continued enrollment in the school.

Please call the school office if your child is absent. If we do not hear from you by phone or in writing through a sibling by 9:00 a.m., we will call about your child's absence. Please cooperate with this Dial-Safe procedure. It is an important means of verifying your child's safety, especially if he/she walks to school. Upon returning to school, the student must present to the teacher a written excuse containing the child's name, days of absence or tardiness, reason for absence or tardiness, and signature of parent or guardian, even if the parent has called school. These notes are kept on file during the school year.

### TRUANCY (Archdiocesan Policy 4201.1)

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

### EARLY DISMISSAL

A written request from parent or guardian is required for a student to leave school prior to dismissal. The note must state the reason for dismissal, the name of the adult who will pick up the child, and the time the child will be picked up.

The adult must pick up the child at the School Office, not the classroom. No child will be dismissed directly from the classroom for any reason. This is for the safety and protection of the child.

A child who misses more than two hours of school for an appointment will be considered absent one-half day, and more than five hours will be considered absent a full day.

### TARDINESS

St. Joan of Arc School is open for students' arrival from 7:30 a.m. until 7:50 a.m. each morning. This allows students important time to prepare for the day and to socialize with their classmates. Tardiness results in feelings of frustration and inadequacy on the part of the student and disruption of instruction.

A child who arrives at school after 7:50 a.m. until 8:30 a.m. will be considered tardy. **PLEASE NOTE: STUDENTS ARRIVING AFTER 8:00 A.M. MUST BE SIGNED IN BY THEIR PARENT/GUARDIAN IN THE OFFICE.**

A child who arrives later than 10:00 a.m. or is absent for 2 hours up to 5 hours will be considered absent one-half day.

A child who arrives later than 8:30 or leaves school for any period of time, less than 2 hours in the morning will be considered partially absent.

A child who is picked up early or leaves for any period of time less than 2 hours after 12:00 p.m. will be considered partially absent.

## ARRIVAL/DISMISSAL

Parents are asked not to drop off students before 7:30 am and to pick up students by 3:10 p.m., unless they are coming in early or staying late for a supervised activity. Children who walk to and from school are also to arrive after 7:30 am and leave the school grounds by 3:10 p.m.

Please be aware that many children will be crossing the parking lot and that no matter what we say or how many times it is said, children will occasionally be careless and run or not pay attention. Please take your time for the safety of all! There is no parking next to the school building.

The class day runs from 7:50 a.m. until 3:00 (K through grade 4) or 3:05 (grades 5-8) p.m.

## ARRIVAL

No parking next to the school building. Please refer to diagram at the bottom of the page. Cars should enter the parking lot through the east gate on Pernod and exit through the west gate on Pernod or the gate on Oleatha. Upon entering the parking lot, cars should pull up as close to the gym doors as possible. The south door of the school building will remain locked and all students entering from the parking lot will need to enter through the gym doors. Parents who wish to park and enter the building need to park in a spot facing Hampton so they do not have to back up.

Students who arrive after 7:50 a.m. are considered tardy and must report to the School Office before going to homeroom.

## DISMISSAL

Primary students (K-3) are dismissed at 3:00 and upper grades are dismissed at 3:05. Students are dismissed by their teachers from the following doors:

Walkers:	courtyard doors
Riders:	gym doors

There is NO PARKING next to the school building. Please refer to the diagram below. Gate 1 will be opened at 2:45 p.m. for entrance to the parking lot and will be closed at 3:00 p.m. Gates 2 and 3 will be opened at 3:15 p.m. for people to exit. Cars need to park facing Hampton except those that are parked along the gym or Hampton fence. Cars parked along the gym and the fence close to Hampton should back onto the space so they may exit without having to back up. **NO CARS MAY BACK UP TO EXIT.** Cars traveling south or west should exit through Gate 2. Cars traveling north or east should exit through Gate 3.

School personnel will be on hand to supervise students and direct traffic. Parents are asked to pull into a parking space and park before allowing children to enter the car. **NO STOPPING IN TRAFFIC LANES TO PICK UP STUDENTS. THESE RULES APPLY TO EVERYONE, EVEN THOSE WHO ARE JUST PICKING UP ONE STUDENT OR WHO ARE IN A HURRY!**

At all times students are required to cross at the corners with the crossing guards. A DETENTION may be given for jaywalking. Parents picking up younger children are asked to cross their children at the corner, rather than jaywalking. The safety of the children is of utmost concern. Please make sure these procedures are communicated to anyone who is picking up your child.

## **ARRIVAL AND DISMISSAL DIAGRAM**

# BOOKS AND SUPPLIES

## TEXTBOOKS

Every child will be responsible for taking care of his/her textbooks and will be required to pay for any damages, which occur while he/she is in possession of those books. Textbooks must be covered at all times. The student is responsible for keeping books covered. Brown paper shopping bags can be made into excellent book covers, and this is also a way to recycle the bags. An evaluation form is completed on all textbooks at the beginning of the school year and their condition is reviewed at the end of the year.

## SUPPLIES

Students are given a list of needed supplies prior to the beginning of the school year. They are expected to have those supplies at the start of school. Parents and students are asked to be conscious of supplies that may need to be replenished or new things that need to be purchased. Teachers will do their best to limit such materials and to inform parents/students in advance of their need.

Remember to label supplies with the student's name, and to purchase extra supplies as the year progresses. To assist students in organization, St. Joan of Arc has adopted a color-coding system used in Grades 3-8. See individual teachers for list of required supplies.

### SJA COLOR CODE - INDIVIDUAL FOLDERS AND NOTEBOOKS:

Religion -	Purple	Language Arts -	Yellow
Science -	Green	Social Studies -	Dark Blue
Math-	Red		

## CAFETERIA

A lunch program is provided for the convenience of parents and students. You will receive two lunch menu/order forms every four weeks through the Family Packet. Lunch and milk prices will be sent home in a letter at the beginning of each school year.

If your child is absent on a day that lunch was ordered, that lunch will be held as a credit. When placing your next order deduct any credits and make a short notation on the form. **PLEASE DO NOT HAVE YOUR CHILD SHOW UP AT LUNCH TIME EXPECTING TO USE A CREDIT.** We need advance notice to order and prepare enough food for everyone.

Students who bring lunches may purchase milk, or bring milk or juice to school. Cold water and cups are available daily. Students are not allowed to bring cans of soda. **PLEASE** do not bring "fast food" to school for the child's lunch.

## FORGOTTEN LUNCHES

**STUDENTS WILL NOT BE ALLOWED TO CALL HOME FOR A FORGOTTEN LUNCH.** All children need to have a lunch each day. If your child (ren) does not have a lunch, a peanut butter sandwich and a carton of milk will be provided for a reasonable price. (This price will be sent home in a letter at the beginning of each school year.)

If a parent brings a lunch to school, it should be labeled with the child's name and homeroom and left in the School Office.

## CAFETERIA BEHAVIOR EXPECTATIONS :

In order for all students to enjoy their lunch and be given adequate time in which to digest it, these guidelines will be followed:

- Good table manners are expected at all times.
- Students may talk quietly only with the people at their own tables.
- Students must sit quietly at their designated table.
- Students are responsible for cleaning their own area and throwing away ALL trash in that area.
- Students may leave only after being individually dismissed by a supervising adult.
- Students are to walk, speak softly, and generally behave.
- All food is to be eaten in the cafeteria. No food is to be taken onto the playground or into the gym and no candy inside or outside the classroom unless expressly permitted by the teacher.

## PLAYGROUND SUPERVISION

The school's teachers and assistants supervise our playground. Respect for the adults supervising is expected at all times. Safety rules and discipline are discussed with these supervisors at the beginning of the year.

### PLAYGROUND RULES

#### **SAFETY FIRST - RESPECT FOR OTHERS**

- Keep hands, feet, and objects to yourself. NO BODY CONTACT.
- No pens, pencils, or other classroom materials or supplies should be taken to the playground.
- Use the restrooms BEFORE coming outside. Always ask an adult supervisor on duty before leaving the playground area to return to the building.
- STOP and LISTEN whenever the whistle is blown more than once. This means we need your attention immediately!
- Stay in your assigned area.
- No food is to be taken outside the building during lunch period.
- When the end of recess bell is rung, students will stop their play and quietly walk to designated areas to line up. They will meet their teachers and walk quietly to their homerooms.

### CONSEQUENCES

First warning:	Reminded by supervisor.
Second warning:	Five-minute time-out on the curb.
Third warning:	Sent to the school office.

## RESTROOMS

Individual homeroom teachers will schedule restroom breaks, and advise their students of these times. So as not to disturb other classes still in session, there will be quiet at all times while using the restrooms.

The restroom outside the gymnasium will be open after lunch.

## COMMUNICATIONS

A school packet is sent home with each child on Thursday or the last class day of the week. This Packet will contain the lunch menus and any important notes, reminders, newsletters, etc. Important notices are sent home on another weekday only if absolutely necessary.

Please check your Family Packet each week, and return notes, forms, and the manila envelope back to school on **FRIDAY** morning. We cannot guarantee that you will receive all information unless you return the envelope.

A sincere effort will be made to keep parents informed of the happenings of the school through many means:

- Principal's Newsletter - sent home at the beginning of each month on the back of the calendar. (Family Packet)
- Church bulletins - should be picked up at Church weekly.
- Report cards - issued at the end of each quarter.
- Prepared notes or bulletins - occasions arise when these are sent home by way of the child, in the Family Packet if possible.
- Parent-Teacher conferences - after the first quarter for all parents or at any time requested.
- Parent Teacher Organization meetings - Open House held in September, the first Wednesday in December, February, and April, and the second Wednesday in May.
- Notes or phone calls from or to the teachers.
- School website.

## TELEPHONE MESSAGES

No student will be taken from class to speak on the phone unless a real emergency occurs. Students will be allowed to use the phone only after receiving permission from the principal or secretary.

Teachers will be given messages and will return calls at their earliest convenience.

## **DELIVERIES TO STUDENTS**

Deliveries to students of flowers, balloons, cookie bouquets, etc. will not be accepted and will be returned with the delivery person.

## **CANDY and GUM**

NO CANDY IS ALLOWED during school hours or at school-sponsored functions unless expressly permitted by the supervising teacher.

NO GUM IS ALLOWED. A \$5 gum fee will be assessed.

## **SCHOOL PICTURES**

### FALL PICTURES

The photographer takes pictures at the beginning of the school year. These pictures are paid for before the portrait is taken. If you are not satisfied with the pictures, a picture retake is scheduled. This is also the time to purchase the class composite.

### SPRING PICTURES

The photographer comes in the spring. At this time, every student gets a picture taken. Parents have the opportunity to look at the proofs and order pictures. There are no retakes and a class composite is not available. This program is a fundraiser for the school. Parents are under no obligation to purchase the packets.

## **STUDENT CONDUCT AND DISCIPLINE**

### DISCIPLINE POLICY

SJA Board Policy #4301 (Approved 2005)

In keeping with Archdiocesan Policy, the administration is responsible for establishing rules for student conduct that will be reviewed yearly by the School Board.

### DRUG, ALCOHOL, AND SUBSTANCE ABUSE POLICY

SJA Board Policy #4303.2 (Approved 2005)

The possession, use or being under the influence of an illegal substance or possession of related paraphernalia on school property or at a school sponsored function is forbidden. Violators will be placed immediately on indefinite suspension pending a formal meeting with the student, parents, pastor and principal, at which time conditions for continued enrollment, if any, will be determined, and proper authorities will be notified, if warranted.

Distribution of an illegal substance on parish property or at a school sponsored function will warrant immediate withdrawal for cause, and the proper authorities will be notified.

## **VIOLENCE AND HARASSMENT**

In accordance with the Archdiocesan Policy on Violence and Harassment:

### **VIOLENCE**

(Archdiocesan Policy #4303.3)

Catholic Schools shall provide a safe learning environment for all members of the school community. The climate of SJA shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons which is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated at St. Joan of Arc.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury; harassment; assault, possession and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school premises is not permitted.

St. Joan of Arc shall develop and implement strategies to prevent violence and to address situations resulting from violence. SJA shall implement effective supervision and security procedures.

All reported or observed instances of violence and threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy.

Students and parent/guardians should be encouraged to report concerns regarding potential acts of violence to an administrator or a teacher. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly.

### **GUIDELINES ON VIOLENCE:**

1. A safe learning environment requires more than the absence of physical conflict or the toleration of others who are perceived to be enemies. Violence prevention includes both reducing the risk factors that lead to violence and strengthening the protective factors that resist violence. St. Joan of Arc will include the following among its prevention strategies: Identifying the Christian response to situations, reflecting on what Jesus would do in problematic circumstances, emphasizing respect for every person, building students' self esteem and sense of belonging; teaching students conflict management and stress management skills, fostering positive relationships among students and between students and adults, maximizing students' academic achievement, promoting appreciation of differences, media literacy, and providing parent education related to violence prevention.
2. The faculty and school/parish community should be made aware of the causes and signs of possible violent behavior.
3. St. Joan of Arc has a Care Team in place to assist with addressing possible problems before violent behavior occurs.
4. All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.
5. If a student engages in serious threatening or violent behavior, before the student can continue to attend school or be readmitted to school, the administration must receive reasonable assurance from a competent licensed mental health professional evaluation that the student is not a threat to himself or others. Appropriate releases of information must be signed to allow communication between school officials and the mental health professional.
6. Police should be notified of, and/or involved in, the handling of any possession, threatened use, or use of a firearm or other weapon by a student. Confiscated weapons should be turned over to the police.

## **HARASSMENT**

(Archdiocesan Policy #4303.7)

St. Joan of Arc shall maintain a learning environment that is free from harassment. No student in the school shall be subjected to any type of harassment.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes physical, visual, verbal, and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

## **FIREARMS, WEAPONS, AND EXPLOSIVE DEVICES**

SJA Board Policy #4604.2 (Approved 2005)

The possession of firearms, explosive devices, or other weapons as determined by the administration on school property or at a school-sponsored function is forbidden. Violators will be placed immediately on indefinite suspension, pending a formal meeting with student, parents, pastor and principal, at which time conditions for continued enrollment, if any, will be determined, and proper authorities will be notified, if warranted.

The use, or threatened use of such a device on parish property or at a school sponsored function will warrant immediate withdrawal for cause and the proper authorities will be notified

## **INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT**

(Archdiocesan Policy # 4303.4)

A safe environment for all members of the school community should be a hallmark of a Catholic School. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

### **SCHOOLS SHALL IMPLEMENT THIS POLICY IN THE FOLLOWING MANNER:**

1. Schools shall develop policies which reflect the local school community and publish those policies in the family handbook and in other school communications. These policies should describe the nature of the actions prohibited by the policy and possible disciplinary consequences for violations.
2. Schools shall develop and implement strategies to inform students, parents, and teachers about:
  - 1) The potential threats to individual identity and safety posed by inappropriate uses of websites and other means of digital communication;
  - 2) Ways to protect individual identity and safety when using the Internet or engaging in electronic or digital communication;
  - 3) Appropriate forms of communication over Internet and other electronic or digital devices which respect the privacy, dignity, safety, and good name of others; and
  - 4) The consequences of inappropriate actions or communication that affect the school, other students, their parents, members of the school staff, or others associated with the school.
3. Administrators shall investigate and act upon all reported or observed instances of Inappropriate Electronic Conduct.
4. Students, parents/guardians, and members of the school staff should be expected to promptly report to a school administrator all suspected or observed instances of Inappropriate Electronic Conduct.
5. Administrators should consider seriously all reported or observed violations and address them in a timely and appropriate manner according to school and Archdiocesan policy, applicable state or Federal Laws, and accepted administrative practice.
6. When making decisions regarding the discipline of students who violate this policy, administrators should give paramount consideration to the safety and dignity of students, parents, members of the school staff, and others associated with the school.

## ELECTRONIC DEVICES

Archdiocesan policy #4303.9 (Approved 2005)

A student shall not be in possession of cellular phones, pagers, or other unauthorized electronic devices at school, on parish property or at school sponsored functions. Such a device will be confiscated and returned to the parents at the principal's discretion.

If a student needs to have a cell phone for safety issues, the phone should be labeled with the students' name and left in the office before school to be picked up at the end of the day.

Cell phones found with a student will be given to the principal until the parent retrieves it.

## STUDENT CONDUCT

### 1. Student Behavior

The conduct and deportment of all students at St. Joan of Arc School shall be of a Christian nature and in keeping with their age and maturity. All staff members share the responsibility for supervising student behavior. All staff members and supervising adults should be obeyed and treated with respect by students.

### 2. Discipline

Each student must learn to be responsible for his/her decisions. If he/she knows what is expected, but deliberately acts contrary to those expectations, he/she should be ready to accept the logical consequences. It is expected that parents/guardians will support the faculty and administration in these matters.

### 3. Disciplinary Action

- Class and school rules will be discussed in each homeroom at the beginning of the school year. Students will be asked to help formulate these rules and will discuss reasons for each rule.
- Teachers will inform the students of the consequences for not following the rules. Within the classroom the type of discipline will be left to the discretion of the teacher with the guidance of the Principal.
- Corporal punishment will not be used in this school.
- If a student receives a detention, he/she will receive a delayed lunch which entails sitting at a separate table, no talking, and reporting to a classroom to write.
- After three detentions, besides the lunch detention, the student will serve a one-hour detention after school.
- After six detentions in one quarter, besides the lunch detention, the student will serve a one-hour detention, parents and teacher will confer, and a contract will be agreed upon by the student, parent, and teacher.
- If further disciplinary action is needed the child will be sent to the principal.
- Students receiving no detentions in a given quarter will have a dress down day.
- Students receiving no detentions for the entire year will receive an ice cream party.

### **IF THE STUDENT HAS BEEN REFERRED TO THE PRINCIPAL, UNACCEPTABLE BEHAVIOR WILL BE DEALT WITH IN THE FOLLOWING MANNER:**

- Referral to the Office: If behavior is unacceptable and cannot be remedied by the teacher or supervising adult, the student shall be referred to the principal for discipline. At this time the principal shall administer an appropriate punishment and will notify the parents in writing.
- Second Referral: If a student is referred to the Office for a second referral within an academic year, the principal shall administer an appropriate punishment and will request a conference with the parent/guardian and student. At this time the student will be placed on disciplinary probation for the remainder of the year, and a written plan for improvement will be developed.

- Third Referral: If a student is referred to the principal for the third serious offense, the student may be suspended from school until such time that the reason for the suspension is removed by a combined assurance of the parent/guardian and child. At the time of the suspension, a written record of the offense, the length of the suspension, the conditions for the student's return to school, and the procedure for the student to make up class work will be made and signed by the parent/guardian, student, and principal.
- Immediate Suspension: In extreme situations students may be suspended from school without the above procedure. The following are examples of unacceptable behavior which in some, but not all, circumstances would warrant immediate suspension:
  - Insolence toward authority- the use of obviously disrespectful language or attitude of defiance toward any teacher or adult in a supervisory role in the school. This includes volunteers, playground supervisors, maintenance workers, and cafeteria workers.
  - Disrespect shown to teachers or other students: fighting, name-calling, any degrading word, gesture, or mannerism.
  - Stealing: from the school, teachers, or other students.
  - Destruction of parish or school property, or the property of others.
  - Smoking or possession of tobacco products and/or matches or lighter.
  - Cheating: including giving answers to another student or knowingly allowing another student to copy work.
- Indefinite Suspension: If, after all reasonable procedures have been followed, a student's behavior continues to be unacceptable, or if a student is found in possession of an illegal substance or weapon, the student will be placed on indefinite suspension pending a review of the situation by the pastor and the principal.
- Immediate Withdrawal for Cause: A student found distributing illegal substances or threatening to use or using a weapon is subject to immediate withdrawal for cause.

**UNACCEPTABLE BEHAVIOR FOR WHICH THE CHILD MAY BE GIVEN A DISCIPLINARY REFERRAL BY A TEACHER OR BY AN ADULT IN A SUPERVISORY ROLE:**

1. Insolence toward a supervisory adult, in language or behavior.
2. Disrespect shown to other students; fighting, name-calling, any degrading word, gesture, or mannerism.
3. Lying.
4. Profane or disrespectful language.
5. Disruption of class.
6. Destruction of property.
7. Stealing.
8. Cheating; including giving answers to another student or knowingly allowing another student to copy work.
9. Intentionally hurting or intending to hurt another person.
10. Being out of class without proper permission.
11. Sexual harassment-inappropriate remarks, gestures, or touches; with or without the condoning of the other person(s).

**INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS**  
(Archdiocesan Policy 5202.6)

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair

use” of copyrighted materials is allowed for specific instructional purposes within the limits of “fair use” limitations.

## DRESS CODE

### UNIFORM POLICY (Archdiocesan policy #4303.6, Approved 2005)

Students are expected to be attired in a manner consistent with accepted Christian standards of good taste and decency. The policy regarding student dress code is determined by the administration with parental input. Implementation of the uniform policy will be the responsibility of the administration and staff of the school. Adherence to the uniform policy is the responsibility of the parents and students.

### UNIFORM REGULATIONS

Uniforms are to be worn by all students from Grades K-8. Full uniforms are to be worn throughout the year with the exception of picture day and specially designated dress up or dress down days. If any deviation from the uniform is necessary, a written note from the parent must be presented by the student to the homeroom teacher. This note is valid for one day only, unless the parent makes special arrangements with the principal. If the student comes to school out of uniform the next day he/she will be sent to the office to contact his/her parents. Students in Grades 5-8 will receive a detention for a uniform violation.

## UNIFORM CODE

WE ASK YOUR HELP IN SEEING THAT OUR UNIFORM CODE IS ENFORCED. ONLY BY PURCHASING THE PROPER UNIFORM CLOTHING CAN THIS BE ACHIEVED.

### ALL STUDENTS

#### SHOES:

- School type dress shoes or predominantly white, black or navy athletic or tennis shoes may be worn, but may not have black soles, which mark the floors.
- Girl's dress-type shoes should have flat heels and plain (not platform) soles.

#### SOCKS:

- Note: **SOCKS MUST BE SEEN ABOVE THE SHOE.** NO "VERY LOW-CUT" socks will be allowed. DETENTIONS will be given for incorrect socks. Please be sure the sock is visible above the shoe.
- Boys- Solid white, black, or navy (plain, no logos or emblems) socks, socks that are seen above the shoe or quarter crew socks.
- Girls- White or navy blue opaque tights, socks, quarter crew socks, socks that are seen above the shoe or knee socks.

#### SWEATSHIRTS (OPTIONAL):

- Navy blue, gray, or maroon sweatshirts with the embroidered SJA emblem (purchased through the school office, an order form will be sent home in the first week family packet and again in January).
- No other sweatshirts are allowed.

#### SWEATER (OPTIONAL):

- Solid navy blue cardigan uniform sweater
- Solid navy blue crew neck pullover uniform sweater.

#### SHORTS/SKORT:

- May be worn from the beginning of the school year through October 15th, and from April 15th through the end of the school year.
- NAVY BLUE WALKING SHORTS  
Must be mid-thigh length with a front zipper and belt loops. (Belt loops for Kindergarten students are optional.)  
Must be cotton or cotton blend.  
May or may not have cuffs.
- NAVY BLUE SKORT  
Girls grades K through 8 may wear a navy blue uniform skort made of cotton blend uniform fabric. The skort must be purchased at either the Head of the Class store or website or at Catholic Supply. Cotton skorts purchased from other stores may not be the correct fabric.

**BELT:** A black, navy, tan, or brown leather or fabric belt must be worn with all pants and shorts that have belt loops. (Except Kindergarten students.)

#### HAIR:

- Only the student's NATURAL hair color is permissible. The student will be asked to redo their hair if it has been colored.
- BOY'S: hair must be in a close cut, above the collar.

**JEWELRY:** No jewelry is allowed except the following:

- A watch
- A ring
- A simple chain with a cross or medal
- Girls: **ONE** small pair of close-to-the-ear earrings located on the ear lobe. (**NOT on the cartilage.**)
- Boys: NO earrings are allowed
- The appropriateness of the jewelry is left to the discretion of the homeroom teacher.

### GIRLS

#### JUMPER/SKIRT:

- SJA plaid jumper for grades K through 5.
- SJA plaid skirt for grades 6 through 8. **SKIRTS SHOULD BE NO SHORTER THAN 1" ABOVE THE KNEE AND MAY NOT BE ROLLED AT THE WAIST.**

#### SLACKS:

- Solid navy blue straight front or pleated front corduroy, cotton, or cotton blend uniform slacks.
- Slacks should have front zipper and belt loops. (In Kindergarten belt loops are optional.)
- Cargo pants are not permitted.

#### SHIRT/BLOUSE:

- Plain white cotton knit short or long sleeved polo style shirt (no logos or emblems).
- White, long-sleeved knit turtleneck.
- Blouses are to be white cotton or cotton blend, long or short sleeve with buttons down the front.
- NOTE: T-SHIRTS WORN UNDER SHIRTS OR BLOUSES MUST BE SOLID WHITE, NO PICTURES OR WRITING.

#### MAKE-UP:

- Make-up is NOT permitted.
- Nail polish: Colored nail polish is not permitted. Clear nail polish is acceptable.
- Artificial nails or nail tips are NOT permitted.

## BOYS

### SLACKS:

- Solid navy blue dress slacks, cotton, cotton blend, or corduroy, with or without front pleats.
- Pants must have front zipper and belt loops. (In Kindergarten, belt loops are optional.)
- Cargo pants are not permitted.

### SHIRTS:

- Plain white cotton knit, short or long sleeved polo-style shirt.
- White cotton or cotton blend collared shirts that button down the front.
- White long-sleeved knit turtleneck.
- NOTE: T-SHIRTS WORN UNDER SHIRTS MUST BE SOLID WHITE, NO PICTURES OR WRITING.

## **GYM UNIFORM: ALL STUDENTS**

**SHORTS:** Blue nylon shorts with school logo (except kindergarten boys). Shorts are to be purchased at sports sign-ups or uniform exchange days. An order form is sent home in the first week family packet.

**SHIRTS:** Gr. K-3 Uniform shirt or blouse.  
Gr. 4-8 White or blue T-shirt (This shirt is not to be worn under the uniform shirt or blouse.) SJA T-shirts may be worn.

**SHOES:** Tennis shoes (these may be the same as school shoes).

**KINDERGARTEN:** Boys wear school uniforms and tennis shoes for gym. Girls are to wear shorts (under their jumpers) and tennis shoes for gym.

### **DRESS-UP DAYS**

On dress-up days, students should dress modestly. Jeans, T-shirts, inappropriate sundresses, tube tops, tank tops, halter-tops, etc. are not to be worn. Flip-flops may not be worn.

### **DRESS-DOWN DAYS**

On dress-down days, students may wear nice jeans, sweat suits, shirts, slacks, and tops that are appropriate for school. Tank tops, tube tops, halter-tops, or crop tops are not to be worn. School shoes must be worn.

## **LOST AND FOUND**

A tub for lost articles is located in the gym foyer. Periodically, the tub is emptied and the articles of clothing are given to the poor. **PLEASE MARK ALL CLOTHING WITH YOUR CHILD'S NAME.** Students are responsible for the care of their own belongings. The school is not responsible for lost articles.

## DISASTER PREPAREDNESS

### EMERGENCY FORMS

In your beginning of the year family packet, you will receive two emergency forms for your family- one for release in case of illness, and another designating to whom the child may be released in case of extreme emergency. These forms should be returned by the end of the first week of school. Efforts will be made to contact a parent if at all possible before the child is released to any other person. It is very important that we have current phone numbers for both home and work and that alternate names appear on the card in case we cannot reach the parents.

Please notify the school immediately of any changes.

## EMERGENCIES

- SNOW DAYS

If it is necessary to close school because of the weather, parents will receive a phone call informing them of the closing from the room parent of the oldest or only student. If the forecast is threatening, please keep your radio tuned to KMOX (AM1120). Also announcements are made on the three major television stations- KTVI, KMOV, and KSDK. Also information can be accessed on [www.ktrs.com](http://www.ktrs.com) website. Please DO NOT call the rectory or faculty/staff at their homes.

- UNSCHEDULED EARLY DISMISSAL

Unless we are forced to leave the building because of an unforeseen situation, this school will not close early. In case of severe weather, parents always have the right to pick up their children early. PLEASE DO NOT CALL THE SCHOOL. Come for your child without calling when you want your child dismissed due to inclement weather. We will not send children home to empty homes or unexpectedly; no child will be left unsupervised at any time.

- FIRE, TORNADO, EARTHQUAKE DRILLS

Fire, tornado, and earthquake drills are conducted throughout the school year. These drills are worked out with the faculty and the students to insure safe and orderly evacuation and precautionary measures.

- SERIOUS ILLNESS OR ACCIDENT

The Principal or Secretary will follow the instructions given on the Emergency Forms handed in the first week of school. IF PHONE NUMBERS CHANGE DURING THE YEAR, PLEASE NOTIFY THE SCHOOL OFFICE AS SOON AS POSSIBLE.

- EMERGENCY PROCEDURES

Please refer to the Disaster Preparedness Plan, which outlines disaster emergency procedures in Appendix X in the back of this handbook.

## DRUG, ALCOHOL, AND SUBSTANCE EDUCATION

SJA Board Policy #5105 (Approved 2005)

It is recommended that students in grades 1 through 8 receive drug, alcohol and substance education annually. The program should be preventative as well as informative in nature.

In full support of the Archdiocesan position on Drugs, Alcohol and Substance Abuse, St. Joan of Arc will adhere to the procedural guidelines established in Archdiocesan Policy 4604.1

## FACULTY MEETINGS

Please check your yearly and monthly calendars for the dates of the faculty meetings and workdays.

## FIELD TRIPS

Each class participates in at least one planned field trip each year. Participation is a privilege, not a right, of the student. Students whose behavior has been less than expected or students who are not caught up with assignments may not be permitted to participate in a field trip, at the discretion of the teachers or principal.

The principal must approve all activities planned. Bus transportation is used. A signed permission slip from parents is required of all students leaving the school grounds. A copy of the format for the permission slip is reproduced at the end of this handbook. Only this form is acceptable for reasons of liability.

## HEALTH

### PHYSICAL EXAMS

In accordance with the laws of the state and the policy of this school, students in grades K, 3, and 6 are required to have a physical examination. A physical given any time within the previous year will be valid for this purpose. If you need a health form, please contact the school office or the St. Louis Health Department (612-5000). This form must be returned to the school office by October 1. Failure to return the form by this date will result in the exclusion of the child from school until such time as the form is returned.

### ILLNESS DURING THE DAY

Parents of students who become ill during the day will be contacted if possible. Parents are expected to pick up or make arrangements for someone to pick up a child who is ill. We have no facilities to keep a sick child. If it is not possible to contact a parent, one of the two persons listed on the Emergency Card will be called.

### HEAD LICE

The child will be excluded until he/she has a doctor's prescription or medicine container to prove that treatment has been given, and no evidence of lice or nits (eggs) are found in the hair. If any nits are found the child will be sent home for additional combing.

Head lice should be reported to the principal as soon as diagnosed to prevent their spread to others.

### CONTAGIOUS ILLNESSES

No child should be sent to school and no child will be allowed to remain at school with the following:

- Fever of 100° or greater.
- Diarrhea
- Vomiting
- Bacterial infections, such as impetigo, strep throat, or ear infections, unless the child has undergone 24 - 48 hours of treatment and has a doctor's permission to return to school.
- Unidentified skin rash
- Chicken pox where blisters are still present.

## **CHILDREN SHOULD BE FEVER FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL.**

## **MEDICATION**

Administration of Medication in School (Archdiocesan Policy, No. 4704)

School personnel should not dispense prescription or non-prescription medication of any kind to a student in school without 1) the direct order of a licensed physician, signed and properly filed with the school; 2) the written permission of the parent to dispense medication; 3) proper training on medication administration.

All medication sent to the school must be kept in a secure place under the supervision of the administration. Students may not carry medication on their person. (Albuterol Inhalers for students with asthma are the exception.) One staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

St. Joan of Arc School personnel CAN NOT give any medication without the Parental Consent for Medication Administration and Physician Consent for Medication Administration forms on file in the office. The forms are sent home in the first family packet of the school year, can be found in the back of this handbook, and may be requested from the school office. The form needs to be filled out by BOTH the parent/guardian and the doctor. This is for prescription as well as over the counter medicines (headache medicine included).

If a form is not on file someone will have to come give the student medicine.

## **CHILD ABUSE AND NEGLECT**

St. Joan of Arc abides by the State Child Protection and Reformation Act (RSMO 210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must be reported to the Missouri Department of Family Services.

## **PROTECTING GOD'S CHILDREN**

As mandated by the Archdiocese, all personnel and volunteers at Catholic elementary schools must be in compliance with the "Protecting God's Children" program. This includes attendance at a "Protecting God's Children" seminar, completion of the Child Abuse Screening form, and the Commitment to Ethical Conduct form. Only those volunteers in compliance will be permitted to volunteer at St. Joan of Arc School.

## **INSURANCE**

Student accident is available to any family in our school who may be interested. This coverage is offered through United Healthcare STUDENT Resources, a very reputable company that has been dealing with student accident insurance for many years. To find out more information about the program contact the school office or access the United Healthcare's website at [www.k12StudentInsurance.com](http://www.k12StudentInsurance.com). On line enrollment is also available at this site. Instructions for accessing this website are as follows:

\*Go to [www.k12StudentInsurance.com](http://www.k12StudentInsurance.com). Towards the bottom find the section named Parents/Guardians.

\*Click on Our Plans & Pricing. \*A blue search box will pop up. \*Type Archdiocese in the School System and select MO in the School State box. \*Then click Search and the ARCHDIOCESE OF ST. LOUIS will show up.

Follow the directions from there to view plan materials or enroll online.

## **STUDENT PROGRESS**

### **PROMOTION**

Students are advanced in grades based upon satisfactory completion of the required academic work for the preceding level.

### **RETENTION**

SJA Board Policy #4303 (Reviewed 2004)

In accordance with the Archdiocesan policy, at St. Joan of Arc a student is considered for retention when he/she lacks the skills for advancement to the next grade level. The decision for retention rests with the professional educators.

Parents are to be advised of this possibility as early as possible, normally after the second quarter report card. Final decisions are made later in the school year. Close communication with parents throughout the entire process of evaluating a student's progress is essential for the child's welfare and parental understanding and support.

The decision to retain students in a grade is based upon the following criteria:

- Academic readiness
- Social and/or emotional readiness
- Other pertinent circumstance

### **ACCELERATION**

Acceleration, or continuous level progression, is possible in elementary schools in the Archdiocese at any level. The decision for acceleration, however, always involves mutual agreement among the school, parents, and student. Judgment for the recommendation is based on objective testing data, teacher observation and the student's social and emotional readiness.

## **VISITORS**

Parents are always welcome to visit the school or the classrooms. All visitors must report to the school office and sign in.

**The School Board or Principal reserves the right to amend this handbook for just cause. Parents will be given written notification if changes are made.**

# APPENDICES

## I. PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION

Dear Parent or Guardian:

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from St. Joan of Arc School. A brief description of the activity follows:

Name of Event:

Destination:

Designated Supervisor of Activity:

Date and Time of Departure:

Date and Anticipated Time of Return:

Method of Transportation:

Cost:

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or guardian, you remain responsible for any legal responsibility, which may result from any personal actions taken by the named student.

I hereby consent to participation by my child, \_\_\_\_\_ in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above, including the method of transportation.

\_\_\_\_\_  
(Print Parent's Name)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

Please return this entire form, with fees, by:  
Make checks payable to St. Joan of Arc.

Phone where parents can be reached in event of an emergency:

Home:

Work:

St. Joan of Arc School  
5821 Pernod Ave.  
St. Louis, MO 63139  
752-4171

## **II. PARENTAL/PHYSICIAN CONSENT FOR MEDICATION ADMINISTRATION TO THE CHILD**

**St. Joan of Arc School  
5821 Pernod Ave.  
St. Louis, MO 63139  
Phone: 314-752-4171  
Fax: 314-351-8562**

**III.A PARENTAL CONSENT FOR STUDENT TO ADMINISTER MEDICATION VIA  
METERED DOSE INHALER**

St. Joan of Arc School  
Parental Consent for Student to Administer Medication  
Via Metered Dose Inhaler

## **VI. STUDENT ASTHMA ACTION CARD**

St. Joan of Arc School  
Student Asthma Action Card

## **V. ASTHMA EMERGENCY PLAN**

St. Joan of Arc School  
Asthma Emergency Plan

## **VI. INHALER PROCEDURE FORM**

St. Joan of Arc School Inhaler Procedure Form

## **VII. ST. JOAN OF ARC SCHOOL BOARD CONSTITUTION**

St. Joan of Arc School Board Constitution









## **VIII. PARENT/TEACHER ORGANIZATION OF ST. JOAN OF ARC SCHOOL CONSTITUTION**

### **ARTICLE 1: NAME**

The name of this organization shall be the Parent/Teacher Organization of St. Joan of Arc School.

### **ARTICLE II: PHILOSOPHY AND OBJECTIVES**

Based upon the belief that parents are the primary educators of their children, the objectives of this organization are:

to advance Catholic education;

to promote activities for the benefit of family and school,, and

to enhance the parents' and teachers' role in education by increasing the knowledge of education and its processes, by increasing the mutual understanding of children, and by providing an opportunity for parents and teachers to work together for the good of the children

### **ARTICLE III: MEMBERSHIP**

Members shall consist of the Principal, faculty members and parents or guardians of the students of St. Joan of Arc School and the Parish School of Religion.

### **ARTICLE IV: MANAGEMENT**

SECTION 1. The Executive Board shall be composed of the officers, the chairpersons of standing committees, and the ex-officio, non-voting Spiritual Advisor. The Spiritual Advisor shall be the Pastor or his appointee.

SECTION 2. The Executive Board shall manage the organization with the consensus of the general membership. The Executive Board shall report its interim actions and recommendations at each General Meeting.

SECTION 3. Two members of a household shall not be eligible to serve concurrently on the Executive Board.

### **ARTICLE V: OFFICERS**

SECTION 1. The officers of this organization shall be President, Vice-President, Secretary, Treasurer and Faculty Representative. These officers shall perform the duties prescribed in the Bylaws and according to the parliamentary authority.

SECTION 2. The officers, except the Faculty Representative who shall serve a one-year term, shall serve a two-year term or until a successor is elected. The two-year officers shall be elected in alternate years: President and Secretary in even- dated years, Vice-President and Treasurer in odd-dated years. Term of office shall be from July 1 to June 30.

SECTION 3. Officers shall be members of the Organization. Only the Principal or faculty members shall be eligible for the office of Faculty Representative. No officer shall be eligible to hold the same office for more than two consecutive years.

### **ARTICLE VI: MEETINGS**

SECTION 1 - The executive Board shall meet at least ten times a year. Special Board meetings may be called as necessary by the President or three Executive Board members. A quorum of the Executive Board shall be a majority of the Board; of that majority, three shall be officers.

SECTION 2. There shall be five General meetings, two each school semester, and a General Meeting in May for the purpose of elections. The President or three Executive Board members or the general membership may call special General Meetings as necessary. The general membership may call a Special General Meeting by a vote at a General Meeting or by a written petition from twenty-five members. At a General Meeting twenty-five members present shall constitute a quorum.

SECTION 3. All meetings shall be open. All meetings shall be announced in the parish bulletin.

SECTION 4. The Annual Meeting shall be the May General Meeting. Written annual reports of all committees shall be submitted at the Annual Meeting.

#### ARTICLE VII: AMENDMENTS

Amendments to this Constitution shall be proposed in writing at one General Meeting and considered at the next. A 3/4 vote of the attending membership is necessary to amend the Constitution.

### BYLAWS

#### ARTICLE 1. DUTIES OF OFFICERS

SECTION 1. The President shall preside at all meetings and implement the directives of the Bylaws. The President shall coordinate the work of the officers and committees, and shall be an ex-officio member of all Standing Committees. The President shall nominate chairpersons of Standing Committees and appoint chairpersons of special committees.

SECTION 2. The vice-president shall aid the President and perform the duties of the President in the absence of that officer. The vice-president shall be the representative to the Parish Council and shall be an ex-officio member of all Special Committees, except the Nomination and Investigation Committees.

SECTION 3. The Secretary shall maintain a written record of all acts of the organization; conduct, receive and dispose of all correspondence as directed, and preserve all necessary reports and documents.

SECTION 4. The Treasurer shall have custody of the funds of the organization; shall keep a full and accurate account of the receipts and expenditures; and shall make disbursements within the approved budget. The Treasurer shall make a verbal financial report at each General Meeting and a written annual report.

SECTION 5. The Faculty Representative shall coordinate the interests of the faculty with actions of the organization. The Faculty Representative shall preside at meetings in the absence of both the President and vice-president.

#### ARTICLE II: NOMINATIONS AND ELECTIONS

SECTION 1. The Executive Board shall appoint three persons to the Nomination Committee. The committee shall elect its chairperson from among its members.

SECTION 2. The Nomination Committee shall present candidates for each office of the General Meeting preceding the elections. Additional nominations may be made from the floor at that General Meeting, subject only to the consent of each nominee and approval by the Spiritual Advisor. A short biography of the nominees for each office shall be published before each election.

SECTION 3. Regular elections shall be held at the Annual meeting. The Nomination Committee shall organize and hold the elections.

SECTION 4. Voting shall be by secret ballot. A majority of all votes cast shall constitute an election. If no candidate wins a majority, a run-off for that office shall be held between the two nominees with the tied number of votes on the first ballot.

#### ARTICLE III: COMMITTEES

SECTION 1. There shall be five Standing Committees: Faculty Assistance, Finance, Membership, Program, and Publicity. Their term of office shall be one year. Chairpersons of Standing Committees shall be nominated by the President and ratified by the other elected officers. The Chairperson shall appoint additional committee members from among the general membership.

SECTION 2. The Faculty Assistance Committee shall assist the faculty and administration with volunteer services to the staff.

SECTION 3. The Finance Committee is responsible for budgeting, investigating purchases, recommending fund-raising activities and conducting an annual audit. All fund raising committees are to submit a written report to the finance committee chairperson who shall report to the PTO Board (i.e. Arts/Crafts Fair). At the first General Meeting the Committee shall submit an audit for the previous year and a budget for the coming year. SECTION 4. The Membership Committee shall welcome, orient and encourage new members, develop activities for members to become acquainted and to socialize, and provide membership rosters. SECTION 5. The Program Committee is responsible for establishing programs of interest to parents and faculty at the General Meetings and organizing other special events. SECTION 6. The Publicity Committee shall communicate to the membership upcoming events or programs, and advertise to the Parish public fund-raising and special events. SECTION 7. Special committees may be appointed by the President of the Executive Board.

#### ARTICLE IV: VACANCIES AND DISMISSALS SECTION

A vacancy of any office shall be filled only for the remaining term by an election of a new officer as provided in Article 11, Nominations and Elections. An interim officer for office vacancies, except for that of President, shall be appointed by the Spiritual Advisor with approval of the Executive Board. For a vacancy of the Presidency, the Vice- President shall assume the duties of acting-President until the election and installation of a new President. The Spiritual Advisor with approval of the Executive Board, shall appoint an interim Vice-President until the acting-President returns to the duties of Vice-President. SECTION 2. Officers may be dismissed from office for cause. An Investigation Committee shall be appointed upon receipt of a written complaint signed by twenty-five members. The Investigation Committee shall be composed of the Spiritual Advisor, an appointee of the President and an appointee of the Vice-President. Should the complaint be against the President or Vice-President, the Faculty Representative shall make that appointment. The Investigation Committee shall recommend subsequent action. Only if the Committee finds sufficient cause, shall a report of the investigation be given and a vote of the membership taken. A majority vote shall carry a motion on retention or dismissal.

#### ARTICLE V: FEES

An annual fee per family shall be collected. These funds shall be used to develop quality programs, to reduce the costs for social activities, and to offset operating expenses.

#### ARTICLE VI: DISPOSAL OF ASSETS

All funds shall be disposed each year for the benefit of the school or this organization except for minimal maintenance funds in required accounts. The Fiscal year shall begin June 1 and end May 31.

#### ARTICLE VII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Revised, shall govern the organization in all cases where the rules are not in conflict with these Bylaws. Both the Vice-President and Secretary shall maintain a copy of the current edition for meeting reference.

#### ARTICLE VIII: AMENDMENTS

Amendments to these Bylaws shall be proposed in writing at one General Meeting and considered at the next. A 2/3 vote of the attending membership is necessary to amend the Bylaws.

**Appendix IX  
DISASTER PREPAREDNESS PLAN**

















## **Appendix X**

### **ST. JOAN OF ARC SCHOOL INTERNET ACCESS AND ACCEPTABLE USE POLICY**

St. Joan of Arc School provides anonymous use of the Internet. For students to be allowed to use the Internet for educational purposes during school hours, we need an additional student and parent signature.

By providing Internet access at St. Joan of Arc School to teachers and students, we hope to offer a variety of educational resources. While many opportunities offered by the Internet are exciting and appropriate, others are unsuitable for school use. Students will be allowed to use the Internet at St. Joan of Arc School during school hours for class research and instructional purposes only. Any students engaging in unethical or irresponsible activities on the Internet may lose usage privileges and face further discipline depending on the activity.

### **PERMISSION FORM FOR CHILD INVOLVEMENT IN MEDIA/MARKETING MATERIALS**

Occasionally someone from the media contacts our school about a feature story. It is important that we know before the media arrives if you have any objection to your child (ren) being included in these stories. Additionally, occasionally the school will prepare a marketing or informational brochure. Signing this form authorizes the school to photograph your child (ren) and use the photographs in brochures or in other similar publications. Please fill out and return this release. We will keep it on file for the coming year. If the form is not returned, your child (ren) will be excluded from any media or marketing situations. The marketing materials would be limited to ads, brochures, or fliers and would not include anything on our website.

NOTE: This form applies only to feature stories, ads, brochures, and fliers. If reporters come to school for a general news story, the school administration will make every effort to keep them from interviewing or photographing them.