

General SCHOOL INFORMATION

St. Joan of Arc Catholic School
35-27 82 Street
Jackson Heights, NY 11372
(718) 639-9020

**A 90 year tradition of Catholic education in Jackson Heights.
1921-2011**

Website: www.siaschoolny.com
Online Grade Book: www.optionc.com Enter school code 970

St. Joan of Arc Catholic School is a Nationally Recognized Blue Ribbon School of Excellence.
St. Joan of Arc Catholic School is chartered by the Board of Regents of the State of New York
and accredited by the Middle States Association of Colleges and Schools.

Our motto: DARE THE IMPOSSIBLE! LIVE THE VISION! Our new mission statement to be unveiled to "kick off" our 90th Anniversary Celebration Year.

Our Philosophy

We are united in our devotion to the Maid of Orleans, national heroine and patron saint of France, who united a nation through grand, celestial visions of our Lord. We are dedicated to Saint Joan of Arc's vision of integrating Christ's message of peace, hope, and love into our daily lives. Ours is a mission of unity amid diversity, courage amid change, empowerment through full participation, and hope in our Beatitude based mutuality of joint decision-making. Our vision is ever evolving and ever unfolding in response to the endlessly changing needs of our students, parents, parish and community.

As a religious academic institution, we assume a developmental stance enveloped in an ethic of care. We are a community of learners where students, teachers, parents, and administrative staff are recognized and celebrated as individuals of unique and infinite abilities and gifts.

Our purpose is distinct in its unlimited, yet unified scope. Like Saint Joan of Arc, we believe in "visions." The vision of our core is open-ended, incorporating the limitless potential of individuals in community. We dare the impossible. We do not see horizons. We do not recognize limits. We carry Saint Joan of Arc's white banner, representing God's blessing on us all. Our mission is a continuous pilgrimage. Our relationship to God and to each other, as expressed in Scripture, Catholic doctrine, and tradition, is one of infinite possibilities.

We wear the armor of Saint Joan of Arc, the armor of hope in Christ's light and joy in the way of the Lord. Within this Catholic atmosphere, there is genuine concern, gentleness, happiness, and charity. Central of the affective development of the whole child is the intellectual response to the cognitive dimension. A focus on basic academic skills, critical and creative thinking, global/future studies, environmental concerns, and multicultural education is all part of our curriculum. We collaborate, cooperate, and reflect in a learning environment which cultivates freedom, celebrates choices, and welcomes challenges.

Within an aesthetic context of music and art appreciation, Saint Joan of Arc Catholic School lives THE VISION. WE DARE THE IMPOSSIBLE!
We believe in God. We believe in each other!

Faculty & Staff

FOR 2011-2012

Monsignor Otto L. Garcia, J.C.D.	Pastor	Mrs. Sussane May, B.S.N
Mr. John Fruner, M.S.W., M.S.Ed	Principal	
Mr. Michael Donovan, M.S.Ed	Assistant Principal	Mrs. Maryhelen McCaffery, M.S.Ed Ms. Chatelia Smith, A.A.
Mrs. Antoniette Balzano, A.A.	Bursar Registrar	
Mr. Adalberto Maya Navarrete, B.S.	Assistant to the Principals	Mrs. Meagan Bell, M.S.Ed
Mr. Paul Mazza, B.S.	Middle States & Blue Ribbon Accreditation	Ms. Nicole Masciana, B.S.Ed
Mrs. Lauren Henderson, M.S.Ed	Learning Center Resource Room	
Miss Marilyn Smith	Volunteer Office Assistant, Records & Reception	
Miss Virginia Smith	Volunteer Office Assistant, Records & Reception	Mrs. Susan McEnery, B.A.
Mrs. Gloria Pierrot	Volunteer Office Assistant & Records	Mrs. Cathryn Costello, B.A.
Mr. Ed Ermler, M.S.	Volunteer Information Technology	Ms. Kathy Riggins, B.S.Ed Mrs. Maria Balzano, B.S.
Guidance		
Mrs. Kristin Malone, L.C.S.W.	Diocese of Brooklyn Program for the Development of Human Potential Social Worker	
Ms. Kattia Amadia, M.S.W. Candidate	Fordham University Graduate School of Social Service Social Worker Intern	
Ms. Jillian Brenner, M.S.W. Candidate	Fordham University Graduate School of Social Service Social Worker Intern	Mrs. Karen Serafinko, M.A., P.D. <i>Religion, Reading, ELA, Social Studies</i> Ms. Kathleen Fitzgerald, B.A. <i>Religion, Reading, Science, Math</i>
Early Childhood Faculty		
Pre-K-3-2 WMH2	Assistant Teacher	Ms. Zorjan Skafaryk, M.S. <i>Religion, Reading, Social Studies, Math</i> Ms. Blanca Riva, B.S. <i>Health</i>
Pre-K-3-1 WMH1	Assistant Teacher	
Volunteer Student Teacher		Ms. Lorraine Lubatti, M.S., P.D. <i>Religion, Reading, ELA, Science</i> Ms. Nicole Masciana, B.S.Ed <i>Health</i>
Pre-K-4-8 Room 8	Student Teacher	
Pre-K-4-6 Room 6		
Primary Grades Faculty		
Grade 1-5 Room 5	Assistant Teacher	
Grade 1-7 Room 7	Assistant Teacher	
Grade 2-2 Room 2	Assistant Teacher	
Grade 2-28 Room 2	Assistant Teacher	
Intermediate Grades Faculty		
Grade 3-25 Room 25	Assistant Teacher	
Grade 3-26 Room 26	Assistant Teacher	Ms. Amalia Anzalone, M.S.Ed, P.D. Ms. JoAnn Rubino, B.S.Ed
Grade 4-21 Room 21	Assistant Teacher	
Grade 4-22 Room 22	Assistant Teacher	
Grade 5-23 Room 23	Assistant Teacher	
Grade 5-24 Room 24	Assistant Teacher	



Faith. Academics. Service.

Catholic Schools

The Role of Catholic Schools

Catholic schools collaborate with parents and guardians in raising and forming their children as families struggle with the changing and challenging cultural and moral contexts in which they find themselves. Catholic schools provide young people with sound Catholic teaching through a broad-based curriculum, where faith and culture are intertwined in all areas of a school's life. By equipping our young people with a sound education, rooted in the Gospel message, the Person of Jesus, and rich in cherished traditions and liturgical practices of our faith, we ensure that they have the foundation to live morally and uprightly in our complex modern world. This unique Catholic identity makes our Catholic elementary and secondary schools "schools for the human person" and allows them to fill an essential role in the future life of our Church, our country, and world.

New York State Law prohibits smoking in the school building and on school property which includes the school yard, the sidewalk on 82 Street in front of Ward Meehan Hall as well as the main school building. Additionally, smoking is prohibited on 82 Street next to the Rectory and on 35th Avenue in front of the Rectory and the Church, as this comprises our school campus. This prohibition applies to faculty, staff, parents, and all visitors to the school. This is strictly enforced here at St. Joan of Arc Catholic School.

In addition, Msgr. Garcia and the Parish Staff have determined that the entire campus of St. Joan of Arc Catholic Church is now smoke free. This is an effort to protect people from second hand smoke as well as to provide an example to the younger members of our parish community.

Volunteer Graduate Student Teacher	Miss Helen Ho, B.S.Ed
<u>Middle School Faculty</u> Grade 6-36 Room 36	Mr. Timothy Wilhelm, B.A. <i>Social Studies 6,7,8</i>
Grade 6-33 Room 33	Mrs. Karen Rinaldi Levine, M.A. <i>Reading 6,7,8</i>
Grade 7-32 Room 32	Ms. Doryan Sciolino, B.S. <i>English Language Arts</i>
Grade 8-34 Room 34	Mr. Anthony Pinder, B.A. <i>Physical Education Pre-K 3 to 8 Health 6,7,8</i>
Grade 8-37 Room 37	Mrs. Patricia Radice, B.A. <i>Math 6,7,8</i> <i>Algebra I (Grade 9) Regents Math School Religion Coordinator</i>
<i>Religion 6,7,8</i>	Mr. Michael Donovan, M.S.Ed
<i>Study Skills 6,7,8</i>	
<i>Emotional Literacy 6,7,8</i>	
<i>Religion 6,7,8</i>	Mr. John Fruner, M.S.W., M.S.Ed
<i>New York State Test "Prep"</i>	Mrs. Paula Barthelemy, A.A.
<u>Special Content Faculty</u>	
Art, Grades 1-5 WHM Art Room	Ms. Andrea Puerta, B.F.A.
Art, Pre-K, K, 6,7,8 WMH Art Room	Mrs. Joanne Steavenson, B.F.A.
Computers	Mr. M. Keith Schuman, B.A.
Music Grades 1-8	Mr. M. Keith Schuman, B.A.
Librarian K-8 Library	Mrs. Paula Barthelemy, A.A.
Physical Education	Mr. Anthony Pinder, B.A.
Spanish Grades 4-8	Ms. Lissette Morales, B.S.Ed

TUITION AND FINANCES FOR THE 2011-2012 SCHOOL YEAR

GRADES Pre-K - 8	CATHOLIC	NON-CATHOLIC
1 Child	\$4,200.00	\$5,200.00
2 Children	\$6,200.00	\$7,200.00
3 or more Children	\$8,200.00	\$9,200.00

Each additional Catholic child after three children is \$2,000.
 Each additional non-catholic child after three children is \$2,925.00.

EXPLANATION OF TUITION BECAUSE ST. JOAN OF ARC CATHOLIC SCHOOL HAS AN INCLUSIVE TUITION RATE PER STUDENT

Our tuition includes the technology fee, Home School Association yearly membership dues (per student), activity fee, and book bill. The only additional fees during the year are the lunch room fee, sacraments, graduation fee, class trips, After School extended care tuition, and fundraisers that you may or may not choose to take part in.

The book bill and activity fee covers: student insurance, Religion books, all workbooks, any supplies that students receive from the school, Art, Science, Computer and Music materials, Terra Nova standardized testing costs, New York State tests costs, and Diocesan student tax (per student) which runs the Office of the Superintendent Catholic School Support Services.

The Home School Association membership fee provides the Home School Association with finances to pay for Halloween classroom candy, Catholic Schools Week refreshments for our Open Houses, a student snack during Catholic Schools Week, student Graduation barbeque & hot breakfast, Fun Day student refreshments, student Graduation Dance costs, student Graduation Autograph Album, Graduation Family Continental Breakfast on the day of Graduation, First Confession Family Continental breakfast, and First Communion student pizza lunch. Any additional Home School Association activities are paid for by fundraising or taken from the School Fund account, the school's savings account.

REGISTRATION FEE

Registration begins in the Spring. The registration fee informs the school of the family's intent to enroll their child (or children) for the upcoming academic year. The first tuition payment in May, along with the registration fee, reserves a seat in a grade for a child. In order to determine teaching staff and purchase instructional materials, the registration fee and first tuition

payment must be made, otherwise a seat is not reserved in a grade for the child.

The registration fees for the 2011-2012 school year are:
 For new students entering the school for the first time: \$200 per student.

For present students re-registering for the next academic school year: \$200 per student if this student is the only child in the family.

For present students re-registering for the next academic school year who have brothers and sisters in the school, who are also re-registering: \$300 per family.

The registration fee is **not** deducted from your tuition. The registration fee is **not** refundable at any time.

Even if the family chooses, after registration, to send their child (or children) to another school or if the Principal or Assistant Principal determine a child is not permitted to return to St. Joan of Arc Catholic School for the next academic school year, after the registration fee has been paid, the registration fee will not be refunded.

No registration will be taken in March 2012 for the following school year unless the 2011-2012 school year tuition is paid in full. If tuition is not paid in full by the end of March 2012, except for monthly payments that have been arranged that take the family past March 2012, the child will be removed from the register for the next year and placed on a waiting list. If room becomes available, registration will be accepted for the next year at a registration cost of \$250.

The school cannot pay its bills and pay teachers unless families pay their tuition on time.

Waiting List

When a class reaches its maximum student capacity, students are put on a waiting list, which does not guarantee a seat in that grade.

TUITION PAYMENTS

Tuition can be made in three installments or on a monthly basis.

The first tuition payment, a payment of \$1,500 toward the 2011-2012 year, was due on May 2, 2011. If paying in three installments, the two remaining payments are made on October 3, 2011 and February 3, 2012. If paying in monthly installments, the balance is usually paid through March 2012, before

registration occurs. If your monthly agreement takes you past March 2012, registration can occur for the following school year only if you are current with your monthly payment agreement.

If the first tuition payment of \$1,500 can not be made, a payment larger than the registration fee is required as a first payment. Remember that the first tuition payment in May, along with the registration fee, reserves a seat in a grade for your child. Please communicate with Mrs. Balzano, in the school office, to set up a payment plan that works for you and your family.

We need to have students registered so we can determine teachers, create classes, purchase supplies, and order text books and work books. This is only done in May and early June so that supplies arrive in time for the September classes.

LUNCH ROOM FEE

The Lunch room/cafeteria fee is \$200.00 per child per year. For families with 2 or more children, the fee for the additional child is \$100 per year. This fee covers maintenance of the lunchroom in Ward Meehan Hall and supervision.

FILLING OUT APPLICATIONS FOR OTHER SCHOOLS

There is a \$25.00 fee (per application) for parents who request applications to be completed for other schools.

RETURNED CHECK CHARGE

If your check is returned by your bank to our financial institution, there is a \$25.00 fee per returned check, payable in cash only. The original amount of the check must also be paid in cash only. At the discretion of the Principal, Assistant Principal, Bursar, or Assistant to the Principals, future payments might be required to be paid on a cash only basis.

LATE CHARGE

Tuition or any fee that is handed in late will be subject to a \$25.00 late charge. This is automatically added to your account for each late payment.

SCHOOL HOURS ARRIVAL AND DISMISSAL LOCATIONS LATENESS

Double parking and parking in driveways or in the NO PARKING DURING SCHOOL HOURS zone is illegal and is subject to a summons. Parking in the schoolyard during school hours is NEVER permitted.

Pre-Kindergarten 3 (3 year olds)

8:00a.m. - 10:30 (Lunch)
11:00a.m- 12:30p.m. Quiet Time, Nap Time & Recess
12:30p.m.- 2:30p.m. (Dismissal)

Children enter Ward Meehan Hall on 82 Street between 7:45a.m. & 8:00a.m. At 8:00a.m. those doors are closed. AFTER 8:00a.m., bring your child to the main building by entering through either the Msgr. Boylan Auditorium doors or the main doors of the school. At 8:00a.m. students in grades 1-8 begin walking up to their class rooms. While students walk up to their class rooms, the main doors of the school are not open to provide for the security of those children. Students are late when they arrive AFTER 8:00a.m. Dismissal of the Pre-Kindergarten 3 students occurs at the doors of Ward Meehan Hall on 82 Street at 2:30p.m.

The class room side doors, that open out to the school yard, are never opened for late students or opened to dismiss a child.

Pre-Kindergarten 4 (4 year olds)

8:00a.m. - 10:30 (Lunch)
11:00a.m- 12:30p.m. Quiet Time & Recess
12:30p.m.- 2:30p.m. (Dismissal)

Children enter the main building on 82 street using the door next to the rectory between 7:45a.m. & 8:00a.m. At 8:00a.m. those doors are closed. AFTER 8:00a.m., bring your child to the Msgr. Boylan Auditorium doors or the main doors of the school. At 8:00a.m. students in grades 1-8 begin walking up to their class rooms. While students walk up to their class rooms, the main doors of the school are not open to provide for the security of those children. Students are late when they arrive AFTER 8:00a.m.

Dismissal of the Pre-Kindergarten 4 students occurs in the school yard by the side entrance of the church at 2:30p.m. (Baptistry and Bell Tower side of the church)

Dismissal on **half days** is 15 minutes earlier for **Pre-Kindergarten 4**.

For example: When there is a 12:30p.m. dismissal, Pre-Kindergarten 4 dismisses at 12:15p.m.

When there is an 11:30a.m. dismissal, Pre-Kindergarten 4 dismisses at 11:15a.m.

Kindergarten

8:00a.m. - 11:20 (Lunch)
12:10p.m- 2:30p.m. (Dismissal)

Children enter the main building on 82 street using the door next to the rectory between 7:45a.m. & 8:00a.m. At 8:00a.m. those doors are closed. AFTER 8:00a.m., bring your child to the Msgr. Boylan Auditorium doors or the main doors of the school. At 8:00a.m. students in grades 1-8 begin walking up to their class rooms. While students walk up to their class rooms, the main doors of the school are not open to provide for the security of those children. Students are late when they arrive AFTER 8:00a.m. Dismissal of the Kindergarten students occurs in the school yard by the gate on 35th Avenue, next to the elevator door to the Upper and Lower Churches, at 2:30p.m.

Dismissal on **half days** is 15 minutes earlier for **Kindergarten**.

For example: When there is a 12:30p.m. dismissal, Kindergarten dismisses at 12:15p.m.

When there is an 11:30a.m. dismissal, Kindergarten dismisses at 11:15a.m.

Grades 1-8

All students in Grades 1 through 8 must be on line in the Msgr. Boylan Auditorium at 8:00AM each day. Students are late when they arrive AFTER 8:00a.m.

The doors to the Msgr. Boylan Auditorium open at 7:45a.m. each school day.

Students arriving after 8:00a.m. wait next to the kitchen and are brought up to the school office for a late pass by one of the teachers on morning supervision duty. **Parents can not enter the Msgr. Boylan Auditorium with their children. Children are only permitted to enter the auditorium.**

When the Msgr. Boylan Auditorium door closes, the parent brings their child to the main doors. If the child walks to school without an adult, and the Msgr. Boylan Auditorium door closes, the child waits at the main doors of the school. At 8:00a.m. students in grades 1-8 begin walking up to their class rooms. While students walk up to their class rooms, the main doors of the school are not open to provide for the security of those children.

All grade 1-8 students are required to enter the Msgr. Boylan Auditorium between 7:45a.m. and 8:00a.m. St. Joan of Arc Catholic School does not have staff available to supervise students present on the school campus before 7:45a.m.. When students arrive on the school campus prior to 7:45a.m., parents must provide for their child's protection and supervision.

Grade 1

8:00a.m.—11:20 (Lunch) 12:10p.m.— 2:30p.m. (Dismissal)
Dismissal on 82 Street by main building door.

Grades 2 & 3

8:00a.m.—11:20 (Lunch) 12:10p.m.—2:45p.m. (Dismissal)
Dismissal on 35th Avenue, between the rectory and the church, by the gate, next to the elevator door to the Upper and Lower Churches.

Grade 4

8:00a.m.—11:20 (Lunch) 12:10p.m.—2:45p.m. (Dismissal)
Dismissal on 82 Street from the doors facing the rectory. The class is walked to the corner of 82 Street & 35th Avenue. You may pick up your child there.

Grade 5

8:00a.m.—12:15p.m. (Lunch) 1:05— 3:00p.m. (Dismissal)
Dismissal on 35th Avenue, between the rectory and the church, by the gate, next to the elevator door to the Upper and Lower Churches.

Grades 6,7,8

8:00a.m.—12:15p.m. (Lunch) 1:05—3:00p.m. (Dismissal)
Dismissal on 82 Street from the doors facing the rectory. The class is walked to the corner of 82 Street & 35th Avenue. You may pick up your child there.

AT DISMISSAL, STUDENTS GO DIRECTLY HOME

No one is to loiter on 82nd Street, 35th Avenue or in the schoolyard at dismissal.

VENDORS ON 82 STREET AND 35th AVENUE

Children are not permitted to buy from vendors on 82nd Street or 35th Avenue. *These vendors do NOT have a license from the New York City Department of Health*, which means their carts are **NEVER inspected for the presence of dirt or contamination.**

The NYC Department of Health and Mental Hygiene issues many types of licenses and permits under the NYC Health Code. In New York City, a Mobile Food Vendor requires a license from the Department of Health and Mental Hygiene and must comply with New York State and New York City Sanitary and Health Codes. The license is issued by the Department of Health and Mental Hygiene (DOHMH) is a photo ID badge that the vendor carries and it must be **visible**. A Mobile Food Vending Inspection Decal also must be **visible and posted** on the cart along with a valid Department of Health and Mental Hygiene permit. Prior to applying for this license, a vendor must take the Food Protection Course for Mobile Food Vendors. New York City Law

states that a vendor must not sell food from a pushcart or truck which does not have a valid Department of Health and Mental Hygiene Permit and Inspection Sticker even if the vendor has a photo ID badge. To view the requirements of these Mobile Food Vendors, please visit http://home2.nyc.gov/html/doh/html/permit/license_permit2.shtml.

Students who buy from these vendors are subject to immediate suspension.

Accurate Time that Runs the School's Bell System

With the wireless internet system that was installed, the school's bell system obtains accurate time through a Power over Ethernet Clock which synchronizes with the official U.S. time from <http://www.time.gov/timezone.cgi?Eastern/d/-5/java>. Time updates from the internet, via a wireless ethernet connection, provide us with "perfect" time. The bells ring at 7:45a.m. to signal the opening of our doors, at 8:00a.m. to signal the beginning of our school day and determine latenesses, before lunch times, and at dismissals.

When parents of late children state we rang the late bell a little too early, the addition of a Power over Ethernet Clock to our bell system, solved any claims of time inaccuracies. The ringing of these school bells happens automatically at official U.S. time.

LATENESS

A student is considered late after 8:00a.m. in the morning. Students arriving late to school will not be admitted to class without a late pass from the Principal, Assistant Principal, or teachers on morning supervision duty. A student who arrives late without a note from a parent is unexcused. Respect for students and teachers who come on time demands that late students not interrupt the learning process for themselves and all the other students in that classroom.

When late, children must report to the school office and will not be admitted to class by a teacher without a late pass from the Principal, Assistant Principal, or teacher on morning supervision duty.

Classes start promptly as soon as the class arrives in the homeroom. **LATENESS IS NOT TOLERATED** and is noted on the student's permanent record card and report card. **Continued lateness** results in parents being contacted by Principal or Assistant Principal.

Students with 3 or more latenesses in one trimester are not eligible for any honors at report card time for that trimester.

FORGOTTEN ITEMS

No one is permitted to go to the classrooms during class time. Keys, lunches, etc. must be left with the door supervisor in the reception area and will be sent to the classroom at an appropriate time.

ANIMALS AND PETS

Animals and pets are not permitted on any of the school grounds or in the school buildings. Leave all pets home.

ST. JOAN OF ARC CATHOLIC SCHOOL UNIFORM

Shoes

Shoes for boys and girls can be a Black Children's Oxford shoes, a black loafer or for girls, a Black Girls Mary Jane Strap Shoe, or a Black Men's Penny Loafer. NO deck shoes, suede Chukka boots or heels for girls.

Uniform shoes can be purchased from

Flynn and O'Hara School Uniforms

The Shops at Atlas Park
8000 Cooper Avenue
Glendale, N.Y. 11385
718-326-2704
www.flynnohara.com

or from

Ideal Uniform Store

1271 Hempstead Turnpike
Elmont, NY 11003
516-354-8255
www.idealuniform.com

or from

DaBar Too Shoes

7005 Grand Avenue
Maspeth, N.Y. 11378
718-779-1544

The school uniform is a symbol of unity within the school community.
The complete uniform is to be worn all times unless otherwise directed by the

Principal or Assistant Principal. The school uniform is strictly enforced at St. Joan of Arc Catholic School. If a child is missing any part of the uniform or the gym uniform, he or she is in violation of the school regulations. Students will be either sent home or excluded for class when they arrive at school without the full uniform. Students will also be required to remain at home until the full uniform components are purchased.

THE UNIFORM IS:

Girls & Boys Pre-K and Kindergarten

Navy blue gym sweat suit with St. Joan of Arc Catholic School logo.
White Crew socks and sneakers.

During the months of September, October, May, & June, Pre-K and Kindergarten students may wear the uniform gym t-shirt with logo and uniform gym shorts with logo in place of the gym sweat suit due to the lingering or approaching summer heat.

Girls Grades 1—3 September, October, May, June

Jumper Red Plaid Drop Waist Jumper

White Blouse—short or long sleeved button down collar—with *flor de lis* logo
White Crew Socks or White Opaque Nylon Knee Hi socks

The Prescott Red V-Neck Cardigan sweater with logo does not have to be

worn during the months of September, October, May, and June.
If the student chooses, the Prescott Red V-Neck Cardigan sweater with logo, may be worn.

Or the girls may wear

Optional Summer Uniform Cardinal Short Sleeve Polo Shirt with logo.
The top button or the first two top buttons may be open.

with one of the following

Optional Summer Navy Girls Twill Walking Shorts with logo (*short pants*)
with either White Crew Socks or White Opaque Nylon Knee Hi socks

Optional Winter Navy Girls Slacks with logo (*long pants*)

On Gym Day Only

During the months of September, October, May, & June, grade 1-3 girls may wear the uniform gym t-shirt with logo and uniform gym shorts with logo in place of the gym sweat suit due to the lingering or approaching summer heat with sneakers and White Crew Socks- **on gym day only.**

ON DRESS DOWN DAYS boys and girls can either wear the Navy blue gym sweat suit with St. Joan of Arc Catholic School logo and sneakers or during

the months of September, October, May, & June, the uniform gym t-shirt and uniform gym shorts with White Crew Socks .

Girls Grades 1—3 November to April

Jumper Red Plaid Drop Waist Jumper

White Blouse—short or long sleeved button down collar—with *flor de lis* logo
Black Opaque Tights

The Prescott Red V-Neck Cardigan sweater with logo

Or the girls may wear

White Blouse—short or long sleeved button down collar—with *flor de lis* logo
Optional Winter Navy Girls Slacks with logo (*long pants*)

The Prescott Red V-Neck Cardigan sweater with logo

No tie is worn by the girls in grades 1-3.

Girls Grades 4—8 September, October, May, June

Red Plaid Wrap Around Kilt

White Blouse—short or long sleeved button down collar—with *flor de lis* logo,
with top collar buttoned.

Red Plaid Tie

White Opaque Nylon Knee Hi socks

The Prescott Red V-Neck Pullover sweater with logo does not have to be

worn during the months of September, October, May, and June.
If the student chooses, the Prescott Red V-Neck Pullover sweater with logo,
may be worn.

Or the girls may wear

Optional Summer Uniform Cardinal Short Sleeve Polo Shirt with logo.
The top button may be open only, all other buttons closed.

with one of the following

Optional Summer Navy Girls Twill Walking Shorts with logo (*short pants*)
with either White Crew Socks or White Opaque Nylon Knee Hi socks

Optional Winter Navy Girls Chinos with logo (*long pants*)

Girls Grades 4—8 November to April

Red Plaid Wrap Around Kilt

White Blouse—short or long sleeved button down collar—with *flor de lis* logo,
with top collar buttoned.

Red Plaid Tie

Prescot Red V-Neck Pullover sweater with logo

Black Opaque Tights

Or the girls may wear

White Blouse—short or long sleeved button down collar—with *flor de lis* logo, with top collar buttoned.
Red Plaid Tie
Prescot Red V-Neck Pullover sweater with logo
Navy Girls Chinos with logo
Navy Blue Crew Socks

On Gym Day Only

During the months of September, October, May, & June, grade 4-8 girls may wear the uniform gym t-shirt with logo and uniform gym shorts with logo in place of the gym sweat suit due to the lingering or approaching summer heat with sneakers and White Crew Socks - **on gym day only**.

ON DRESS DOWN DAYS boys and girls can either wear the Navy blue gym sweat suit with St. Joan of Arc Catholic School logo and sneakers or *during the months of September, October, May, & June*, the uniform gym t-shirt and uniform gym shorts with sneakers and White Crew Socks.

Boys Grades 1-8 September, October, May, June

Navy Pleated Twill Pants
White shirt—short or long sleeved button down collar—with SJA logo with top collar buttoned.
Red Plaid Tie
Navy Blue Crew Socks
The Prescot Red V-Neck Pullover sweater with logo does not have to be worn during the months of September, October, May, and June.
If the student chooses, the Prescot Red V-Neck Pullover sweater with logo, may be worn.

Or the boys may wear

Optional Summer Uniform Cardinal Short Sleeve Polo Shirt with logo.
The top button or the first two top buttons may be open.

with one of the following

Optional Summer Navy Boys Twill Walking Shorts with logo (*short pants*) with White Crew Socks

On Gym Day Only

During the months of September, October, May, & June, grade 4-8 girls may wear the uniform gym t-shirt with logo and uniform gym shorts with logo in place of the gym sweat suit due to the lingering or approaching summer heat with sneakers and White Crew Socks - **on gym day only**.

ON DRESS DOWN DAYS boys and girls can either wear the Navy blue gym sweat suit with St. Joan of Arc Catholic School logo and sneakers or *during the months of September, October, May, & June*, the uniform gym t-shirt and uniform gym shorts with sneakers and White Crew Socks.

Boys Grades 1-8 November to April

Navy Pleated Twill Pants
White shirt—short or long sleeved button down collar—with SJA logo with top collar buttoned.
Red Plaid Tie
Navy Blue Crew Socks
The Prescot Red V-Neck Pullover sweater with logo

Boys and girls must have their shirts tucked in at all times.
In cold weather, only the school uniform sweater may be worn. No sweatshirts, vests, or hoodies.

With the school uniform, Timberlands®, Steve Maddens, Diesel®, work boots, hiking boots, and sneakers are not allowed.

Sneaks are only worn with the school gym uniform.

Gym Uniform- Grades Pre-K to 8 Boys and Girls

Navy blue gym sweat suit with St. Joan of Arc Catholic School logo.
White Crew Socks, and sneakers.

White with Navy Tim gym t-shirt with logo and either Navy polyester cotton gym shorts with logo or Navy Micromesh Nylon gym shorts with logo.

On Gym Day Only

During the months of September, October, May, & June, grade 4-8 girls may wear the uniform gym t-shirt with logo and uniform gym shorts with logo in place of the gym sweat suit due to the lingering or approaching summer heat with sneakers and White Crew Socks - **on gym day only**.

ON DRESS DOWN DAYS boys and girls can either wear the Navy blue gym sweat suit with St. Joan of Arc Catholic School logo and sneakers or *during the months of September, October, May, & June*, the uniform gym t-shirt and uniform gym shorts with sneakers and White Crew Socks.

EXCEPTIONALLY HOT WEATHER

When the weather is exceptionally hot, the Principal or Assistant Principal will direct students to take off ties and sweaters as well as opening the top button of the white shirt.

When exceptionally hot weather is predicted, the Principal or Assistant Principal will offer the students the option of coming into school wearing the uniform gym shorts with logo, uniform gym t-shirt with logo, and sneakers. In exceptionally hot weather, the gym shorts and gym t-shirt may be worn alone, not under the gym sweat shirt and gym sweat pants.

This announcement will be posted on the school website.

Uniforms can be purchased from:

Flynn and O'Hara School Uniforms

The Shops at Atlas Park
8000 Cooper Avenue
Lower Level (accessible from the North Garage)
Glendale, N.Y. 11385
718-326-2704
www.flynnohara.com

or

Ideal Uniform Store

1271 Hempstead Turnpike
Elmont, NY 11003
516-354-8255
www.idealuniform.com

STANDARDS OF APPEARANCE

GROOMING IS PART OF A NEAT APPEARANCE AND A REQUIREMENT OF WEARING THE ST. JOAN OF ARC CATHOLIC SCHOOL UNIFORM.

Shoes must be polished. Clothes must be clean and pressed. Nails and hair must be clean. Personal hygiene must be taken care of daily.

Whenever a child is wearing the uniform of St. Joan of Arc Catholic School, he/she represents his/her parents, the entire school community, the parish of St. Joan of Arc and the Catholic Church, therefore the school reserves the right to discipline students for any acts on school grounds, in the vicinity of the school or elsewhere contrary to the code of Catholic Christian behavior being taught by the Catholic Church. This includes any online activities, language, and gestures posted on social networking sites and on the internet including texts and pictures sent via cell phones.

For Girls

Girls must keep the hair back in such a way that it will not fall in front of the face.

NO make-up of any type is allowed, including nail polish, lip gloss, colored Chap Stick, or eye make up. False nails, dangling earrings or hoop earrings are not permitted.

Skirts and jumpers must be worn to the knee or immediate suspension will result.

No elaborate headbands, hair bows, or scrunchies permitted.

For Girls and Boys

Absolutely no jewelry of any kind, except for watches and ear posts (for girls only).

No chains, bracelets, bead necklaces, or colored wrist bans of any kind are permitted to be worn by both boys and girls.

Clothing must be clean and free of rips and tears. Hats, baseball caps and all other types of headgear are to be removed once the child enters his/her class and puts away his/her coat. Du-rags are not be worn on or near school property.

Hair must be of natural color (no highlights), neat, and well groomed.

Students are to avoid extremes in grooming and fashion.

For Boys

Boy's hair length must **not** reach **below** the collar in the back. It must be short in front so as not to impair vision. No extreme haircuts, i.e. mushroom, fades, lines, slits, pony tails, braids, corn-rows (including eyebrows) are permitted. Sideburns are to be straight and not to extend beyond the bottom of the earlobe. No hair dye, lettering shaved into the hair or Mohawk style haircuts are permitted.

Boys are not permitted to wear earrings to, from, or in school and while wearing the St. Joan of Arc Catholic School uniform.

The only jewelry a boy may wear to, from, or in school is a wristwatch.

The Principal and Assistant Principal reserve the right to determine the appropriateness of any student.

ANY STUDENT WHO IS IN FLAGRANT OR REPEATED VIOLATION OF THE GROOMING RULES WILL BE SENT HOME. APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN FOR THE LOSS OF CLASS TIME.

ATTENDANCE, ILLNESS, REQUESTING HOMEWORK, MAKE-UP WORK

ATTENDANCE LAW (Compulsory Attendance Policy)

NEW YORK STATE LAW CLEARLY STATES THAT CHILDREN MUST BE IN ATTENDANCE IN SCHOOL ON THE DAYS THAT SCHOOL IS OPEN UNLESS THEY ARE ILL.

EVERY CHILD IS REQUIRED TO BE IN SCHOOL TO RECEIVE THE LAST REPORT CARD ON THE FINAL DAY OF SCHOOL.

For our 8th graders:

It is important to note that all 8th graders are required to attend school until FRIDAY, JUNE 21, 2012, even though they have participated in Graduation Exercises.

Absence Calls

Parents are required to call the school office **before** 9:00AM on the day the child is absent. At this time, homework can also be requested.

Requests for homework and books to be left in the school office must be made by 9:30a.m. Any requests received after 9:30a.m. for books for homework and homework assignments will not be honored. The office staff is now engaged in other business of the school day. Additionally, teachers need adequate time to provide the assignments and gather books. In fourth grade and up, multiple teachers have to be contacted and this can occur only in the early morning of the school day.

Books and assignments can be picked up AFTER the child's class' dismissal time, not before. Books and assignments are sent down to the school office while the children are packing their school bags and preparing to leave the building for dismissal. For example: Grade 1 homework and books will only be available **after** 2:30p.m. since their dismissal time is 2:30p.m.

TO CALL FOR HOMEWORK:

Name _____ Grade _____
Telephone Number _____
Teacher _____
Subject _____

In case of an extended illness, class assignments may only be requested each day, not one day or multiple days in advance. While teachers construct lesson plans for the week, prior to teaching that week, each day's events alters these plans. Each day of your child's illness, you must call the school office to request the homework of that day.

Absences and Absence Notes

Absence notes are required for any and all absences, whether legal or illegal (vacations, appointments, etc.), upon return to school. The note must state the date and reason of absence. A doctor's note is required for admission after any communicable disease. Any student absent a total of 19 days **during a report card period** (called a Trimester) will not qualify for marks for that period until absences have been reviewed by the Principal and Assistant Principal. If all 19 absences are illegal absences, the student will not pass the subjects of that marking period. The Agency for Children's Services (ACS) will be notified of these absences, however, this does not mean that the Principal and Assistant Principal will wait until 19 illegal absences occur before calling The Agency of Children's Services. When the Principal and Assistant Principal see illegal absences occurring, The Agency of Children's Services is contacted.

Students with any illegal absences in a trimester are not eligible for any honors at report card time during that trimester.

If a student is absent in the excess of 30 days for the year, the child will be retained in that grade because of the class time missed. **New York State law permits absence from school for reasons of health or emergency only.** The Agency of Children's Services will be contacted to begin an investigation even if these absences are considered excused absences.

Please do not send your child back to school too quickly following an illness. Children must be free of vomiting, diarrhea, and fever for a minimum of 24 hours. For the same reasons, parents are asked to make immediate pick up arrangements for their child when notified that (S)he is ill.

Lack of attendance, even when excused, affects academic achievement.

Vacations During School Days

It is against New York State law to go away while classes are in session. If a child is taken out of school for a vacation, the parent, not the teacher,

assumes the responsibility for the work missed during that vacation time. **CLASSWORK AND HOMEWORK ASSIGNMENTS WILL NOT BE GIVEN TO ANY CHILD BEFORE LEAVING FOR VACATION. At the discretion of the teacher, class work and homework may be made up within a time period determined by the teacher upon the child's return.**

After consultation with the Principal and Assistant Principal, the teacher has the option of not permitting make up work or credit for missed class work and homework when a child is taken out of school for a vacation. When a child is permitted to make up work when taken out of school for a vacation, the child then has extra time to complete class work and assignments, placing him/her at an unfair advantage over his/her classmates. The child also has the ability to obtain answers from classmates after the class work and homework has been corrected.

Truancy and Class Cutting

Any student who absents himself or herself from school without prior permission of the Principal or Assistant Principal or without knowledge of his parents/guardian will be considered truant, which is a serious violation of school policy and New York State Education Law. For any day on which a student is truant, teachers will not provide make up work or give any tests or quizzes. Students will receive zeros for the work missed due to truancy. The Agency for Children's Services will be contacted if repeated truancy occurs. If repeated truancy occurs, the Principal and Assistant Principal will decide whether the student can continue attending St. Joan of Arc Catholic School.

Medical Appointments During School Hours

For medical or other appointments during school hours, a note is required before the child can be excused. An adult must pick the child up at school.

MEDICINE

NO ONE except the nurse is allowed to give your child medicine of any kind. If your child required medication and you do not give written permission to the nurse to give your child that medicine, you must come to the school and give the medicine to your child. NEVER give your child a prescription to be taken during school hours. Always bring the medicine to the school office. **Please note that the nurse is on school grounds from 8:30a.m. to 2:30p.m.**

Student Illness During the School Day

If a student becomes ill or injured during the day, (s)he is to report to the nurse's office. The nurse will contact the parent or person designated to be contacted.

TEXTBOOKS & BOOK BAG

Much effort, thought, and money have gone into the purchase of textbooks. It is important that these books be treated carefully and returned in excellent condition. Books must be covered and carried in a book bag. Lost or damaged books will be replaced at the parent's expense. Books must be carried by the child to classes.

For Grades 1-8

Some of our students find it a physical impossibility to carry their book bag up to the classroom. In order to request for your child's book bag to be carried up to his/her homeroom, a note from your child's doctor is to be submitted to the Principal. The Principal will then give your child a book bag tag that indicates that his/her book bag will be carried up to his/her homeroom. **Each September a new doctor's note is required to obtain from the Principal the book bag tag.**

The book bag can not be carried down the stairs at dismissal time by anyone else but your child.

School bags with shoulder straps are recommended. School bags with wheels, for safety concerns on the stairs, **are not permitted** for any student.

LATE PICK-UP

Please be sure you have the telephone number of your child's bus company. Bus companies are NOT contracted by the school but by private arrangement between families. We must have the correct emergency number of the person picking-up your child. It is extremely important for the safety of our children that the office be able to reach a guardian if need be. Emergency cards are distributed at the beginning of the school year for this purpose.

SNOW DAYS & INCLEMENT WEATHER

On days of inclement weather which require the school to be closed, listen to the announcements made via the following AM Radio Station: WCBs 880, FOX 5 TV, on the school website, and on Option C's home page. (www.optionc.com Enter school code 970)

PARENT-CONFERENCES

There will be 2 parent-teacher conferences per year. Parents are invited to make appointments with teachers to confer on student's progress and behavior. The appointment must be made by sending a note to the teacher asking for an appointment on a specific day and at a definite hour. The

teacher will reply by note to verify the appointment. No parent will be seen without a prescheduled appointment. Parents are NOT PERMITTED in classrooms during the school day.

CLASS PARTICIPATION

Class participation and preparedness is essential and is incorporated into each Report Card grade.

WRITTEN WORK

All homework and other non-typed worked must be done in black or blue pen (or in pencil in the lower grades) on standard size loose leaf (8 1/2 x 11). Handwriting and printing must be legible. Only a # 2 pencil can be used when writing in pencil. White out is never permitted.

STANDARD HEADING FOR ALL PAPERS

Student's Name _____ Date _____
Subject _____ Teacher _____

PLAGIARISM

Plagiarism is the intentional or unintentional use of another person's work, words, or ideas without giving credit to the sources of that information. At St. Joan of Arc Catholic School, plagiarism will not be tolerated. Teachers who suspect that an incident of plagiarism has occurred use previous examples of the student's writing to determine whether the student has misused sources. All sources must be cited. A record of each offense is noted on the student's permanent record card.

CHEATING

The consequence of cheating not only affects the person who received but also the person who gave the information. Cheating will result in a grade of a zero (0) for that assignment, test, or quiz along with immediate suspension. Repeated offenses will result expulsion.

EXTRA CREDIT

Extra credit is not permitted because it places one child at an unfair advantage over another. Only the Principal and Assistant principal can permit extra credit and that is for extenuating circumstances. Our school policy is always to give the child every opportunity to successfully complete the course of study.

REPORT CARDS

Report cards are distributed three times a year.

For Grades 1-8

ACADEMIC CODE		PROGRESS CODE			
A+	97-100	C+	81-84	E	Excellent
A	93-96	C	77-80	G	Good
B+	89-92	D+	74-76	S	Satisfactory
B	85-88	D	70-73	N	Needs improvement
		F	Below 70	U	Unsatisfactory
				X	Not Assessed this Trimester

SCHOOL WIDE GRADING POLICY

St. Joan of Arc Catholic School's Grading Policy for Grade 1-8

Tests	40%
Quizzes	20%
Class work & Participation	10%
Homework	20%
Projects/Portfolios	10%
TOTAL	= 100%

The rationale of St. Joan of Arc Catholic School's Grading Policy is to insure that a student is being monitored for continuous growth. Fair and just assessment insists that students and parents be appraised regularly in regard to student progress. There should always be a "safety net" built in between report cards to flag a student's lack of progress. The school's new Option C program allows the principal and assistant principal to monitor teacher grade books so that the progress reports which St. Joan of Arc Catholic School issues between report cards can target any problems regarding a student's grades before the distribution of the report card. This check point gives a parent an opportunity to address a child's grades while there is still time for improvement.

PROGRESS REPORTS

Progress Reports are distributed to the parents between report cards. This gives an opportunity for both the parent and the student to remedy any situations that may be leading toward failure. It is documented on the Progress Report, a copy of which is sent home to be signed by the parent and a copy of which is kept in the child's permanent record. The teachers always have the option of calling for a conference with the parent if they notice a negative change in student performance. Warning Letters are issued in March and again in May to flag any child not meeting promotional

standards. A notation that “promotion is in doubt” is put on the Report Card at the time the warning letter is issued.

HONORS

PRINCIPAL'S LIST

Grades 1-8 Report Card

97% to 100% average in all trimester subjects.
Religion, English Language Arts, Reading, Math, Science, Social Studies.

All Es in all subdivisions under each major subject area.
All Es in Personal Progress, Class work, and Homework.

All Es in conduct in Computer, Music, Physical Education, World Language.

FIRST HONORS

Grades 1-8 Report Card

89% to 100% in all trimester subjects.
Religion, English Language Arts, Reading, Math, Science, Social Studies.

All Es and Gs in all subdivisions under each major subject area.
All Es and Gs in Personal Progress, Class work, and Homework.

All Es and Gs in conduct in Computer, Music, Physical Education, World Language.

SECOND HONORS

Grades 1-8 Report Card

85% to 100% average in all trimester subjects.
Religion, English Language Arts, Reading, Math, Science, Social Studies.

All Es and Gs in all subdivisions under each major subject area.
All Es and Gs in Personal Progress, Class work, and Homework.

All Es and Gs in conduct in Computer, Music, Physical Education, World Language.

EFFORT AWARD

Grades 1-8 Report Card

81% to 100% in all trimester subjects.

Religion, English Language Arts, Reading, Math, Science, Social Studies.
All Es, Gs, and Ss in all subdivisions under each major subject area.
All Es and Gs in Personal Progress, Class work, and Homework.

All Es and Gs in conduct in Computer, Music, Physical Education, World Language.

At the discretion of the teacher, if a student has Ns or Us in a subdivision under a major subject area, the student can still achieve the Effort Award.

NO Ns or Us can be present in Personal Progress, Class work, and Homework.

HOMEWORK

Homework is assigned to help the student to become self-reliant, to learn to work independently, to improve the skills that have been taught, and to complete certain worthwhile books, projects, or research. All homework must be signed by parents. Homework must always be neat and grammatically correct. All papers, including tests, must be signed by parents. Students will lose points for late homework and for homework and test papers that are not signed.

Homework

Missed Due to an Absence

WHEN A STUDENT IS ABSENT, it is the student's responsibility, **not the teacher's**, to obtain the homework and class work and to complete the assignments. **The student will be given twice the amount of time missed to make up the missed work.**

For example: If the student is absent two days, the student has four days to make up the work.

The student will receive full credit with no penalties for an excused absence. **If the student hands in the make up work late**, then the student's work will be graded with a zero for that assignment. The assignment, however, must be completed in order for the student to reinforce important concepts and skills needed for further study. The student will receive no credit for unexcused and illegal absences. The assignment, however, must be completed in order for the student to reinforce important concepts and skills needed for further study.

If the student does not understand the homework, a note must be written to the teacher and the teacher will determine when the homework will be due.

Middle School, 6th 7th 8th Graders

Failure to turn **homework** in on the day it is due results in a zero and the homework can not be made up at a later date for credit. The homework, though, still must be completed because it reinforces skills taught in a specific class. When that homework is not done, the student loses a valuable opportunity to reinforce whatever skills the teacher aims to reinforce. Consequences not only result in a lower average in that class but the reinforcement of knowledge needed to build for the next skill is additionally not strengthened.

For Middle School Students, Projects and Research Papers will loose one letter grade per day the assignment is late. (A project one day late begins with a "B.")

TESTS AND QUIZZES MISSED DUE TO AN ABSENCE

At the discretion of the teacher, tests and quizzes **may be** made up within a time period **determined by the teacher,** upon the child's return, but **the teacher is not obligated to administer the missed test(s) or quiz(zes).** The reason being that absent students have access to test and quiz questions because they would be taking the test or quiz after it has been administered. Even if the teacher does not return the graded test or quiz, the absent student can discuss the questions and obtain what was asked from those students who took the test. Oral tests and quizzes **can not be given** upon the return to school from an absence. Teachers **will not** make up an additional quiz or test in order to accommodate any absent students.

Missed tests and quizzes, due to an absence, **are not,** however, **graded as a zero.** The student will have less tests and quizzes contributing to the overall average in a subject. For example: A student who has been present in all Social Studies classes in a trimester has taken 4 tests and 5 quizzes. Another student, who has been absent, has only 1 test and 2 quizzes. Even though the tests and quizzes missed by this student due to absences are not graded as zeros and not averaged in as zeros, the lesser amount of tests and quizzes decreases the student's overall average if those tests and quizzes were under 70%.

BOOK REPORTS

In 1996, the New York State Board of Regents approved 28 learning standards. In those documents, it states that students need to read **a minimum** of 25 books per academic year.

Grades 1-5 are required to read 25 books and write 25 book reports. Grades 6-8 are required to read 30 books and write 30 book reports.

Some teachers assign books while others permit students to choose the books they read. Each teacher determines when these book reports are due. In addition to these book reports, all students in grades 1-8 must read at home and record their reading on a log sheet. Students must read every day, including the weekends. Required minutes to read each night is determined by grade level teachers.

The reading can be the book assigned by the teacher or a student's book of choice. The book reports assigned for summer do not count as these 25 books and book reports.

WE WILL BEGIN THE 25 BOOKS, THEIR REPORTS, AND THE READING LOG ON MONDAY SEPTEMBER 12, 2011.

Teachers use the New York State Learning Standards for English Language Arts.

These standards are the foundation for New York State Tests.

Assignments will be taken from the four different standards:

Standard ELA1: Language for Information and Understanding
Students will read, write, listen, and speak for information and understanding.

Standard ELA2: Language for Literary Response and Expression
Students will read, write, listen, and speak for literary response and expression.

Standard ELA3: Language for Critical Analysis and Evaluation
Students will read, write, listen, and speak for critical analysis and evaluation.

Standard ELA4: Language for Social Interaction
Students will read, write, listen, and speak for social interaction.

SCHOOL DANCES

Dances for grades 6, 7, & 8th are offered throughout the school year on certain Friday nights from 7 to 10:00p.m. in Ward Meehan Hall. Only students of St. Joan of Arc Catholic School are permitted to these dances. Students may NOT bring a guest at any time.

feels that further testing is warranted, a letter is sent home to parents/guardians.

NON-DISCRIMINATION POLICY

St. Joan of Arc School admits student of any race, sex and national origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The Principal and Assistant Principal have full authority to discontinue the enrollment of a student who is mentally disturbed to such a degree that an academic program cannot be successfully pursued, or whose conduct impedes the work of other students, faculty, or administrative offices. This decision rests with the Principal and Assistant Principal.

Any behavior, which is viewed by the Principal and Assistant Principal, as detrimental to the educational process, to the safety of other persons, or the reputation of St. Joan of Arc Catholic School will be grounds for serious disciplinary action and may result in immediate suspension or expulsion.

We welcome students of other faith traditions at St. Joan of Arc Catholic School. It is required of **all** students, regardless of their faith tradition, to successfully complete the curriculum of religious education.

We will do our best to form your child spiritually and academically, but the responsibilities of instilling religious and moral values rest with the parents. For our religious education program to fulfill its goals, the family needs to be worshipping together. Visit your church/ house of worship.

Religion is a major subject in a Catholic school and is treated as such regardless of students' personal religious affiliation. All students are responsible for course material.

MASS

The Roman Catholic nature of our school is the core of our philosophy, mission, and actions. All students, regardless of their faith traditions, are required to attend Masses, liturgical services, and devotions throughout the school year. No one is exempt. **WE ARE UNAPOLOGETICALLY CATHOLIC.**

The Dress Code for these dances are as follows:

- No backpacks
 - No inappropriate messages on clothing
 - Not hats or bandannas
 - No bulky chains
 - No skin tight clothing
 - No earrings on boys
- WE REQUIRE MODEST ATTIRE.**
- Skirts must be conservative in length worn AT THE KNEE as required in school.
 - Midriffs **MUST** be covered
 - No backless or strapless clothing
 - No spaghetti straps or sleeveless clothing

Pants should be comfortable but not excessively baggy AND MUST BE WORN AT THE WAIST.

The Principal, Assistant Principal, or Teachers will determine if a student is inappropriately dressed. If a student is inappropriately dressed, the student will not be admitted into the dance and sent home.

Students who are absent the day of, or who leave school early due to sickness, are **NOT** permitted into a dance.

SLEEP

It is imperative that the children receive adequate sleep each night. If students do not receive the required amount of sleep their learning ability is greatly diminished as is their ability to concentrate, work, play, and solve problems with their classmates. It is the parents' responsibility to establish a bedtime routine. Reading and/or soft music is recommended. TV viewing at bedtime is not a good idea. Children should not be permitted to determine their own bedtime. If children receive enough sleep they will wake up on their own with enough time for morning routines.

HEALTH CONCERNS

We follow New York City's "no shots, no school" policy. Parents must inform us of any special health problems and of any medications students are taking. During the course of the school year, according to the regulations of the Department of Health, the students are weighed and measured. They also receive vision and hearing screening. If school personnel or the nurse

PARENT RESPONSIBILITIES

Good discipline begins in the home. Parents are the first teachers of their children and need to develop good behavior habits and proper attitudes towards school. Parents partner with St. Joan of Arc Catholic School by:

- Teaching their child respect for law, authority, the rights of others, and for private and public property.
- Arranging for prompt and regular school attendance and by complying with attendance procedures.
- Working with St. Joan of Arc Catholic School in carrying out recommendations made in the best interest of the child, in discipline and academics.
- Talking with their child about school activities and showing an active interest in progress and weakness indicated on report cards.
- Making sure sufficient time is scheduled for homework and studying.
- Providing a quiet place to study at home at a regularly scheduled time.

PESTICIDES

Our schedule for the use of pesticides is such that the school remains unoccupied for a continuous 72 hours following an application. In the event of a need for an emergency application, all parents will be notified 48 hours in advance.

SCHOOL BAND RECRUITMENT

will take place Thursday September 22 at 9:30a.m. for grades 3-8. Parents are welcome to attend this assembly.

EMERGENCY INFORMATION

An emergency card must be on file for every student in our school. It is the parent's responsibility to keep the information up-to-date. If repeated requests for the emergency card go ignored, the student will not be admitted to the class until the card is submitted.

NON-CUSTODIAL PARENT

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

DIVORCED AND SEPARATED PARENTS

Divorced and separated parents must file a court certified copy of the custody section of the divorce or separation with the Principal. The school will not be held responsible for failing to honor arrangements that have not been made known.

WHITE OUT® CORRECTION FLUID, PENS, TAPES or ANY FORM OF LIQUID PAPER

Any form of liquid paper, correction fluid, or correction tapes is forbidden. The fumes from these liquid paper and correction fluid products have been used to create mind altering feelings. White out is considered an inhalant. (Inhalants are used by people for the purpose of getting high.) Students will cross out their mistake once and write the correct response next to the mistake.

A second reason is due to students and parents altering graded assignments (tests, quizzes, homeworks, projects) and then requesting teachers to change grades.

Finally, spills from White Out permanently ruin clothes.

Students found with the possession of or using any form of liquid paper, correction fluid, or correction tapes are suspended immediately.

SPIRAL BOUND NOTEBOOKS

Any spiral or wire bound notebooks are not permitted, even if they have a spiral guard, a comfort grip, or a poly cover enclosing the wire binding. This is for safety reasons.

FILLER PAPER/LOOSE LEAF

Loose leaf, also called filler paper, may be purchased in the form of a Theme Tablet. Loose leaf or filler paper can be kept in folders (or the Theme Tablet) but not kept in a binder. Only wide ruled loose leaf/ filler paper (8" x 10.5") may be used. College ruled loose leaf may not be used at any time.

TRAPPER KEEPERS OR BINDERS

Trapper Keepers or binders may not be used in the school, brought to the school, or stored in the school. This is for safety reasons.

MECHANICAL PENCILS

Mechanical pencils may not be used at any time. Traditional # 2 pencils are only permitted. This is for safety reasons and secondly, because mechanical pencils malfunction causing students to waste time during exams, quizzes, and during class. Timed standardized tests, such as the Terra Nova Battery of Tests and New York State Tests, have demonstrated how the failure of mechanical pencils cause students unnecessary problems that can be avoided.

STUDENT STAPLERS

Students are not permitted to use or bring to school personal staplers. While the compact mini-staplers and the mini nano staplers have gained popularity, students will use the classroom stapler by requesting its use from the teacher. This is for safety reasons. Students found with the possession of or using any form of a student stapler are suspended immediately.

STUDENT PENCIL SHARPENERS

Students are not permitted to use or bring to school personal student pencil sharpeners. These pencil sharpeners are considered weapons because of the razor blade inside of them. Students will use the classroom pencil sharpener by requesting its use from the teacher. This is for safety reasons. Students found with the possession of or using any form of a student pencil sharpener are suspended immediately.

INTERNET ACCEPTABLE USE POLICY

At St. Joan of Arc Catholic School strong emphasis is placed on values education, mutual respect, caring about others, sharing with those in need, service to others, the value of self work, self-discipline and on recognizing the dignity of each person. The use of the internet is a privilege, not a right. The following guidelines for the use of the internet is to enhance our educational program must be agreed upon BY THE STUDENT AND THE PARENTS.

As owners of the school system, St. Joan of Arc Catholic School has the right to censor what the students access, write, or print.

All computer access is limited to legitimate academic instruction or research material. Students never access the internet in an unsupervised environment.

No student shall access or alter another user's file.

No student shall knowingly access inappropriate material such as pornographic sites or download files dangerous to the running of the St. Joan of Arc Catholic School network.

If a student unintentionally access an unacceptable site, (s)he must inform all supervising teachers immediately.

All communication shall be purposeful, respectful, and free of inappropriate language.

Students are responsible for protecting their privacy by not revealing home addresses, phone numbers, or passwords.

Students who damage or alter equipment or software will be expected to make full restitution to St. Joan of Arc Catholic School.

Students shall respect copyright and licensing agreements pertaining to material obtained via the system.

Any student who does not comply with the above stated Internet Policy will lose internet privileges and will be subject to disciplinary action.

SOCIAL NETWORKING

YouTube, MySpace, Twitter, Face Book, Online Posted Video Feeds, Posting videos, posting comments about St. Joan of Arc Catholic School, students, staff, or photos is forbidden. Even with permission of another student (or groups of students) students at this age are not old enough to understand the consequences of uninformed decisions when posting these online communications. Once made known to the Principal, Assistant Principal, teacher, or staff, the posting student will be subject to disciplinary action ranging from suspension to expulsion. Any messages relating to, or in support of, illegal activities will be reported to the New York City Police Department.

CELL PHONES, IPHONE, IPOD, SIDE KICK, BLACKBERRY, ANDROID and ELECTRONIC DEVICES

Cell phones and electronic devices are disruptive in our educational setting. While our school understands the need for cell phones for parents to get in touch with their child, the phone or any other electronic device has no purpose while the student is in school.

Students are not permitted to use cell phones on school grounds. Students are not permitted to take out cell phones to make calls, answer calls, receive texts, send texts, receive e-mail, or compose and send e-mail.

St. Joan of Arc Catholic School is presently permitting students to carry a cell phone. The cell phone is to be kept in the student's pocket at all times. BEFORE entering school grounds, the cell phone is to be turned off, not simply placed on silent or vibrate. AFTER SCHOOL and OFF OF SCHOOL GROUNDS the student may turn on the phone and use it in the manner the student has been instructed by his/her parents.

CELL PHONES WILL BE CONFISCATED FROM A STUDENT IF THAT STUDENT IS USING THE PHONE OR CARRYING THE PHONE VISIBLY. When a cell phone, or any electronic device is out and visible, it will be taken by the teacher or staff member and given to the Principal. The electronic device must be picked up from the Principal by a parent for a fine of \$25. If the student takes out the cell phone, or any electronic device, for a second time after it has been confiscated, the cell phone or electronic device will be kept until the last day of school. The cell phone or electronic device must be picked up from the Principal by a parent for a fine of \$50.

STATE EXAMS, CELL PHONES, and ELECTRONIC DEVICES

Possession of cell phones and any type of electronic device is prohibited during school and state exams. All electronic devices will be confiscated by the teacher during the administration of those examinations including Regent examinations. If the electronic device and/or cell phone is seen or used during a school exam, the student will be viewed as cheating, the test immediately invalidates, the device confiscated and the student and parent will meet with the Principal and Assistant Principal. Immediate suspension is the first action taken by the school prior to the meeting with the Principal and Assistant Principal.

THIS POLICY CAN BE CHANGED, EVEN DURING MID-YEAR, BY THE PRINCIPAL AND ASSISTANT PRINCIPAL. If this occurs, the Principal and Assistant Principal will inform parents and students of the policy change.

CD Players, Walkmans, iPods, MP3 Players, and any hand held video game are not permitted in the building. If seen, even when not being used, the item will be confiscated. When any electronic device is out and visible, it will be taken by the teacher or staff member and given to the Principal. The electronic device must be picked up from the Principal by a parent for a fine of \$25. If the student takes out electronic device, for a second time after it has been confiscated, the electronic device will be kept

until the last day of school. The electronic device must be picked up from the Principal by a parent for a fine of \$50.

St. Joan of Arc Catholic School is not responsible for any lost, damaged, or stolen cell phones or electronic devices. If a student chooses to disregard these rules, the student is solely responsible for the electronic device.

Students are not permitted to use recording devices of any kind or record using a cell phone. A student who uses a cell phone or other electronic device to record or post any student or faculty member's voice or image will be liable to criminal prosecution and expulsion.

GANGS

Gangs are a serious problem in our city and our borough. Membership in gangs or "entertainment" groups is not tolerated at St. Joan of Arc Catholic School. Any type of behavior such as gang-like handshakes, the wearing of colors, and the wearing of beads representing colors will result in serious disciplinary actions. Actual membership in a gang will result in immediate expulsion from the school.

MIDDLE SCHOOL SERVICE REQUIREMENT

Students in our Middle School are required to provide service to others. This service is one of the most important principals of the Catholic Church's social justice teachings. It also builds good citizenship.

SIXTH GRADERS are required to perform 5 hours of service to the St. Joan of Arc Catholic School community. This can be done in conjunction with a teacher, helping that teacher **outside of class time**. The idea behind this is to expose our sixth graders into a spirit of life long service. Sixth graders communicate with Mr. Fruner concerning their service.

SEVENTH GRADERS will continue this service as part of their Confirmation preparations. Students who are not Catholic or who choose not to be Confirmed still perform 15 hours of service. Those who are preparing for Confirmation communicate with Mr. Mazza. Those who are not Catholic or whose chose not to be Confirmed communicate with Mr. Fruner. The requirements of the Confirmation preparation program for service are the same for both Catholics and non Catholics.

EIGHTH GRADERS are required to perform at least 20 hours of service either to the St. Joan of Arc Catholic School community or outside of the school community on their own. Sixth graders communicate with Mr. Fruner concerning their service.

There will not be any academic credit given for service, but this is a school requirement- a significant part of what it means to be a St. Joan of Arc student. A student who fails to complete the service requirement will be required to make up the service in St. Joan of Arc Catholic School's Summer School. Students who fail to participate in the St. Joan of Arc Catholic School's Summer School will not be allowed to return to St. Joan of Arc Catholic School the following September.

SEX OFFENDER POLICY

The teachers and staff of our school remind students of the importance of not talking to strangers and they are taught actions they should take if approached by a stranger, including reporting it to adults.

In the course the year we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the area where our school is located. Copies of all the notification we receive is kept accessible to parents in the Principal's Office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website located at:
<http://www.criminaljustice.state.ny.us>—or by calling 1-800-262-3257

If our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, a notice will be sent to you.

There are importance steps to keep our children safe when they are involved in outdoor activities including travelling to and from school. The following safety tips need to be shared with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near school, they should return to school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk and travel to school in groups whenever possible.

POLICIES SPECIFIC TO A NON-PUBLIC PRIVATE SCHOOL

Once students have met the necessary admission requirements and have been accepted in St. Joan of Arc Catholic School, the school warmly welcomes these students for the coming year and will strive to provide them

with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at St. Joan of Arc Catholic School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline, and character, St. Joan of Arc Catholic School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and the administration. By their signatures on the parent's signature page that comes along with this handbook and the student's attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending St. Joan of Arc Catholic School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student's freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school.

SEARCHES AND SEIZURES

Another important right all students at St. Joan of Arc Catholic School surrender involves searches and seizures. School administrators may search a student's person or belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances, or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, students desks which are at all times under the joint control of the school and the student to whom the desk has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students must have absolutely no expectation of privacy with regard to any item in their desks.

There are several grounds for disciplinary action or expulsion set forth in the Discipline Codes. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the

student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

DISCIPLINE

Discipline is a very important part of any truly excellent education. The rules of the school are made to protect the children. A student of St. Joan of Arc Catholic School is expected to conduct himself/herself by Christian standards at all times, showing respect for order, morality, personal honor, integrity and the rights of others in the school community.

By accepting admission, the student and parents agree to abide by the rules and regulations of the school and support the school in helping a child to accept personal responsibility for his or her actions. Any corrections made by the principal, assistant principal, teachers and staff are to be respected.

DISRESPECT

It is expected and required that students treat all school personnel and volunteers with respect.

VANDALISM

Respect for the person and the property of others should be the rule. Vandalism hurts all because monies spent on repairing school property represents a loss of funds that could be spent on equipment and services. Any student engaging in vandalism is subject to suspension and/or expulsion. Repair or replacement of damaged property will be the responsibility of the parent.

SCHOOL YARD

Under no circumstance should a child be near a car in the parking lot. We do not have room for children to run in the school yard.

STEALING

Any student engaged in stealing, including unauthorized possession of another student's or school property, will be suspended and be subject to expulsion.

ALCOHOL, DRUG, WEAPON, and FIREARM POLICY

The use of alcoholic beverages or the possession or use of illegal drugs of any kind are not permitted by students enrolled at St. Joan of Arc Catholic School. Students appearing in school or at any school sponsored activity on school property or away in possession of or under the influence of alcohol or drugs will follow these procedures:

- The student's parent or guardian will be informed immediately by the Principal or Assistant Principal.

- The police will be called as well as 911.
- The student will be taken to the nearest hospital for an examination to determine alcohol or drug poisoning.
- The student will be immediately suspended from school.
- After the hospital examination, the student and family will participate in a Substance Abuse Assessment in an outside agency recommended by the school. During this period, the student will be on out of school suspension.
- The results of the Substance Abuse Assessment must be sent to the Principal.
- The Principal and Assistant Principal must be given permission to speak to the social worker who conducted the Substance Abuse Assessment. This requires the family signing a release with the agency granting the agency permission to speak to the Principal and Assistant Principal.
- After this, a decision will be made concerning either the readmission of the student or expulsion. The Principal and Assistant Principal are the arbiters of this decision.
- If readmitted, the student may be required to participate in weekly counseling, outside of the school, and/or an outpatient substance abuse treatment program for 90 days. The Principal and Assistant Principal are the arbiters of this decision.

Any student who expresses the intent or actually buys or sells illegal drugs will be subject to immediate expulsion and will be reported to the appropriate law enforcement agencies.

St. Joan of Arc Catholic School reserves the right to require drug and/or alcohol testing of students suspected of being in violation of the school's alcohol or drug policy. This will be conducted in an outside agency recommended by the school. The above procedure will be used, with adaptations determined by the Principal or Assistant Principal. Failure to submit to this testing will result in immediate expulsion from St. Joan of Arc Catholic School.

Any student in possession of a firearm or instrument that could be used as a weapon will be subject to immediate expulsion and referral to an appropriate law enforcement agency.

ANTIBULLYING POLICIES

Both the Diocese and St. Joan of Arc Catholic School have antibullying policies which are followed here.

ST. JOAN OF ARC CATHOLIC SCHOOL'S POLICY

Students have a right to learn in a supportive, caring and safe environment without fear of being bullied. Bullying is unacceptable and will not be tolerated. Bullying is deliberately hurtful or threatening behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. Four types of bullying include:

- Physical (hitting, kicking, theft)
- Verbal (name calling, racist remarks)
- Indirect (spreading rumors, excluding someone from a group)
- Cyber bullying (hostile use of technology to harm another).

Students who have been bullied will be supported by:

- Discussing their experience with one of our social workers

Students who bullied will:

- Discuss their involvement with the principal and assistant principal
- Discuss the events of the incident (s) with one of our social workers
- Be subject to disciplinary action ranging from suspension to expulsion

CYBER BULLYING

At no time nor from any location can a student use the internet to harm other people or their work. A student can never access, keep or send materials that are abusive, offensive, profane or impolite.

Through the use of the internet, texting, email, instant messaging, cell phone video, camera, or camera video, any student who threatens another, whether on school property or off campus, is subject to suspension and expulsion as well as any legal risks. Any messages relating to, or in support of, illegal activities will be reported to the New York City Police Department.

A student who bullies must undergo a psychological evaluation from an outside provider recommended by the school. The Principal and Assistant Principal, after reading the psychological evaluation and after speaking with a member of the interdisciplinary team, will determine if that student will do no harm to others. The Principal and Assistant Principal will decide readmission after a suspension or expulsion.

- The results of the Psychiatric Assessment must be sent to the Principal.
- The Principal and Assistant Principal must be given permission to a member of the interdisciplinary team who conducted the Psychiatric Assessment. This requires the family signing a release with the

agency granting the agency permission to speak to the Principal and Assistant Principal.

- After this, a decision will be made concerning either the readmission of the student or expulsion. The Principal and Assistant Principal are the arbiters of this decision.
- If readmitted, the student may be required to participate in weekly counseling, outside of the school, and/or an anger management abuse treatment program for 90 days. The Principal and Assistant Principal are the arbiters of this decision.

DIocese of Brooklyn's Anti-Bullying Policy

Purpose:

The school communities within the Brooklyn Diocese believe in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance and acceptance. Research shows that students who learn in a safe and supportive environment succeed academically. Students have a right to learn in an environment free of any harassment that substantially interferes with their education.

Definition:

Bullying, bias-based harassment /intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal.

If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities.

The behaviors include but are not limited to:

- Physical: physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying)
- Verbal: taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors
- Written: written or graphic material including graffiti containing comments or stereotypes that are electronically written and

transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams,. This would also include forwarding such messages if received. This generally constitutes cyber bullying.

Reporting Procedures:

- The targeted student, parent/guardian of a student or other students in the school (bystanders), or any school staff who believe that bullying has occurred should report the incident to the principal.
- The principal needs to conduct an investigation by interviewing all parties separately.
- The parents of all involved students should be notified.
- If it is determined that bullying has occurred the child who bullied is to be subject to consequences per the school's disciplinary code.
- Parents should be advised to contact the appropriate law enforcement agency if the situation warrants such a report.
- Referral to counseling should be made for all parties if deemed necessary.
- The principal must follow up to see that the offending conduct has stopped.
- All students should be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.

OLWEUS ANTI BULLYING PROGRAM

The school is gradually implementing the Olweus Anti-Bullying Program. The program attempts to restructure the existing school environment to reduce opportunities and rewards for bullying.

LUNCHROOM/CAFETERIA IN WARD MEEHAN HALL

All students remain in school for lunch and bring their own lunch. Students are required to act appropriately. If a student misbehaves, the student is suspended from the Lunchroom/Cafeteria. Parents will either have to pick up the child to eat outside of the school or the child will be assigned, for the length of the in school lunch suspension, in another grade's class room.

Lunchroom/Cafeteria Rules

- Students enter and leave Ward Meehan Hall walking.
- Students are seated at their assigned tables and remain seated at their table until dismissed by the principal, teacher in charge, or lunch room supervisor.
- No student may leave the lunch room during lunch.

- Students are not to throw any object- no matter how small, for however short a distance, at any time.
- Students are to follow directions of the teachers on duty.
- Conversation at lunch tables is encouraged but yelling and screaming to fellow students at other tables is not permitted.
- Nothing, especially food, is to be thrown on the floor.
- Obscene, profane or vulgar language is never permitted.
- Students always use polite speech and body language.
- Students never call on the name of the Lord unless they are at prayer.
- Students never touch another student, touch another student's property or go into another student's lunch bag or pockets.
- No personal objects are to be brought to school such as: CD player, MP3 player, iPod, Sidekick, Gameboy, or electronic games of any type. They are additionally not permitted in the lunch room during lunch.
- Students must remove all garbage before leaving their tables.
- Students do no run, kick or fight.
- Students may not do any homework or class work during lunch.
- Toys, games, trading cards, radios are not permitted in the lunchroom, or the school building, at any time.
- All tables are to be cleaned and garbage thrown out before leaving the lunch room.

ABSOLUTELY PROHIBITED

- Alcohol, drugs and smoking.
- Makeup or hair dye.
- Jewelry except post earrings. Teacher and/or Principal or Assistant Principal has the right to take and hold unauthorized jewelry until the end of the school year.
- Roaming the halls.
- Abusive and foul language to teachers, peers, or other school staff.
- Misbehavior during fire drills.
- Engaging in activities that may endanger the physical welfare of anyone in the school.
- Gum chewing or eating candy.
- Inappropriate materials deemed a distraction from the instructional program of the school.
- No denim clothing.

- Any information in any format related to the school on any website, bulletin board, chat room, e-mail or other messaging system that is deemed threatening or impugning to the character of another person.
- No wearing of pins or buttons.
- No toys, cards, handballs, basketballs, or footballs unless authorized by the principal, assistant principal, or teachers.

Police will be called and parents will be notified if any child violates or brings anything into the school building deemed harmful by the Principal, Assistant Principal, Teachers, or staff to other children or staff.

DISCIPLINARY ACTIONS

A student may be disciplined for the following:

- 1) Unexcused or repeated lateness
- 2) Failure to meet the requirements for homework completion
- 3) Coming unprepared for school, cheating or plagiarism
- 4) Being out of uniform, uniform skirt rolled up or too short
- 5) Using make-up or nail polish
- 6) Disrespect
- 7) Disrupting the learning environment
- 8) Physical, sexual, emotional or verbal harassment or immorality of any kind.
- 9) Assaulting anyone in the school community
- 10) Inappropriate use of Internet including instant and text messaging
- 11) Misconduct in the After-School Program
- 12) Profane or inappropriate language
- 13) Violation of the school cell phone policy

NO RE-REGISTRATION, PROBATION, SUSPENSION, or EXPULSION

A student will be subject to drastic disciplinary measures such as no re-registration, probation, suspension, or expulsion for the following:

- Habitual lateness, truancy, or frequent unexplained absences
- Delinquency, racial, gender, or sexual harassment, immorality, bullying, substance abuse, stealing, vandalism and any actions which the principal deems harmful or which threaten the well-being of the other children or staff of the school community
- Misbehavior which takes the teacher away from the role of instruction

- Acts of disobedience or defiance of school rules and Diocesan regulations
- Defiance of the authority of a teacher, principal, or assistant principal
- Failure to cooperate with the school regarding the instructional program and the completion of homework or class work. Failure to get test papers or homework report notes signed by a parent
- Any threat of harm, force or violence toward other students or school personnel either by the child, his/her parents or family members
- Failure to honor the financial agreement
- Violation of the Internet Acceptable Use Policy

EXPULSION FROM THE SCHOOL

Expulsion from St. Joan of Arc Catholic School is reserved for the principal and assistant principal. While expulsion is an extreme measured to be resorted to only when all other means have failed and when the greater good of the school community is in jeopardy.

DISCIPLINE WITH PURPOSE

Discipline with Purpose is a developmental approach to teaching self-discipline skills to our students. We are just learning about this program and implementing it this year. Discipline with Purpose gives perspective on how to make every disciplinary situation "a teachable moment." For more details, visit http://www.selfdisciplinedwp.com/program_components.htm.

LEGAL COUNSEL

While any student and his or her parents are free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents are not permitted to have legal counsel present during any meetings with the Principal or Assistant Principal or Teachers. The Principal and Assistant are not obligated and will not meet with legal counsel at any time.

HANDBOOK AND AMMENDMENTS

This handbook is the contract between St. Joan of Arc Catholic School and the student and parent. The handbook is to be read in its entirety. **The Principal and Assistant Principal retain the right to amend the handbook for just cause. In such a case, parents and students will be given prompt notification of any change.**