



Ste Jeanne d'Arc School  
*The Journey Begins*

**HANDBOOK**

**2011-2012**

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# **INTRODUCTION**

## **PURPOSE OF THE HANDBOOK**

The purpose of this handbook is to make clear the established policies of the school. It is meant to be a guide for pupils, parents, faculty and staff—to help them know where they stand and what is expected of all concerned. It is only through common understanding and cooperative efforts that we will attain our goal of education.

## **AIM**

We, as a team, aim to help the child develop his/her talents in as much as he/she can. We hope to guide our students in assuming their roles as Christians living in a democracy. In keeping with the ideal of the dignity of persons, we intend to foster a responsibility that will later enable these students to assume a constructive role in their family life, civic life, and social life.

## **HISTORY**

In 1910, the late Rev. Joseph Campeau, OMI, pastor of St. Joseph's Parish in Lowell, had obtained permission to build a parish school for the first grade pupils of the Pawtucketville section of the city. This school was built on Fourth Avenue, and the Grey Nuns of the Cross of Ottawa, already at St. Joseph's School were commissioned to teach at this new one-grade school.

The opening of a parish school was now the first step toward the realization of the dream for a parish in Pawtucketville.

From its modest beginnings to the establishment of Ste Jeanne d'Arc Parish in 1922, the school expansion program continued throughout the years until 1931 when there were 12 classrooms in the old church on Fourth Avenue, and seven classrooms in the old Moody Street School purchased by the parish from the City of Lowell, with a total enrollment of 878 children.

It was because of continued demands on the part of parents for a primary school that the old Moody Street Primary Public School was purchased in 1921.

The Grey Nuns of the Cross traveled daily from St. Joseph's Convent to Pawtucketville to teach 300 enrolled children at the Moody Street Parish School while 163 more pupils attended the first grades at the original Fourth Avenue facility.

The need for a new school had been evident for many years, and now became more imperative. On August 5, 1946 the Parish obtained permission to purchase three lots on Dracut Street and Fourth Avenue. Ground breaking did not occur, however, until August 9, 1950 and the school was built under the direction of the then pastor, Rev. Donat

Morrisette, OMI. The late Bishop Louis Collignon, OMI of Haiti presided at the blessing of the new school on September 28, 1952.

During the seventies, there was a temporary phase-out of certain classes. Since 1976 this has been reversed and the school has had double classes of grades kindergarten to eighth through the 1980's and is presently seeing a period of even greater expansion with the establishment of a K1 program for four-year-olds.

In September 2004 Ste Jeanne d'Arc Parish was closed as part of the archdiocesan reconfiguration of parishes. At that time, the school became associated with St. Rita's Parish.

In the fall of 2010, Ste Jeanne d'Arc School was named a Blue Ribbon School of Excellence by the U. S. Department of Education. This award, earned for superior academic achievement, is the highest honor a school can achieve in the United States.

It is hoped that the spirit that brought about SJA's conception and nurtured it through a period of regeneration will live on through the challenges of the future.

## **PHILOSOPHY**

The child is a spiritual being created in time for eternity. Ste Jeanne d'Arc School fosters, within the child, an awareness of his/her own dignity as a person. As a Catholic school, it also helps develop within him/her an appreciation of God's world and an awareness of his responsibility towards God and neighbor. The curriculum endeavors to provide the necessary material to support his/her spiritual, moral, social, intellectual, and physical growth.

Convinced that their function is not so much to teach as to awaken, the faculty endeavors not only to help form cultured men and women, but also to develop confident individuals able to assume an active role in society, working to establish social justice and contributing to human progress in all of life's aspects.

### **Objectives**

1. To deepen the child's love for God and neighbor through awareness of his/her relationship to God and society and by developing his/her baptismal gifts.
2. To supply an integrated curriculum that offers an opportunity for a well-integrated life. This curriculum should:

Teach and develop basic subject skills, awaken and stimulate talent by problem-solving procedures, explorations, discoveries and the evaluation of varied information and life situations.

Foster self-learning, critical thinking, decision and peace making skills.

Promote physical growth, safety and well-being.

Show awareness of relevant educational thought and practices.

Promote the use of technologies and informational tools in the completion of schoolwork.

3. To maintain the intellectual atmosphere of the classroom, and promote the mental health and spiritual development of the child. It is understood that teachers' lifestyles are as important as credentials. Christian atmosphere and climate are the concern of teachers and students.
4. To give adequate knowledge of his/her country's cultural heritage to afford a well-balanced American spirit, so as to inspire responsible leadership in our society. The school adheres to a non-discriminatory policy with regard to race and creed. The child should appreciate his/her particular and other cultures and be encouraged to have a knowledgeable skill in a second language.
5. To give evidence of being articulate Christians with various groups affecting their lives.
6. To foster a self-discipline which has precedence over a discipline which creates fear through punishment. The staff will not use force, will attempt to develop true sincerity with each individual student, will not let any child intrude on them to the point of manipulation, and will emphasize a responsibility for the child's own learning. Self-direction is stressed.
7. To witness to and instill in students the gospel message as values worth living and dying for.

Hence, we offer an education wherein the human sciences and revelation mutually enlighten each other to become complementary aspects of the same truth.

## **OUR MISSION**

Ste Jeanne d'Arc School's mission is to continue the teaching ministry of Jesus by providing a challenging education within a faith community.

## **OUR VISION**

Ste Jeanne d'Arc School's vision is to continue to be one of the top Catholic elementary schools in the nation by

- Attracting students who may best benefit from our educational opportunities;
- Creating a school organization that attracts, retains and develops talented and committed staff members who live our values;
- Attracting highly qualified teachers and specialists to our educational staff;

- Investing in key programs and technologies to offer innovative education to our students;
- Achieving the highest standards for quality educational outcomes, student performance, and operational excellence;
- Modeling a leadership role in meeting the educational challenges for the community;
- Supporting community outreach programs that attest to our gospel values;
- Developing the skills that will enable the students to successfully function in a global society;
- Maintaining the standards of academic excellence of our 2010 Blue Ribbon Award from the U. S. Department of Education.

## **OUR VALUES**

Partner - Our faculty closely partners with parents to ensure each student's learning environment extends from the classroom to the home.

Nurture - We nurture our students in a safe environment where they can be awakened to the concepts of faith, community, personal identity and self-worth.

Challenge - Ste Jeanne d'Arc School challenges students to go beyond their self-imposed limitations and to broaden their understanding of themselves and each other.

Prepare - A customized curriculum at each grade level prepares our students with the intellectual and moral knowledge and behaviors to succeed.

Capacity for learning - All our graduates are equipped with a "capacity to learn" - that is, the self-discipline and the intellectual tools to confidently acquire new knowledge.

Courage - Each of our graduates manifests the personal courage to make difficult decisions grounded in fundamental, Judaeo-Christian values.

Compassion - Our graduates are compassionate young people who seek a connection with all human beings, regardless of age, gender, race or religion.

Curiosity - Each student is encouraged to ask thoughtful questions, to introduce original ideas and to seek knowledge with a lasting sense of curiosity and adventure.

## **ADMISSIONS**

Ste Jeanne d'Arc School's practice is to admit children based on the following procedure:

1. Parent contacts the school to place child(ren)'s name on the pre-registration list by filling out the application form; at this point there is no financial commitment. Parents are given a brochure and fact sheet and general information questions are

answered. Forms are mailed to families who request by phone. Application is also available on our website.

2. As openings occur for the following school year, parents on the pre-registration list are contacted to determine if they are still interested in registering. After current school families are registered, selection is made based on the date of the pre-registration form for students. K1 (four-year-olds) and K2 (five-year-olds) children are not tested to screen for eligibility.
3. An annual Open House is held the first Sunday of Catholic Schools Week prior to registration at the end of January and is advertised in the local newspaper. Personal invitations to the Open House are mailed to each family that has expressed interest in the school during the past year. Families are given a tour of the buildings and an opportunity to meet students and staff.
4. Formal registrations are at an evening meeting. At this time, the principal provides parents with all program and financial information they need to enroll their child. At that time a deposit is required towards the student fee, and paperwork (medical information, sacramental records, and family data) is collected.

Children are accepted at Ste Jeanne d'Arc School on the basis of available space and our ability to serve their individual needs. Parents of students transferring into grades 1-7 may be asked to provide copies of reports cards, standardized test scores and writing samples for evaluation prior to acceptance. The student body is heterogeneous as to gender, socioeconomic mix, race, and creed. It is our philosophy to educate each child taking into consideration individual needs and to work with a student's individual potential. We are not equipped, however, to deal with serious learning disabilities and cannot accept children who require some special services that we do not offer.

Shadow days: Appointments can be made for older children to visit the school and spend some time with students at the appropriate grade level. Shadowing must be scheduled before May 15, prior to comprehensive exams and field trips.

Kindergarten (K2) applicants are rejected only on the basis of space availability. Kindergarten students must be five years old by September 1<sup>st</sup> of the year they begin school. Students who will be five after September 1<sup>st</sup> may apply for admission and will be evaluated on a case-by-case basis if space is available. Transfer students may be rejected on the basis of space or special needs that we cannot meet. The final admissions decision is made by the principal.

New students are admitted on a three-month probationary period.

# ACADEMIC GUIDELINES

## CURRICULUM

At Ste Jeanne d'Arc, the students are offered quality education. The areas of study are Religion, Language Arts, Mathematics, Science, Social Studies, Computers, French, Music, Art and Physical Education. English, Math, French and Computer Literacy are taught on ability levels. Accelerated and remedial courses are provided in these areas. All students, Catholic and non-Catholic, must take religion classes.

## GRADING

1. Reports are distributed three times a year. Parents are asked to examine them carefully.
2. Parents' signatures should indicate that the report has been thoroughly examined. Should the parents want more information, they are to make an appointment with the teachers.
3. Progress reports are given out three times a year and when deemed necessary by teachers or requested by parents. Custodial parents only will receive progress reports and evaluations. No duplicate copies will be made by the school in the case of shared custody. It is the responsibility of the parent receiving the report to share it with the other parent.

## Achievement, Effort, Personal and Social Development

This attitude rating is done in consultation by all teachers involved. It represents the student's interest in subject matter, attitude in class, rapport with teachers and students, and the effort shown in daily participation and performance.

## Subject Matter

This is evaluated according to the individual's progress. What he/she achieves is what he/she gets, disregarding his/her standing among peers.

## Coding for Grades K-2 and K-8 Art:

- |                    |  |
|--------------------|--|
| Outstanding (OP):  | The student has mastered the concept taught and can apply it to all situations given. Student has also shown initiative in applying it on his/her own. |
| Satisfactory (SP): | The student has mastered the concept taught and can apply this knowledge to most all situations given to him/her.                                      |

Needs Improvement (IN): The student seems to have grasped the concept taught but has difficulty in applying this knowledge to various situations.

Not Satisfactory (NSP): The student has not grasped the concept taught, cannot apply it in learning situations and has made no effort to remedy the situation.

**Personality Rating:** MT - Most of the time  
PT - Part of the time  
S - Seldom

Students in grades 3-8 are graded numerically in most subjects according to concepts. For Art class, students are graded according to the coding above. In physical education class, students receive a rating of Satisfactory or Unsatisfactory. Grading will appear on the evaluations. Each teacher is required to cover the course material. This will be transmitted to parents and student by way of behavioral objectives on the report card.

Students are allowed to make up failed (failed grades are 59 or below) homework or class assignments. They have five school days after receiving the returned assignment to make it up. Tests are rescheduled at the teacher's discretion. Students must make an effort to approach the teacher and ask for a re-take two school days after receiving the poor grade. The teacher will then schedule a re-take for one or more students and will inform the student of the re-take date and time. The new grade will be the average of both tests or assignments.

In this way, students take upon themselves the responsibility for their learning and failure is minimized for those who wish to make the effort of learning from their mistakes. Younger students are initiated into the re-take policy through teachers who take the time to re-take exams and difficult concepts with them. This is done before school, at lunch time or after school at the teacher's discretion. The school reserves the right to deny the make-up privilege for students who abuse this policy.

The five-day make-up policy does not apply to assignments or tests missed because of an absence. Homework must be turned in and tests scheduled upon the student's return to school. In the event of a prolonged medical absence, arrangements must be made with the teachers to complete the work in a timely manner.

The make-up policy is not mandatory. It is in effect to help students be successful if they experience difficulty in the learning process.

## **HOMEWORK**

Homework is critical in reinforcing student learning. The amount of homework will depend on the student's grade level. There are several reasons for homework. It provides

1. extra practice of learned skills;
2. further learning in areas covered in the classroom;
3. an opportunity for students to learn good work habits;
4. an opportunity for growth in responsibility;
5. alternate ways for students to develop critical thinking skills and creativity.

Parents can help too!

1. Cooperate with the school to make homework effective;
2. Provide children with suitable study conditions (desk, table, lights, books, supplies);
3. Reserve a time for homework and turn off the television, stereo, electronic games. Limit use of telephone, any electronic device, communication at this time;
4. Encourage the student, but avoid undue pressure;
5. Show interest in what your child is doing but do not do the work for him/her;
6. Understand that the school expects homework to be completed and returned on time;
7. Communicate with your child's teacher when you are concerned about his/her work or health.

### **Expectations:**

Each student is expected to put in a minimum amount of homework per day.

K = varies with skills learned  
1-3 = 30-45 minutes  
4-5 = 60 minutes  
6-8 = 60+ minutes

The teacher may lower scholastic or attitudinal rating as a result of negligence.

### **TESTING PROGRAM**

1. Standardized achievement tests and cognitive ability tests are given once a year. These are norm-referenced tests and they enable parents to see how the student's performance rates with national standings. Grades K to 8 participate in this Archdiocesan testing.
2. Gates MacGinitie Reading tests are administered once a year.
3. Stanford Math Diagnostics is administered each year.
4. Comprehensive exams are given at the end of the school year to evaluate the student's performance in each subject. Exams are given only on the days scheduled and may not be made up in the case of an absence.

### **PHYSICAL EDUCATION**

All students are required to participate in the school's physical education program. If, because of medical reasons, a child cannot participate, parent must send to the school nurse a doctor's certificate indicating the reason child is excused from gym class.

## **INTERNET ACCESS/COMPUTER USE POLICY**

As our school is linked to the Internet, a world of educational opportunity awaits our students. We believe that Internet offers vast, diverse and unique educational resources to our school community. Our goal in providing this service to staff and students is to promote educational excellence by facilitating communications, leading our community towards effective living in the global community.

However, some material on the Internet espouses ideas that are directly opposed to our Catholic beliefs. All electronic communications to or from Ste Jeanne d'Arc School supporting its educational goals must reflect the Christian principles upon which this school operates. Therefore, we have developed a policy on the appropriate use of electronic communications in this school.

We have taken reasonable and prudent measures to restrict student access to objectionable materials. An adult supervisor will be present at all times during student use. However, on a network of this scope it is impossible to control all materials and some students may discover controversial information. In addition, all forms of communication have an ethical dimension, requiring guidelines that meet standards of Christian behavior beyond any possible legal dimensions.

Ste Jeanne d'Arc School staff have been instructed in the ethical use of electronic communications. The use of Internet is a privilege accorded to students, not a right. Inappropriate use or violations of our rules of conduct will result in consequences including, but not limited to: permanent cancellation of Internet access privileges at SJA, suspension, and/or legal action when the activity was illegal. The signatures affixed to this document are legally binding and indicate that those who signed them have read and understand the terms and conditions, and will abide by them.

The principal will determine what is inappropriate use and her decision is final. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

There are currently no charges for student use of Internet at the school site. However, this is subject to change.

### **Standards of Behavior**

1. Students will access the Internet only for activities in support of education and research or school-related activities, as assigned by the classroom teacher.
2. Users are expected to abide by the generally accepted rules of network and interpersonal etiquette. Vulgarities, swearing or abusive language and dishonesty are prohibited. Any form of sexual harassment and/or bullying through the Internet including, but not limited to, derogatory jokes or comments, slurs; the display of sexually oriented photography, cartoons, or drawings; threats or

demands; sexually explicit voice mail, e-mail, downloaded material or websites is strictly prohibited and subject to disciplinary action.

3. No accounts may be accessed from home without written permission from the principal. Other persons' accounts may not be used. The account may be used only for school-related activities.
4. Academic honesty requires proper citation of sources, including electronic sources.
5. Security problems must be promptly reported to the supervising teacher. Students will notify the teacher immediately if any individual is trying to contact him/her for illicit or suspicious activities.
6. Users will not reveal their personal home address, phone number, or personal information about anyone else.
7. Vandalism will result in immediate cancellation of privileges and disciplinary action according to the Assertive Discipline program. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or making equipment or software alterations, and uploading or creating computer viruses. No software of any kind may be brought from home for use in any school computer.
8. Students may not create "home pages" or directories. Student work will be published only under the direction of the supervising teacher.
9. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
10. Use of the account by anyone other than staff or students or authorized persons is prohibited (including spouses, parents, guardians or other relatives.)
11. Transmission of commercial information, advertising or political lobbying is prohibited.
12. A contract must be signed by students prior to any Internet use.

### **READING GUILD PROGRAM**

Reading is assigned and book reports are mandatory at all levels. In order to earn a Reading Guild card, students in grades K-3 must read 10 books and grades 4-10 five books. Certificates are earned in grades K-3 when 20 books are read, grades 4-7 after reading 15 books and grades 8-10 for 10 books. Pins are awarded for 30 books read in grades K-3, 25 books for grades 4-7 and 15 books in grades 8-10.

Students must pace their reading. Teachers will not correct large numbers of book reports that are handed in at the last minute: lower grades K-3 no more than two books a week; upper grades, no more than one. Deadline established by L.A. teacher is final. Cards are given out immediately upon reading required number of books. Certificates and pins are given out at the end of the year.

## **ACCELERATED READER PROGRAM**

Accelerated Reader (AR) is a component of the reading program at Ste Jeanne d'Arc School used in grades K-8. AR's advanced technology helps the teacher:

- Make essential reading practice more effective for every student;
- Personalize reading practice to each student's current level;
- Manage all reading activities including *read to*, *read with*, and *read independently*;
- Assess students' reading;
- Build a lifelong love of reading and learning.

### **Here's How It Works:**

- **Student Reads a Book.** Students choose books at their appropriate reading levels and read them within a specified time period.
- **Student Takes a Quiz.** Students take the quiz on a computer at school.
- **Teacher Gets Information.** The teacher gets *immediate feedback* on the reading and vocabulary progress of each student. A report on the quiz results is given to the student.
- **Make-up Test.** If the student receives a failing grade on an AR quiz, he/she may re-take the test according to the make-up policy at Ste Jeanne d'Arc School.

Parents and students are encouraged to access the Accelerated Reader book lists on our website at [www.sjarc.org](http://www.sjarc.org).

## **MEETINGS WITH TEACHERS**

Parents who need to communicate with their child's teacher should call the school for an appointment or send the teacher a note requesting a meeting or a phone call. Unscheduled visits to the classroom are not allowed.

## **ATTENDANCE**

### **SCHOOL HOURS**

Grades K2-8: 7:35 a.m. - 2:05 p.m.

K1: 7:30 a.m. – 2:00 p.m.

Adult supervision is provided in the schoolyard from 7:20 to 7:35. In the interest of student safety, parents are asked not to drop off their children before 7:20. If they must do so, children should be enrolled in the school's Extended Day Program which opens at 6:45 a.m. Students who are repeatedly dropped off in the schoolyard prior to 7:20 will be escorted to the Extended Day center and parents will be billed for their supervision.

In the interest of student safety, K2 and grade 1 students who are dropped off in the Dracut Street yard must remain in the yard once they arrive at school. They are not allowed to play on the sidewalk or the area outside the gate. Parents are required to remain outside the gate to allow for appropriate supervision of all children.

All students are required to be in the classrooms (or schoolyard) **by 7:35 a.m.** Students in grades K2-8 are to assemble in the schoolyard and their homeroom teacher escorts them to their classroom.

Students, other than Extended Day, are to be picked up in a timely manner. Students should not be in the yard after 2:15 p.m.

### **K1 Hours/Attendance:**

Our K1 program for four-year-olds begins each day at 7:30 a.m. and ends at 2:00 p.m. Since this is a regular school program and not day care or "babysitting," the children are expected to be present each day. Parents must assure that their child arrives at school on time to begin the school day with his/her classmates. Tardiness disrupts the daily schedule and puts the child at a disadvantage with missed class time. If your child is absent from school because of illness or any other reason, please call the main office before 8:00 a.m. to report his/her absence.

### **ABSENCES**

1. Parent/Guardian should call school (978-453-4114) before 8:00 a.m. to inform school of absence.
2. The reason for a student's absence must also be given upon his/her return in **written** form for our records. If this note is not turned in two days after the last day of the absence, the student will be required to call home and stay after school for a half-hour detention. The phone call on the day of the absence does not replace the need for a written note the day of a student's return to school.
3. The student must make up work he/she missed while absent. Please see make-up policy in *Grading* section of this handbook.
4. Parents who wish to request homework must do so when calling the school to report the child absent. We cannot guarantee that homework will be prepared if requested later in the day. We also cannot guarantee that all work will be listed. It is the student's responsibility to see the teacher upon his/her return to check on any missed work.

5. Frequent or prolonged absences may be referred to the attendance officer of the public school district. Repeated absences may result in the student having to repeat the year.
6. Truancy will result in no credit for grades.

### **EXTENDED ABSENCES**

1. In the case of a prolonged voluntary absence such as a family vacation, no work will be given before the child leaves. Work may be made up upon student's return. The teacher determines a reasonable time allotment for make-up. This is the student's responsibility.
2. Parents are discouraged from scheduling vacations on school time. This is especially true in May during Comprehensive Exam week when makeup tests are not an option.

### **TARDINESS**

Students arriving at school after 7:35 a.m. are marked tardy for that day. Students arriving after 7:35 a.m. must report to the office with a note stating the reason for their tardiness. Students will not be admitted to their classes after 7:35 a.m. until the office records their arrival. Five unexcused tardies means 1 hour detention, to be served on day of last tardy. It will be repeated according to subsequent tardies. Having five unexcused tardies makes student ineligible for perfect attendance award.

### **LATE PICK-UPS**

We ask your cooperation in picking up your child promptly at dismissal. In the event of an emergency, please call the office. In the event of a late pick-up a fee will be charged at the rate of \$5.00 for each additional 15 minutes parents are late. Dismissal is at 2:00. Late charges begin at 2:15.

### **EARLY DISMISSAL**

If a student is to be dismissed early, he/she must have a note from parent or guardian informing the school. Student will report to the office and wait to be picked up by parent/guardian. In the event of dismissal due to illness, parents will be contacted before student is released.

### **PERFECT ATTENDANCE**

A student will be eligible for the Perfect Attendance Award only if he/she has been present each school day during the year. A student with five unexcused tardies is not eligible for this award. If a student was dismissed prior to 11:00 a.m., he/she will not be eligible for perfect attendance.

## **PERMITS**

1. Students must receive permission from the Principal to be excused from school.
2. Students who normally eat at school also need a written permission to do otherwise.
3. To be excused for unusual reasons the student must have a written parental request.
4. Permission must be granted by the subject teacher if the student is to leave the classroom, library, or P.E. session at any time.
5. Student will report to the office before leaving the school on school time for any reason with their absentee card.

Please note: Dental and medical appointments should not be made during school time. Parents assume complete responsibility for such absences, realizing that teachers have no obligation toward such students in making up work.

## **BUS REGULATIONS**

### **EXPECTED BEHAVIOR**

1. University Avenue: Line up in the schoolyard/driveway 8 through K (in that order).
2. No one is allowed to go to the store while waiting.
3. No one is allowed to have someone else go to the store for him/her.
4. No one is allowed to eat or drink on the bus.
5. There will be no playing while waiting for the bus.
6. No teasing, rough play, or harassing allowed while waiting for the bus.
7. No teasing, rough play, harassing, standing, kneeling on seats or yelling allowed on the bus.
8. Bus students must comply with regulations given by the respective city/town.

### **SANCTIONS**

The principal will address all infractions. Students will be taken off the bus for one day, unless the bus company has mandated another punishment. Repeat offenders will have to find their own transportation.

## **CONDUCT AND DISCIPLINE**

### **ASSERTIVE DISCIPLINE PLAN**

#### **OUR PHILOSOPHY:**

We believe all our students can behave appropriately in our classrooms. We will tolerate no student stopping us from teaching and/or any student from learning.

## **OUR CLASS RULES:**

1. Raise hand before speaking.
2. Stay in seat.
3. Follow directions.
4. Move and work quietly.
5. Be responsible and respectful towards all.

## **IF A STUDENT CHOOSES TO BREAK A RULE:**

1st consequence: name on board

2nd consequence: Grade K--lose 10 minutes of play time or recess  
Grades 1-3--lose 10 minutes of recess inside  
Grades 4--lose recess time  
Grade 5--lose recess and write 100-word composition  
Grades 6-8--call home; half-hour after school

3rd consequence: call parents--at home or at work; grades 6-8: one hour after school.

4th consequence: (K-5): call home + 30 minutes after school; (6-8): remove from classroom and report to principal.

5th consequence (K-5): remove from classroom and report to principal.

Long-term projects (4-8): student calls home if due dates are not met. Repeated offenders will receive detention.

**Severe Clause:** student reports directly to principal, behavior is recorded, and parents are contacted. Extraordinary behaviors that warrant severe clause include, but are not limited to, vandalism, disrespect to teachers, fighting, and cheating.

**NOTE:** With regards to homework assignments, teachers will keep a record of assignments not done or not completed as directed, and FOR EVERY THREE MISSING/FAILED ASSIGNMENTS, THREE TESTS FAILED or a combination, the parents will be notified by mail regardless if the work has been made up or not. After the third notice in any given subject in each trimester, no further notices will be sent home. Please note that each noticed mailed home represents additional assignments/tests missed or failed from previous notices sent home.

## **STUDENTS WHO BEHAVE WILL EARN**

Positive reinforcement:

1. Students will be praised often.
2. Students will earn positive incentives.
3. Student-of-the-Week Award will be given.

4. Individual reinforcement programs will be utilized.
5. Classwide reinforcement programs will be utilized.

## **SEVERE CLAUSE**

Severe clause for academics and/or behavior is initiated by the teacher and the principal. It is for a specified amount of time. Teachers concerned will be notified of their students who are placed on severe clause. When the severe clause period of time is over, parents will be notified either by letter or by phone indicating a return to normal procedure.

## **CONDUCT**

1. Respect and courtesy should be shown to all members of the faculty at all times.
2. True concern should be shown to all students, especially the older for the younger of our school.
3. Visitors are to be considered guests of faculty and students. They are to be received with respect and courtesy.
4. It is school policy that gum and gum chewing are not allowed in school or on school grounds or at formal school functions such as Beta induction, band concerts, awards nights, or any other special programs.
5. Haughtiness and vulgarity will not be tolerated. Any offense will be dealt with by the teachers and/or principal. (See sanctions)
6. Cheating is not tolerated. Any student with a cheating offense on record will forfeit his/her rights to any end-of-year awards and will not be eligible for continued membership in the National Junior Beta Club or Student Council. Repeated incidents of cheating may result in suspension and/or expulsion.
7. Physical violence is not tolerated.
8. Verbal harassment will not be tolerated.
9. Rough play, dangerous objects, weapons, are not allowed. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife may be subject to expulsion from the school. Please refer to Weapons Policy in this handbook.
10. It is left to each child to act responsibly in the schoolyard.
11. Electronic devices are not allowed.
12. Inappropriate conduct will not be tolerated.
13. The possession, use, manufacture, sale or distribution of alcoholic beverages, controlled substances or tobacco by students in the school or school-sponsored events is expressly forbidden and subject to suspension and/or expulsion.
14. Threats and/or acts of violence may result in expulsion.

**Procedure:** The incident will be reported to the Principal. S/he will confront the student. Parents will be notified and student may be suspended. A parent conference will be set up. The student, principal, parents and the accuser (if warranted) will be present at the meeting. The student must firmly resolve to abide by school rules with regards to any infraction of the behavior policy. If the student refuses, s/he will be

expelled. If the student accepts but continues the unacceptable behavior, as the principal continues to monitor behavior, s/he will be expelled.

The school reserves the right to check anything brought on school property, including but not limited to school bags, electronic devices, etc.

## **SANCTIONS**

1. The parents will be contacted by telephone and/or written communication. They will come in to help solve the difficulty.
2. The principal will decide a final course of action after having spoken with parents, teachers and student.
3. The principal is the final recourse in disciplinary situations and reserves the right to waive any and all regulations for just cause at his/her discretion.

## **GYM UNIFORM SANCTIONS**

In the event that a student forgets all or part of his/her gym uniform on gym day, he/she will be allowed to call home to see if parent can deliver the missing items. If uniform is not delivered by gym class, student will receive no credit for the class. After three days of missed uniform, the consequence will be a 30-minute after-school detention.

## **BULLYING PREVENTION AND INTERVENTION POLICY**

Bullying will not be tolerated. This includes bullying on school grounds; on school buses; at any school-sponsored event or activity on or off campus; through the use of the school's computer system while on or off campus, and through the use of a personal digital device including e-mails, cell phones, instant messaging and text messaging on campus or off campus if the bullying affects the school environment. The school's complete Bullying Prevention and Intervention Policy can be found on the SJA website at [www.sjdarc.org](http://www.sjdarc.org).

## **WEAPONS POLICY**

Ste Jeanne d'Arc School is a weapons-free zone. No weapons of any kind are tolerated on school premises. No student, adult or visitor to the school shall possess or distribute a weapon on school property or at any school-sponsored function. This includes field trips, school buses, and the sidewalk and street areas where students arrive and are dismissed from school or school events.

A weapon is defined as any object or instrument designed to cause bodily harm or any device perceived as a threatening object that instills fear or psychological harm. This includes, but is not limited to any firearm, loaded or unloaded; toy guns; air guns; water pistols; pellet guns; BB guns; all knives and blades; box cutters; chains; flammable materials; explosives; cigarette lighters; mace; bows; arrows; laser or shocking devices; broken glass; metal objects; any object modified to be used as a weapon; any object that

is a replica of a real weapon. The final determination of whether or not an object is a weapon will be made solely by the principal.

Consequences:

The school takes the position of addressing each case individually in regard to possession, use or distribution of a weapon by students. Any student who is found to have a weapon or dangerous object will be dealt with by the principal, who will follow a course of action deemed appropriate for the circumstances.

Consequences for a first offense shall include, at a minimum:

2. confiscation of the weapon
3. notification of the parents
4. suspension of student; length of time and location to be determined by the principal.

Consequences may also include police involvement and expulsion depending on the type of weapon and circumstances.

Any second offense will result in expulsion. Any student who is aware of the presence of a weapon or dangerous object on school property must inform an adult. In the event that a student with such information does not notify the principal or a teacher, that student will also be subject to disciplinary action.

## **TRAFFIC**

Exchange of classes is to be done quietly. There is no running in the halls. Students are not to congregate in corridors or stairways. Students are asked to stay to the right as they go from place to place. This will provide for a smooth flow of traffic. Students may talk when they reach their next class until the teacher begins the lesson.

## **LAVATORY**

Students are expected to be considerate and cooperative in keeping the lavatory clean. Paper cannot be left in the sinks or on the floor. There are receptacles provided for that purpose.

## **CONDUCT AT CHURCH**

As Christians, students are expected to behave with reverence and respect before, during and while leaving church. It is hoped that they will praise God by full participation, prayer, response, and singing.

## **STUDENT CONDUCT OUTSIDE OF SCHOOL**

The student is a student of Ste Jeanne d'Arc School at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school or the safety of other students, may be disciplined by school officials.

## **PARENTAL CONDUCT AT SCHOOL FUNCTIONS**

Violent and/or abusive conduct or language on the part of parents at a school-sponsored function will result in appropriate sanctions or legal consequences. Such behavior directed at students or other parents will not be tolerated and may result in the school terminating the relationship with the abusive parent.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment means any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature. While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances including the severity of the conduct and its pervasiveness.

- Unwelcome sexual advances-whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct; gossip regarding one's sex life; sexually-oriented comments about an individual's body; comments about an individual's sexual activity, deficiencies, or prowess;
- The display of sexually suggestive objects, pictures, cartoons, etc.
- Sexually explicit voice mail, e-mail, graphics, downloaded material or websites;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

**Complaint procedure:** because of their sensitive nature, complaints of sexual harassment will be investigated with special care and will remain, to the extent possible, strictly confidential. All students and employees of the school are entitled to bring the complaint to either the principal or assistant principal who will respond in accordance with the procedures of the Archdiocese of Boston.

**Possible disciplinary action:** Any student found to have sexually harassed another individual is subject to disciplinary sanctions, up to and including suspension or permanent expulsion from school. Any retaliation, discrimination or other adverse action, such as intimidation, threats or coercion, taken against a student or school employee because he/she complains of sexual harassment or assists an investigation of harassment will also result in disciplinary sanctions, up to and including suspension or permanent expulsion from school. Any student found to have condoned sexual

harassment by another may, depending upon the extent of their participation, be subject to disciplinary action. Any complaints brought against an adult on school property or at school functions will be handled in accordance with the policy in the teacher/staff handbook.

### **BEHAVIOR AT SCHOOL FUNCTIONS**

Since students are always representing their school, behavior expected during the school day is expected at other school functions, athletic events or any school-sponsored activity.

**SAMPLE NOTICE MAILED HOME**

**REPORT ON WORK NOT DONE OR FAILED**

Date \_\_\_\_\_

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

Homeroom \_\_\_\_\_

Teacher \_\_\_\_\_

SUBJECT	ASSIGNMENT/TEST	Failed	Not Done	Made Up
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Religion \_\_\_\_\_

Math \_\_\_\_\_

Language Arts \_\_\_\_\_

Social Studies \_\_\_\_\_

Science \_\_\_\_\_

Music \_\_\_\_\_

French \_\_\_\_\_

Art \_\_\_\_\_

\_\_\_\_\_ First notice

\_\_\_\_\_ Second notice

\_\_\_\_\_ Third and final notice

Parents: please take note of assignments or tests failed or not done. We would appreciate your contacting the teacher with a written note stating that you have read this and discussed it with your child.

**Please note: Each notice represents additional assignments/tests missed or failed from previous notices sent home.**

## **ADVANCEMENT PROGRAM**

The SJA Advancement Program was established in 1986 to meet the challenge of the rising costs of education today. The focus of this advancement effort is to seek out the necessary funding from many sources so that SJA can continue its mission of providing a quality Catholic education to its students.

In order to achieve its academic and financial objectives, SJA maintains an active Advancement Office in the school. Donors who invest in the SJA Advancement Program make a significant impact on the educational and spiritual lives of the students. A few of the opportunities for support are the Annual Appeal, the Memorial Donation Program, the Golf Tournament, the Student Walk, the Gala Dinner, and various fund-raising activities throughout the school year.

Tuition gift certificates are also available through the Advancement Office. An order form is also available on our website.

Communications are a vital part of the total advancement effort. To keep its interest groups informed, the Advancement Office issues a quarterly newsletter, *SJA Pathways*. An Annual Report including all advancement income and expenses is prepared at the end of the fiscal year ending June 30 and is available in the fall.

Parents who would like to obtain memorial donation booklets or additional information on methods of charitable giving to Ste Jeanne d'Arc School may call or write:

Mrs. Sherri McCormack  
Director of Advancement  
Ste Jeanne d'Arc School  
68 Dracut Street  
Lowell, MA 01854-2497  
(978) 454-7038

## **DRESS CODE**

### **BOYS DRESS CODE**

1. Pants must be navy blue dress pants. Jeans are not permitted (no ribbing, studs or patch pockets). Pants with labels other than Donnelly's's (e.g. Dockers) are not allowed.
2. Grades K-8: Shirts must be white button-down collar, long or short sleeves. No colored t-shirts may be worn under the uniform shirt. Only white t-shirts are allowed.
3. Grades K-5: Plaid tie is worn at all times. Boys in grades 6-8 wear the striped tie. All ties must be purchased through Donnelly's Uniforms or the school office.

4. Sweaters that are worn in classroom: red uniform v-neck pull-over (long sleeve or sleeveless). The pullover is to be ordered from Donnelly's Uniforms. NO SUBSTITUTIONS.
5. Black or brown leather dress shoes must be simple in style. No athletic shoes, sneakers, all-weather mocs, hee-lies, shox, running shoes, or shoe boots are allowed. Heels must be no higher than 1 inch.
6. Socks must be a navy blue, crew or calf length. No no-show sport socks are allowed either with the regular uniform or on gym days. No white socks except for medical reasons.
7. A belt must be worn at all times with the dress pants.
8. The only jewelry permitted are a tie clip, watch, and a simple ring. Earrings are not allowed. Key chains are not permitted on belts. The school is not responsible for lost articles. Students may not wear studs or rings that pierce the nose or any other part of the face or body. A student is required to remove such items when on school grounds or when participating in school sponsored activities. Tattooing is not permitted.
9. Only neat and simple hair styles are permitted. Hair worn below the eyebrow is forbidden. Hair is not to be longer than top of shirt collar in the back. No fads or trends are acceptable (spiked, shaved, layers or colors, highlights, stripes, tails, shags, mushrooms, moussed, etc.).

## **GYM REQUIREMENTS**

For boys and girls in K-8: sneakers are worn. Hee-lies (sneakers with wheels) and shox are not permitted. Socks must be worn. Sport socks are not acceptable if they cannot be seen above the shoe. The red uniform polo shirt is worn to school on gym day with the navy blue uniform sweatpants. The polo shirt and sweatpants must be ordered from Donnelly's Uniform. A red uniform sweatshirt is available through Donnelly's Uniforms for cold weather but must be worn over the red polo shirt. It does not replace the red polo shirt.

The optional summer gym uniform consists of navy dress shorts (purchased only through Donnelly's Uniform) and the red polo shirt. A belt must be worn with the shorts. No other short pants may be substituted. The summer pants may be worn until November 1st and after April 1st at the principal's discretion.

On days that the entire student body attends church or on which we have a formal function, the gym uniform will not be worn.

No colored t-shirts may be worn under the uniform shirt. Only white t-shirts are allowed. No items may be added to or deleted from the uniform.

## **GIRLS DRESS CODE GRADES K-5**

1. Girls are to wear the red plaid jumper in grades K-5.
2. A plain white blouse with a Peter Pan collar is required. Sleeves may be long or short.
3. A navy blue tie with logo is worn at all times.
4. Optional red cardigan sweater may be worn with jumper. Sleeveless sweater vest may only be worn with winter pants.
5. Black, brown or navy leather dress shoes must be simple in style. No sneakers, all-weather mocs, hee-lies, shox, running shoes, heels, boots, sandals, crocs, clogs or backless shoes or platform shoes. Heels must be no higher than 1 inch.
6. Knee-socks or leotards must be in navy blue. In addition: until November 1st, and after April 1st, ankle socks (a cuffed sock) may be worn in navy blue only. Mesh or nylon hose ARE NOT PERMITTED. Slouch socks are not considered ankle socks. Sports socks are not allowed as ankle socks.
7. The only jewelry girls are permitted to wear are a small ring, watch, SMALL and very simple post earrings (studs) for pierced ears (one pair at a time). Students may not wear studs or rings that pierce the nose or any other part of the face or body. A student is required to remove such items when on school grounds or when participating in school-sponsored activities. Tattooing is not permitted.
8. Hair styles must be simple. Colored or dyed hair is not permitted, nor are streaks and highlights. Bangs may not be long. Hair must be off the face. Students may not wear faddish braids. Hair bands and barrettes must be in school colors (navy blue or red). No butterfly clips. No fads are acceptable.
9. Make-up of any kind is not allowed. This includes eye make-up and fingernail polish.
10. Optional: Winter uniform for the girls consists of navy blue dress pants with belt, the red uniform v-neck pullover sweater or vest, the regular white uniform blouse and the navy blue with logo tie (all purchased from Donnelly's Uniforms). This pants option is not intended to replace the standard uniform of jumper that must be worn at all school functions. The winter uniform may be worn only from November 1st through March 31st. Beginning April 1st, the girls will be required to wear their jumper or skirt.

## **GYM REQUIREMENTS**

For boys and girls in K-8: sneakers are worn. Heelies (sneakers with wheels) and shox are not permitted. Socks must be worn. Sport socks are not acceptable if they cannot be seen above the shoe. The red uniform polo shirt is worn to school on gym day with the navy blue uniform sweatpants. The polo shirt and sweatpants must be ordered from Donnelly's Uniform. A red uniform sweatshirt is available through Donnelly's Uniforms for cold weather but must be worn over the red polo shirt. It does not replace the red polo shirt.

The optional summer gym uniform consists of navy dress shorts (purchased only through Donnelly's Uniform) and the red polo shirt. A belt must be worn with the shorts. No other short pants may be substituted. The summer pants may be worn until November 1st and after April 1st at the principal's discretion.

On days that the entire student body attends church or on which we have a formal function, the gym uniform will not be worn.

No colored t-shirts may be worn under the uniform shirt. Only white t-shirts are allowed. No items may be added to or deleted from the uniform.

## **GIRLS DRESS CODE GRADES 6-8**

1. Girls in grades 6 through 8 are to wear the red plaid skirt and red v-neck vest. Vests must be purchased from Donnelly's Uniforms. Substitutions will not be permitted. Skirts must be no shorter than 3" above the knee when kneeling.
2. A plain white blouse with a button-down collar is required. Sleeves may be long or short.
3. A navy blue tie is worn at all times.
4. Black, brown or navy leather dress shoes must be simple in style. No sneakers, all-weather mocs, heelies, shox, running shoes, heels, boots, sandals, crocs, clogs or backless shoes or platform shoes. Heels must be no higher than 1 inch.
5. Knee-socks or leotards must be in navy blue. In addition: until November 1st, and after April 1st, ankle socks (a cuffed sock) may be worn in navy blue only. Mesh or nylon hose ARE NOT PERMITTED. Slouch socks are not considered ankle socks. Sports socks are not allowed as ankle socks.
6. The only jewelry girls are permitted to wear are a small ring, watch, SMALL and very simple post earrings (studs) for pierced ears (one pair at a time). Students may not wear studs or rings that pierce the nose or any other part of the face or body. A student is required to remove such items when on school grounds or when participating in school-sponsored activities. Tattooing is not permitted.

7. Hair styles must be simple. Colored or dyed hair is not permitted, nor are streaks and highlights. Bangs may not be long. Hair must be off the face. Students may not wear faddish braids. Hair bands and barrettes must be in school colors (navy blue or red). No butterfly clips. No fads are acceptable.
8. Make-up of any kind is not allowed. This includes eye make-up and fingernail polish.
9. Optional: Winter uniform for the girls consists of navy blue dress pants with belt, the uniform v-neck pullover sweater or vest, the regular uniform blouse and the necktie (all purchased from Donnelly's Uniforms). This pants option is not intended to replace the standard uniform of skirt and V-neck sweater which must be worn at all school functions. The winter uniform may be worn only from November 1st through March 31st. Beginning April 1st, the girls will be required to wear their skirt and V-neck sweater.

## **GYM REQUIREMENTS**

For boys and girls in K-8: sneakers are worn. Heelies (sneakers with wheels) and shox are not permitted. Socks must be worn. Sport socks are not acceptable if they cannot be seen above the shoe. The red uniform polo shirt is worn to school on gym day with the navy blue uniform sweatpants. The polo shirt and sweatpants must be ordered from Donnelly's Uniform. A red uniform sweatshirt is available through Donnelly's Uniforms for cold weather but must be worn over the red polo shirt. It does not replace the red polo shirt.

The optional summer gym uniform consists of navy dress shorts (purchased only through Donnelly's Uniform) and the red polo shirt. A belt must be worn with the shorts. No other short pants may be substituted. The summer pants may be worn until November 1st and after April 1st at the principal's discretion.

On days that the entire student body attends church or on which we have a formal function, the gym uniform will not be worn.

No items may be added to or deleted from the uniform.

## **K1 DRESS CODE – BOYS AND GIRLS**

1. Pants must be navy blue elastic waist pants.
2. Shirts must be the red short or long sleeve polo shirt with the school logo.
3. Black, brown or navy dress shoes must be sturdy and simple in style. Sneakers are not permitted.
4. Socks must be dark blue.
5. Red cardigan sweater is optional.
6. Girls with pierced ears are allowed posts. For safety reasons, no hoops or dangling earrings are allowed. No other jewelry is permitted.

All uniform items are to be purchased through Donnelly's Uniforms.

### **CASUAL DAY DRESS CODE**

On casual days, students may dress out of uniform, however, the following guidelines apply:

- No shorts are to be worn.
- If jeans are allowed, they must be clean and without holes.
- Sneakers and casual shoes are allowed. No heelies, crocs, sandals, flipflops, or other footwear that presents safety issues will be permitted.
- T-shirts must not have objectionable language or graphics.
- No tank tops or short tops showing flesh are permitted.

The Principal's decision is final in determining appropriateness of clothing.

### **WINTER REQUIREMENTS**

Children should be appropriately dressed throughout the winter: warm coats or jackets, hats, and mittens are necessities since children go outdoors to play at recess every day, weather permitting. Girls may wear pants under their skirts or jumpers which will be removed once they are in the building. All types of pajama pants are not allowed to be worn to school. We recommend sweat pants or the gym uniform pants. Boots or a second pair of shoes (e.g. sneakers) are required throughout the winter season. The purpose of this regulation is for the warmth and comfort of the child and to aid in keeping our buildings clean during the winter months.

### **EXTENDED DAY PROGRAM**

The Extended Day Program is a before and after-school child care service for school families who need to have the children supervised for an extended part of the day. It is housed in the convent building and offers an afternoon snack, supervised homework time, outdoor play, arts and crafts and a variety of play activities. Extended Day Program opens at 6:45 a.m. for the morning program and the afternoon program is open until 5:15 p.m. for the convenience of working parents. Applications for this service are available from the school office. A separate program exists for older students in grades 5-8.

### **GRADUATION/PROMOTION/RETENTION**

Because of the educational program in the school, success is emphasized and failure minimized. It is deemed necessary that the student who takes advantage of that fact by

1. failure to meet course requirements (a student who fails **LANGUAGE ARTS** or **MATH** or three (3) minor subjects will repeat the grade);
2. not working;
3. truancy;

4. repeatedly lacking school spirit;
5. violent, uncontrolled or uncivilized behavior

will not be promoted and will not receive either the diploma or the honors of graduating with his/her classmates. Graduation will not be granted the children of parents who are delinquent... through their own negligence...of paying full tuition.

### **GRADUATES' AWARDS NIGHT**

Achievements will be recognized and awards presented at this time. A special guest speaker addresses the graduates and their parents and the students provide entertainment.

Awards will not be given to students who are on record as having cheated during the year. They also will not graduate with National Junior Beta Club and/or Student Council honors.

## **HEALTH AND IMMUNIZATIONS**

### **ILLNESSES**

**Children must remain home if they have any of the following:**

- A contagious illness like chicken pox, flu, or strep throat, until the doctor says it is safe to return or the child has been on antibiotics for 24 hours.
- A rash or skin condition not diagnosed by a doctor.
- A fever that causes chills, sweating or muscle aches.
- Temperature over 101 degrees within the past 24 hours.
- Vomiting or diarrhea.
- Red or pink eyes, or drainage from eyes.
- Head lice or nits (eggs)
- Have been notified by the school nurse/health department that immunizations are not up to date.

### **MEDICATIONS**

Any pupil who is required to take medication during the school day may be assisted by the school nurse only under the following conditions:

1. A written statement must be received from the licensed physician who prescribes the medication detailing the amount and method of taking the dosage and the time schedule to be followed. Medication must be in the prescription bottle with the name of the medication, dosage, date, doctor's and student's names.
2. A written authorization must be sent by the student's parent or guardian indicating the desire that the school assist the pupil in carrying out the instructions set forth by the doctor. These communications must be filed with the student health record.
3. No medication may be given unless all stipulations are met, including proper labeling and dosage instructions.
4. In the case of antibiotics and other medications that must be administered several times a day, parents are expected to administer dosages at home as much as possible and to minimize the taking of medication during school hours. We follow state regulations for administration. Parents will be informed as to what we may do.
5. It is the responsibility of the student to bring the medication home from school when it is no longer required.
6. In the case of over-the-counter medication, a medication authorization form must be completed by the parent. The medication must be in the original container clearly labeled with the student's name. These forms are available at the school office or on our website ([www.sjdarc.org](http://www.sjdarc.org)).
7. We will do everything possible to administer medications as prescribed. However, due to classroom and office activities, we cannot be responsible for missed or scheduled doses. It is the responsibility of the student to come to the office for his/her medication at the appropriate time.

## **ALLERGIES**

Parents must communicate to us in writing of any allergies (food, insects, etc.) their child may have and appropriate responses in the event of an allergic reaction. Any emergency medication must be kept in the school office.

For children who have food allergies, parents are asked to provide special snacks or treats to be given to their child when the class celebrates birthdays or special events. Parents should communicate with the classroom teacher to make these arrangements.

## **IMMUNIZATION LAW**

Ste Jeanne d'Arc School complies with state and local health mandates concerning school immunization law. All children entering K1 (four-year-old program) and K2 (five-year-

old program) are required by the Massachusetts Department of Public Health to present a physician's certificate for all the required immunizations and tests. Parents are to note and comply with the following requirements:

**Physical examination:** required for grades K1, K2, 4, and 7

Immunizations and screenings required for entry into **K1 and K2:** DTaP, Hepatitis B, Polio, Hib, MMR, Td, Varicella, lead testing.

Immunizations for students entering **grade 7:** Hepatitis B, DTaP/DTB/DT/TD booster, Polio, MMR, and Varicella.

We are required to keep on file an immunization record containing the month and year of each immunization and signed by the child's physician for each student enrolled in our school. No child will be admitted to, or be allowed to remain in, school unless these requirements are satisfied.

## **AIDS POLICY**

The following is our policy on AIDS. It was developed by studying the policies of other schools, both parochial and public, and by consultation with medical, moral, and legal experts. It is very similar to the policies used at most other schools and recommended by private and public agencies. We believe that it is in keeping with what would be expected at a Christian institution.

The incidence of Acquired Immune Deficiency Syndrome in the United States has reached epidemic proportions. We recognize the possibility that members of our school community may become infected. Therefore, Ste Jeanne d'Arc School accepts as its responsibility the need to implement policies and procedures that will respond to such a future possibility.

Ste Jeanne d'Arc School, as a Catholic educational institution, takes seriously its responsibility to create and support a learning environment that is both compassionate and just, and one that respects the dignity and rights of each of its members. It is from this fundamental stance that we institute these policies and procedures regarding members of our community who may become infected with the Human Immunodeficiency Virus. We do so with the goal of maintaining their membership and participation in the school community insofar as their health and safety, and the health and safety of the school community allow.

## **The Disease and Its Transmission**

Acquired Immune Deficiency Syndrome (AIDS) is an infection of the human immune system with the Human Immunodeficiency Virus (HIV) that results in the breakdown of the immune system, making those infected susceptible to a number of life-threatening illnesses. One is considered HIV infected if one's blood tests positively for HIV

antibodies. HIV is transmitted between persons through the exchange of blood and bodily fluids; there is no evidence that it is transmitted through casual contact.

**Policies and Procedures for those infected with HIV and/or diagnosed with AIDS:**

1. Members of the school community who test positively for HIV antibodies, or who are diagnosed with AIDS, should see to it that the principal of the school is informed.
2. In the case of a student, the principal will normally consult with the student's parents and his physician. The principal will assess the particular situation and initiate steps to support and ensure the continuance of the student's educational program. These steps will be determined on a case-by-case basis. It will be the responsibility of the principal to make adjustments in the student's program as the need arises. Others in the school community will be informed only on a "need-to-know" basis. "Need-to-know" will be determined by the principal in consultation with the parents and student. Otherwise, this information will remain confidential, and will not become a part of the student's regular health record.
3. In the case of a faculty member or staff member, the principal will consult with the person, and, with the person's consent, his/her physician. The principal will assess the particular situation and initiate steps to support and ensure the continued employment of the individual as long as his/her health allows. These steps will be determined on a case-by-case basis. The principal will inform the chairperson of the Board of Trustees; changes in the employment activities of the individual will take place only for extraordinary reasons and only with the approval of the Board. Others may be informed on a need-to-know basis, with the consent of the faculty or staff member. Otherwise, this information will remain confidential.
4. All members of the school community are expected, without exception, to respect the rights and dignity of those who are infected with HIV. Discrimination or attempts at discrimination because of unfounded fears of infection or other myths regarding this disease will not be tolerated.

**Prevention**

1. The school has implemented universal precautions for the handling of blood and bodily fluids in order to prevent the transmission of HIV.
2. The school will provide education for its students regarding AIDS and its prevention that is grounded in the vision of Christian morality and the compassion of Christ.
3. An educational program for parents has been and will be offered as needed.

## **PREGNANCY POLICY**

Any student, whether boy or girl, who becomes involved in a pregnancy will be treated in a Christian manner, with understanding and consideration for their well-being and that of their child.

After consultation with all parties concerned (student(s), parents, school and medical personnel), the school will determine an appropriate educational plan for her/his continued education during any absence due to pregnancy. The continued education plan may involve removal of the child from school so as not to disrupt classes, combined with in-home tutoring or other educational alternatives.

During the absence, the student will not participate in any school activities or graduation ceremonies.

## **ASBESTOS NOTIFICATION**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) and in compliance with Massachusetts Division of Occupational Hygiene standards, we must notify parents and school employees annually that an asbestos management plan has been developed and implemented for Ste Jeanne d'Arc School. Periodic surveillance and evaluations are done every six months (in June and December). Copies of the management plan and reports are available to staff and parents in the school office.

## **LIBRARY/MEDIA CENTER**

The Denise M. Hall Library/Media Center is open to all students 15 minutes before and 30 minutes after school. Additional time arrangements for use of the Library/Media Center are made with the library/media specialist.

### **LIBRARY/MEDIA CENTER REGULATIONS - FOR ALL STUDENTS**

1. Kindly maintain **ABSOLUTE SILENCE** in the Library/Media Center. This should be our quiet room, where anyone can go to be able to read, to think or to do research without distraction.
2. Materials are checked out through the electronic process.
3. Books are returned after two weeks; they may be renewed once if necessary. Returned materials should be placed in the book drop.
4. Periodicals and reference materials are for use in the Library/Media Center only and may not be checked out.
5. Only pencils are allowed in the Library/Media Center.
6. All are expected to replace chairs and leave things in order when leaving.
7. All materials must be brought home in a school bag.
8. Students will be fined 5¢ per day for overdue materials. Students with overdue books or unpaid fines will forfeit borrowing privileges until all books are returned and fines paid.

9. If students destroy, damage or lose any material, they are financially responsible for its repair or replacement.
10. Use of the computers is subject to the school's Internet Access/Computer Use Policy.
11. Any loss of a library book will result in a \$15.00 fine.

## **LUNCH REGULATIONS**

### **EATING PLACES**

We have no cafeteria. Eating places are assigned. Out of consideration for others, the cleanliness of the eating areas is each person's responsibility. Proper eating manners are expected of all!

### **LUNCH RULES**

1. Go to your places in silence via halls.
2. Wipe your desk with the sanitized wipes provided in the classroom.
3. Stand at the desk and wait in silence until the prayer is said.
4. Prayer after lunch is said while you remain standing.
5. Push in your chairs when your table is called and line up at door for recess.
6. You will be dismissed as a group to go outside or to do chores. **NO ONE IS AN EXCEPTION TO THIS RULE.**

### **COURTESY WHILE EATING**

1. Close your mouth to chew.
2. No one stands while eating.
3. Once you've taken out your lunch, close your lunch box so that others may speak with you during lunch.
4. No swapping lunches.
5. No throwing away food at any time.
6. If you can't eat it, put it back in your lunch box and take it home.
7. No teasing others about their lunches, and no playing with your lunch or anyone else's lunch.
8. Leave your place clean.
9. Try to include everyone in the conversation. Don't leave anyone out.
10. Lunch boxes/bags are not to be put in school bags.

### **PIZZA DAY PROCEDURES**

Pizza is offered every Friday to the students beginning September 10<sup>th</sup>. Money is collected every Thursday morning during homeroom period. Students who wish to order pizza and drinks must turn in their money and their order at that time. No orders can be submitted later in the day or on Friday. If a student is absent on Thursday or forgets his/her money, s/he will have to bring a lunch for Friday. If a student is absent, the

money can be turned in by a sibling or delivered to the office before 9:00 a.m. Thursday. If a student has paid for pizza/drinks but is absent that Friday, they do not need to pay the following week. However, they must submit a written pizza order in order to receive the pizza already paid for.

Parents are asked to do the following:

- Fill out the order form which is provided for each child in the weekly communications envelope;
- Return order form with exact change (if paying by check, a separate check must be written for each child) by Thursday morning.

If there is no school on a Thursday due to inclement weather, there will be no pizza day on Friday because pizza orders are processed and the order placed on Thursday morning. Students would need to bring their own lunch on Friday. If there is no school on Friday because of inclement weather, the pizza orders would be held until the following Friday.

## **MISCELLANEOUS**

### **BIRTHDAYS**

We realize that birthday celebrations are an important part of your child's life. The school recognizes these special occasions by allowing parents to provide the child's classmates with a special dessert to celebrate and teachers always note the occasion in the classroom. Parents who wish may send in individual portion desserts such as cupcakes, brownies or cookies which can easily be distributed to the child's homeroom classmates at lunchtime. We request individually wrapped items for easier and more sanitary distribution. No beverages, foods that need to be kept frozen or refrigerated, large cakes or cookies that need to be cut, or hot foods are allowed. These special desserts should be delivered to the main office at the beginning of the school day, clearly marked with the student's name and homeroom. Students who have food allergies should be provided with special treats by their parents so that they may participate with the class without fear of an allergic reaction.

### **INVITATIONS**

In order to be sensitive to the feelings of all our students, the distribution of any party invitations is not permitted in the classroom or on school property, including the schoolyard.

We do not feel it is the school's responsibility to facilitate private social activities, especially when it comes at the cost of young children's feelings. We therefore ask parents to make these arrangements outside of school time.

Every year parents ask if we would provide a list of their child's classmates for the purpose of mailing invitations. Because of privacy issues, we cannot honor these requests.

We count on parents' understanding that our goal is to protect the feelings of all the children in our care.

## **COLLECTIONS**

No student, parent, or employee is permitted to make collections of money or materials for any reason whatsoever under any conditions without the express permission of the principal. This includes all organizational fundraisers.

## **INSURANCE**

We offer a Student Accident Insurance Plan that protects all students against accidental injury or death during school hours and for any school-sponsored activity or event. This insurance coverage is paid for our students by the school through our fundraising efforts each year. Our insurance provider for this school plan is Corporate Design Insurance Agency, Inc. of Salem, MA. This is a secondary insurance which pays for expenses not covered by the family's primary health insurance. In the event of an accident, please contact the school office immediately so that we can provide you with the proper claims forms.

## **NON-CUSTODIAL PARENTS**

The school voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will be given access to unofficial copies of student records and staff will be available to discuss the student's records, unless a court order providing otherwise is filed with the school. Divorced parents are urged to file a notarized copy of the custody section of the divorce decree with the school in order to protect the rights of all family members. Custodial parents only will receive mailings such as progress reports and evaluations. No duplicate copies will be made by the school in the case of shared custody. It is the responsibility of the parent receiving the mailing to share it with the other parent.

## **PARKING**

For the children's safety, parents are not allowed to drive into the schoolyard to drop off or pick up children during school hours. Please remember that Dracut Street is a one-way street during school hours. Parking in front of the school building is prohibited by fire regulations. It is recommended that children be dropped off and picked up promptly to ease the traffic situation at the beginning and end of the school day.

## **PHOTOS**

We record all special occasions, awards ceremonies, interesting classroom events, student activities, etc. for our school newsletter SJA Pathways, for our website and for publicity and advertising purposes. Any parent who does not want his/her child(ren) photographed at school functions by the school photographer or by the local media (for example, the Lowell Sun or local cable channel), must contact the Advancement Office to fill out the appropriate form. Your signature on the form at the end of this handbook informs us that you have read this policy and will allow photos of your child(ren) to be reproduced as the school chooses.

## **‘NO SCHOOL’ ANNOUNCEMENTS/SNOW DAYS**

In case of inclement weather, Ste Jeanne d’Arc abides by the decision of the Lowell School Department. Listen to WCAP on the radio or school closures for Lowell Public Schools on TV. Parents will also be notified by phone through our SchoolReach communication system.

In the event of a cancellation for a sports practice or event, parents of the students involved will be notified by SchoolReach.

## **EARLY DISMISSAL PROCEDURES**

If school is ever dismissed early because of a snowstorm that begins during school hours, dismissal is determined by the SUPERINTENDENT OF PUBLIC SCHOOLS, NOT BY THE SCHOOL PRINCIPAL. The school department informs the individual schools as well as local radio stations (WCAP AM radio), television stations (channels 4, 5, and 7). You may also check online at [www.thebostonchannel.com](http://www.thebostonchannel.com).

If students are dismissed early we will notify each family through our SchoolReach communication program. We will follow parents’ instructions provided on the form sent home in the fall.

Our primary concern is the well-being of the children, therefore, in anticipation of possible early dismissals because of storms, **WE ASK YOUR ASSISTANCE AND COOPERATION BY DOING THE FOLLOWING:**

1. Anticipate the possibility of early dismissal through weather forecasts, and by making arrangements for someone to be home for the children.
2. If a storm begins during school hours, listen attentively to radio stations WCAP (all school systems and towns do not dismiss at the same time). The announcement should be ‘ALL LOWELL SCHOOLS’ for it to affect our school. When Lowell schools are dismissed early, it is usually at one-half hour intervals and according to starting times--earlier schools are dismissed first and later schools last. This is usually part of the announcement.

Our school starting time is 7:35 a.m. When school is dismissed early because of the weather, Extended Day Program is also cancelled.

3. We will only dismiss students according to your instructions, and we also ask you to return the instruction sheet provided with EACH CHILD and not by family. You will receive a separate communiqué on this subject as winter approaches.  
**Please refrain from calling the school during storms unless absolutely necessary in order to keep our in-coming line open for emergency calls.**

## **PARENT TEACHER PARTNERSHIP**

The parent/administrator/teacher organization is currently being revised and re-defined in order to promote home-school communication for the benefit of all our students. Parents will be notified as soon as the new structure is operational.

## **PERSONNEL AND GOVERNANCE**

### **ADMINISTRATION**

Principal: Sister Pr scille Malo, s.c.o.  
Assistant Principal: Mrs. Monique Letendre

### **FACULTY**

K1	Mrs. Lisa Seamans	4A	Mrs. Nicole Kelly
KA	Mrs. Angela Casaubon	4B	Mrs. Linda Morin
KB	Mrs. Judith Covino	5A	Mrs. Cheryl Boremi
1A	Mrs. Elaine Barrows	5B	Miss Jean Haumann
1B	Mrs. Carol Dicker	6A	Miss Kaleigh Tavares
2A	Mrs. Deirdre Wise	6B	Mrs. Joanne Catizone
2B	Miss Kerri Deschenes	7A	Mrs. Elaine O'Malley
3A	Mrs. Denise Panagopoulos	7B	Mrs. Ann Dunham
3B	Mrs. Barbara Fucarile	8A	Miss Margaret Fitzgerald
		8B	Sr. Jeanne Archambault
			Mrs. Kathryn Steenland
			Mrs. Maureen Beattie-Waterworth
			Mrs. Bernadette Glotzbach
			Mrs. Cheryl Saba
			Mrs. Lorraine Corbeil
			Mrs. Sherri McCormack
			Mrs. Tammy Frotton
			Mrs. Rebecca Tivey
			Mrs. Paula St. Louis
			Sr. Jacqueline Dubuc
			Mrs. Susan Bonney, Sr. Th�r�se Motard

French K-6:  
Library/Media Specialist:  
Computer Teacher:  
Athletic Director:  
Administrative Assistant:  
Director of Advancement:  
Office Receptionist:  
K1 Aide:  
Classroom Aide:  
French/Office Assistant:  
Office Assistants:

K1 Receptionists:  
Paraprofessionals:

Mrs. Laura Deschenes/Mrs. Susan Millette  
Mrs. Krista McMahon/Mrs. Suzanne Moore

## **BOARD OF TRUSTEES**

It is the purpose of the Board of Trustees to foster the highest possible standards of academic and religious education for all students availing themselves of the educational facilities of Ste Jeanne d'Arc School. The Board is established in accord with archdiocesan policy.

## **PRE-KINDERGARTEN (K1) PROGRAM**

Ste Jeanne d'Arc School accepts four-year-olds in the K1 program. The children are provided pre-school learning experiences appropriate for their age and physical and emotional development in a caring, safe environment. This first learning experience sets the foundation for future growth by nurturing the social, cognitive, emotional, and physical development of each child in keeping with the Catholic values of the school.

### **Eligibility**

Children must be four years old by September 1st of the year they begin school. Students who will be five after September 1st may apply for admission and will be evaluated on a case-by-case basis. Children must be completely toilet trained (no pull-ups). Students who wear pull-up disposable training pants are not considered toilet trained and are not admitted to this program.

## **SAFETY**

### **FIRE DRILLS**

When the fire alarm rings, students are to walk quietly, in single file and in silence to their designated places. The nearest exit should be used at all times. Classroom doors and windows should be closed and lights should be put out.

### **PETS IN THE SCHOOL YARD**

In order to assure the safety of all children in the schoolyard, no dogs or any other pets, leashed or unleashed, will be allowed in the yard. Parents who escort their children to and from school are asked not to bring pets to school.

### **TRANSPORTATION OF STUDENTS**

#### **Field Trips**

Only a licensed public carrier will be used to transport students. Busses must have at least one adult supervisor on each bus. When students travel by foot, or on public

transportation, they are to be properly instructed in matters of safety and properly supervised with sufficient chaperones to ensure student safety at all times.

Overnight trips are not permitted.

### **Athletics**

For athletic activities, when bus transportation is not practical or feasible, parents are responsible to provide transportation to and from the field or gym. Failure to promptly pick up a child at the designated time could mean termination from the program/sport. For students leaving directly from school whose parents cannot provide transportation, a release form will be signed giving designated adults permission to transport. Only those designated drivers approved by the school administration will be allowed to drive students to and from practice sites. Drivers must have a CORI, valid driver's license and a copy of the coverage selection page of their car insurance on file. Minimum auto insurance coverage must be \$100,000/\$300,000. Use of seat belts by students in such vehicles is mandatory.

School employees, including coaches, are not permitted to transport students. The school is not insured to assume legal responsibility for employees transporting students.

### **VISITORS**

In order to assure the safety of students, our school is a secure facility and all entrances are locked at all times. All visitors, including school parents, must enter through the front door of the main building or the K1 entrance of the convent building and announce themselves to school administrators or office staff. They may not go into the classrooms without informing the office of their arrival.

### **CRIMINAL HISTORY CHECKS (CORI)**

All school personnel, including teachers, staff, coaches, and paraprofessionals are required to submit to an annual CORI (Criminal History) check. In addition, parents and others who wish to work in the school or with the students in a voluntary capacity must also submit a CORI form for review. This includes, but is not limited to, activities such as chaperoning field trips, sports events, working at the May Fair, etc. No parent will be allowed to participate in these activities without a CORI review on file. This process must be done each year. Please note that if you have filled out this form for another organization, it is not valid for Ste Jeanne d'Arc School. You must fill out the form and return it to the school office in person for the coming school year by the date specified so that we can file with the archdiocesan office. Forms received after that date may not be considered. In order to avoid disappointment, please return the form promptly.

## **CRISIS MANAGEMENT PLAN**

A crisis management plan exists by way of precautionary measures in the event of a tragedy or serious threat to the well-being of the general school population or individual students. Teachers and staff regularly review procedures so that they may respond quickly and appropriately should the need arise. A plan exists for potential fire, bomb scares, building evacuations, toxic fumes, intruders, severe drug or allergic reactions. Teachers are instructed as to appropriate reactions both in the building and on field trips. Practice drills are done on a regular basis at the principal's discretion.

Should any incident occur, the parents will be notified by a letter from the principal explaining the nature of the emergency and how it was handled. This will take place on the day itself inasmuch as it is possible.

## **SCHOOL PROPERTY**

### **Textbooks**

- are assigned
- are not to be written in under any circumstances.
- are to be covered by the user at all times (no contact paper or any kind of adhesive covering allowed). If cloth covers are used, permanent markers are not to be used because they penetrate the cover and damage the book.
- are to be mended by the teacher only.
- are to be replaced or paid for if lost or damaged.

### **Bookbags**

- are to be used rain or shine to keep books in good condition. Lunch bags or lunch boxes are not to be put in the school bags with books.

### **Notebooks**

- are to be kept in order at all times.
- are to be neat.
- Notebook entries are to be made by date.
- Homework/assignment notebooks are required.

### **Furniture**

- or anything to do with the physical plant is to be kept neat.
- No one is to write on or in any of the furniture.
- Any abuse will warrant the person's repairing the items, or paying for them.

The school is co-tenant of desks and reserves the right to search them at any time without notice. We also reserve the right to search schoolbags.

Each student is responsible for some cleaning chore.

## **SCHOOLYARD**

Fair play and good sportsmanship are expected of all who play together. Safety should be everyone's concern.

### **Playground Rules:**

1. Obey the adult on duty.
2. Stay in assigned areas.
3. Play safely.
4. No fighting, No teasing, No name calling.
5. Be kind to others.
6. Line up quickly and quietly at the sound of the bell.
7. No dangerous objects of any kind.
8. Equipment, other than school equipment, must be approved by principal.
9. No rough play: grabbing coats or hats or pushing.
10. During the winter months, picking up or throwing of snowballs or ice is not allowed.

### **Consequences:**

1. Warning by monitor.
2. Go to lobby for ten minutes; name will be recorded and reported to principal.
3. Sent to principal and call home.

### **Attention Parents:**

1. Paraprofessionals have been hired to monitor the schoolyards.
2. Students who arrive before 7:20 a.m. will be escorted to the Extended Day center and parents will be billed accordingly.
3. Parents are asked to stay out of the schoolyard in order to make more room for the children playing. Leave students off at the gates to the yard.
4. No dogs are allowed in yard as a safety precaution for all our children.
5. Students must be picked up by 2:15 p.m. The school does not provide adult supervision after school, therefore students must be picked up on time or sent to the Extended Day Program.

## **STUDENT ACTIVITIES**

### **ALTAR SERVERS**

The Altar Servers is a parish activity to which some of our students belong. The purpose is to faithfully minister as acolytes at liturgical functions.

## ATHLETICS

Sports should promote mental and physical fitness. Sportsmanship emphasizes courtesy, fairness, and respect on the part of players, spectators and coaches. Spectators are representatives of the school no less than the players. Officials represent authority and deserve respect, whether their decisions are liked or not. Evidence of courtesy, fair play, and self-control is the responsibility of all at Ste Jeanne d'Arc School. Our Athletic Director, Mrs. Cheryl Saba, can be reached in her office at 978-453-2834 or by e-mail at [csaba@sjdarc.org](mailto:csaba@sjdarc.org).

All qualified student may try out for membership on sports teams. The school is committed to providing everyone a fair chance to participate. Unfortunately in some cases, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director, in consultation with the principal, is final. A sport or program may be canceled in the event of insufficient registrations.

**All students who participate in competitive sports must maintain the academic, discipline, age, and attendance standards required. In order to remain in the sports program, students must put forth their best effort. If an athlete jeopardizes his/her academic achievement, the principal reserves the right to remove that player from the team. Failure to maintain academic standards may jeopardize end of the year sports awards.**

Ste Jeanne d'Arc School participates in the Ecumenical Athletic Association (EAA). Coaches and players for all association sports agree to be governed by the EAA bylaws.

A fee is charged for each competitive sport (Baseball, Basketball, Cheerleading, Cross-Country Track, Soccer, Softball, and Volleyball) to help defray the travel and equipment expenses.

### **Baseball/Softball**

For boys and girls, baseball and softball are offered as an organized sport in the spring.

### **Basketball**

For boys and girls, basketball is offered as an organized sport involved in the Ecumenical Basketball League. An intramural program is also available.

### **Bowling**

For boys and girls, bowling is offered for grades 2-8.

### **Cheerleading**

The object of the cheerleading squad is to promote school spirit. Members must be faithful to attend practices and games.

### **Cross Country Track**

A coed fall sport, track is open to those in grades 6 to 8.

**Dance Team**

For boys and girls in grades 5-8, this sport is offered in the winter on a weekly basis.

**Fencing**

For boys and girls in grades 2-8, fencing lessons are offered in the winter.

**Golf**

For boys and girls, golf lessons and practice are offered in the fall on a weekly basis.

**Ski**

A six-week winter program which includes lessons and ski time at a nearby ski area is offered annually to students in grades 5 to 8.

**Soccer**

For boys and girls, soccer is offered as an organized sport in the fall.

**Swim**

Instruction for boys and girls in grades K-4 offered at a local indoor pool.

**Tae Kwon Do**

Open to boys and girls in all grades.

**Tennis**

Tennis is offered in the spring for both boys and girls in grades K through 8.

**Volleyball**

Co-ed volleyball is offered for grades 6 through 8 in the fall.

**Yoga**

Open to boys and girls in all grades.

**CLASS TRIP FOR GRADES K THROUGH 7**

Class trips will be educational and chosen by the principal after consultation with the teachers.

**FIELD TRIPS**

No student will be allowed to participate in off-campus activities without a signed, official school permission slip. Notes from parents do not replace the official form. Telephone calls will not be accepted in lieu of permission slips.

## **GRADUATES' CLASS TRIP**

Before graduating, the deserving 8th year students will be entitled to an outing. Only those students who have earned it will be allowed to go. Students must comply with regulations for the occasion to assure order, expediency, and pleasure.

## **FRENCH CLUB**

An after-school activity for students in grades 4-8 who want to learn more about French culture and use the language in special activities.

## **LIBRARY MEDIA CLUB**

This after-school activity is offered to students in grades 4-6 who are interested in assisting the librarian with various tasks, activities and projects in the library.

## **NATIONAL JUNIOR BETA CLUB**

Students in grades 6, 7, and 8 who maintain the required averages in all subjects and fulfill the requirements of character, service and leadership are eligible for this association.

## **DESTINATION IMAGINATION**

A national organization which sponsors events on the local, state and national level to encourage and develop creative thinking and problem solving skills of students in elementary and high school grades.

## **SPELLING BEE**

This competition is held annually to determine the school winner. Students in grades 5-8 are eligible to compete. The preliminary elimination is held in January to select those representatives from each grade who will compete in the SJA bee. Students who are absent on the day of the elimination are not eligible to participate.

## **SCHOOL NEWSPAPER**

*The Dispatch*, a student-run newspaper club, is open to grades 6-8.

## **STUDENT COUNCIL**

Students in grades 4 through 8 may be elected by their classmates to serve in this organization whose purpose it is to positively influence school life through the democratic process.

## **YEARBOOK**

The Junior High yearbook is a vehicle by which we capture all of the year's memorable happenings for future reference.

## **YOUTH FOR CHRIST (CRUSADERS)**

The Crusaders is an organization whose purpose is to enhance the prayer life of participants who also perform service to others.

## **SUPPLIES AND MATERIALS**

### **SCHOOL STORE**

The school store is maintained for the convenience of the students. All items required for the students are usually available here.

### **SCHOOL NEEDS**

Each student is to have the following minimum requirements. Please refer to individual class lists for specifics.

1. notebooks clearly separating subject matter for notes
2. notepad for assignments
3. ink pen for writing
4. 2 pencils
5. one ruler (compass, protractor--upper grades)
6. eraser
7. paperback dictionary (levels 7, 8, 9)
8. folders to neatly keep returned materials for study
9. looseleaf paper for assignments and exams (NO LOOSELEAF BINDERS)
10. school bag at all times
11. pencil case
12. a classroom list prepared by the teacher is provided at the beginning of each year

### **BACKPACK/SCHOOLBAG USE**

Students may not use school bags (any type) from class to class.

Schoolbags on wheels may not be wheeled inside the building.

Students are to get their books ready at the beginning of classes (morning and afternoon). All book bags are to be in closets; no books are to be left on the floor.

## **TUITION AND FINANCIAL AID**

### **TUITION**

The following guidelines are intended to clarify the payment of book fee and tuition at Ste Jeanne d'Arc School.

### **STUDENT FEE**

The cost of books and other educational materials is decided yearly according to costs. Full amount is payable on June 1st prior to the coming school year. This is a rental fee. It does not cover cost of books. Students are not allowed to abuse materials making it impossible to pass materials on from year to year. This fee is non-refundable in the case of withdrawal.

### **PAYMENT OPTIONS**

There are three tuition payment plans available, agreed upon at the time of registration:

1. Payment in full by June 15th which entitles parents to a 2% discount on tuition;
2. Ten (10) equal monthly installments beginning July 1st. Tuition must be paid in full by April 1st.
3. Twelve (12) equal monthly installments beginning July 1st. Tuition must be paid in full by June 1st.

The monthly payment is due on the first of every month. A fee of 3% of the monthly payment will be charged for payments received after the 15th of the month. Statements are mailed monthly as a courtesy to parents. Parents are expected to make monthly payments according to the plan they have chosen. At the end of the fiscal year, accounts of parents who are delinquent in paying tuition will be turned over to the school attorney for collection.

### **K1 PROGRAM BILLING**

Tuition is billed monthly for ten months for the K1 program beginning July 1st. K1 statements are separate from tuition billing for students in grades K2-8. Monthly fees for K1 are also due the first of the month. Since K1 is an educational option, payments must be received each month when due. K1 services will be discontinued for families who fail to pay each month.

### **PAYMENTS**

Tuition payments for all grades must be made separately from payments for all other purposes (e.g. Extended Day, milk money, field trips, etc.) and clearly marked for that purpose. Tuition payments should be clearly marked with family's return address.

Envelopes from place of employment are easily lost. In addition to the late fee, a service charge of \$10 will be assessed for all returned checks.

## **SANCTIONS**

Parents of graduates are expected to have their accounts paid in full by **May 15<sup>th</sup>**. Graduation honors will not be granted to the children of parents who do not pay. Students in all other grades will not be re-admitted if there is a balance after the end of our fiscal year on June 30<sup>th</sup>. Delinquent accounts are sent to our attorney for collection through legal channels. Parents are urged to avoid this by communicating promptly with the assistant principal to make payment arrangements.

## **WITHDRAWALS**

Parents who withdraw their children during the school year will be responsible for tuition payments for the time attended based on a 180-day school year.

In the event of withdrawal from the K1 program, there is no refund for the monthly fee if the child has been in attendance for any part of that month.

Any exceptions to these basic guidelines can only be granted by formal consent of the principal.

## **FINANCIAL AID**

A limited amount of financial aid is made available each year for families who qualify. This aid is meant to help defray tuition costs for families whose financial circumstances make it impossible for them to meet the full tuition fee charged.

### **Eligibility:**

All Ste Jeanne d'Arc School families who have been registered for at least one year may apply for financial assistance. Financial need must be clearly demonstrated by filling out the request for financial aid form that is available. All applications are processed by FACTS Grant & Aid Assessment. **No aid will be given out without the full disclosure required by this form.**

Available resources will be given out on a priority basis as determined by the selection committee. Special consideration will be given to large families, families with unusual medical expenses, single parent families, unemployed parents.

Financial assistance is given on a year-by-year basis. It should not be assumed that because aid is received for an academic year that it will be automatically renewed on an annual basis. The financial aid request form must be filled out each year that the family wishes to be considered for assistance.

### **Application Cycle:**

Financial aid applications will be made available each year in January. Application deadline is April 1st. The committee will review all applications simultaneously in order to determine the disbursement of available funds. Because funds are limited, it is necessary to evaluate all requests at the same time. There will be no exceptions to this procedure. Late applications will not be considered.

Applications are made for the coming academic year. Funds may not be applied to any tuition balance from a previous year.

Applicants will be notified in writing whether their request has been granted or denied. The amount of aid will be specified at that time.

Financial assistance is automatically deducted from the family's tuition statement. The first statement after notification of aid will reflect that deduction.

### **Review Process:**

Applications will be evaluated by an independent committee. All information received will be kept confidential. The committee's decisions are final.

### **SPECIAL NOTE**

When a student is registered at Ste Jeanne d'Arc School, he/she along with the parents, automatically accept the regulations, assume the responsibility and enjoy the privileges of the school. He/she and the parents also understand and agree that the school has the right to exclude him/her from the student body at any time if school policy is breached and his/her conduct, attendance record, or scholastic standing is considered by school authorities to be undesirable.

### **UNAUTHORIZED USE OF SCHOOL NAME**

No student, or student's parent or guardian, without the express prior written authorization of the school's principal, may utilize the school's name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the school name:

- to open up any bank account;
- to solicit funds on behalf of the school;
- to collect money on behalf of the school;
- to sell products on behalf of the school;
- to schedule any field trip, vacation or other accommodations;
- to post on any website for any purpose including, but not limited to, support of a particular social or political agenda.

Any such unauthorized use of the school's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo by any adult, may result in legal action.

## **COMMERCIAL PROMOTIONS**

We do not distribute to students or to parents coupons, advertisements, or promotional literature of a commercial nature. Parents should not request that we promote a particular business or company offering discounts or promotions. Any exceptions must be approved by the principal.

## **UNAUTHORIZED USE OF SCHOOL PHOTOS**

No one may post photos of school events or activities on any social media such as MySpace, Facebook, YouTube, etc. without permission of the principal.

## **PARENT COMMUNICATION**

In order to communicate effectively and with parents and keep them informed of all school news, a weekly envelope is sent home each Thursday via the oldest child in the family. Parents are asked to carefully read all materials, sign the envelope and return each Friday morning to the child's homeroom teacher.

## **PARENT VOLUNTEERS**

Parents' assistance in the school is a valuable resource. Volunteers partner with school personnel in the education of our students and in the living out of our school mission. It is important, therefore, that volunteers understand a few important guidelines. The following outlines some of our expectations for volunteer responsibilities and behaviors:

1. All volunteers must have an up-to-date CORI (criminal history record) report in the school office.
2. Volunteers must be dependable. If you have committed to helping at a certain time or day, it is important that we are able to count on your presence. If you cannot be there as scheduled, a phone call informing us of your absence is expected.
3. Since we have very specific requirements for student dress, volunteers are also expected to dress professionally and according to the work they have been asked to perform. Volunteers who work in the school are asked to submit to the same code of professional dress expected of the staff. Jeans, shorts, and casual footwear are not allowed. Chaperones for field trips may dress more casually, but we ask that you wear modest clothing appropriate for the occasion.

4. When working in our school, volunteers are expected to adhere to our code of confidentiality. Student behaviors, conversations between teachers and students, etc. are not to be shared outside the school. Any breach of confidentiality will result in the volunteer being asked to resign his/her position.
5. Volunteers must be aware of the child safety and legal issues that govern our student supervision. Some of these include, but are not limited to:
  - No adult volunteer is to be alone with one child without another adult being present.
  - All unusual behaviors should be reported to the staff member in charge.
  - No volunteer will administer medication to a child without staff supervision and signed parental consent forms.
  - Any suspicion of child safety issues, including abuse or neglect, should be immediately reported to the principal.

Some volunteer opportunities include the following:

- Athletic Booster Organization activities
- Advancement Office activities
- Kindergarten reading program
- Library aides
- Assistance in science classes for Science Fair preparation
- Destination Imagination team managers

If you are interested in volunteering, please be sure to fill out the volunteer information sheet that is sent home the first week of school with your oldest child. This gives us a pool of prospective parents who are willing to give their time and talents to our students. We appreciate your assistance as we all work together to offer our students an excellent educational experience.

## **PARENTAL COOPERATION**

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children. The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parent is irretrievably broken.

**Ste Jeanne d'Arc School  
68 Dracut Street  
Lowell, MA 01854**

**Parent Contract**

I have read the Ste Jeanne d'Arc School Handbook and agree to abide by all rules, regulations, policies and guidelines set forth in the Handbook. I have discussed the rules, regulations, policies and guidelines presented in this handbook with my child(ren).

\_\_\_\_\_  
Parent's Name (*printed*)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Name of Student(s)

\_\_\_\_\_  
Homeroom(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INTERNET ACCESS/COMPUTER USE  
Student Contract**

In return for the privileges of Internet access and computer use, I understand and will abide by the terms and conditions stated in the school computer use policy. I further understand that any violation of the rules above may result in a termination of my access privileges, school disciplinary action, and/or appropriate legal action.

Student name: \_\_\_\_\_

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

Homeroom: \_\_\_\_\_

Home phone: \_\_\_\_\_

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

**Parent/Guardian Contract**

As the parent/guardian of this student, I have read the terms and conditions for Internet access and computer use in the Parent Handbook. I understand that this access is for educational purposes and that Ste Jeanne d'Arc School has taken appropriate precautions to eliminate controversial materials. I will hold my child responsible for any materials acquired on the network. I realize that the SJA staff may also cancel my child's privileges at any time for inappropriate use.

Student name: \_\_\_\_\_

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

Parent name: \_\_\_\_\_

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

**This form must be returned to the homeroom of your oldest child by Tuesday, September 6, 2011.**