

St. Joan of Arc Catholic School: Handbook

Reviewed and updated: March 2026

Welcome to the St. Joan of Arc School Community! It is our goal to support you in the education of your child. That education includes rigorous academic skills, social skills, and the formation of your child as a responsible and involved Catholic.

This handbook is designed to provide information about the school's program, policies, and procedures. This booklet answers the most commonly asked questions, but we continue to revise this handbook as our program grows and develops.

St. Joan of Arc School Philosophy

St. Joan of Arc School is a Catholic elementary school, offering a comprehensive education and formation program for 3-year-old Pre School through Grade Eight. As a member of the Archdiocese of Detroit, St. Joan of Arc shares its vision of Catholic education. SJA School recognizes its responsibility to educate its students in the beliefs, practices, and traditions of the Catholic faith.

The St. Joan of Arc program consists of three major components. Academic excellence is the focus of the Academic Program. Students are challenged and encouraged to succeed and to develop a life-long love of learning. The Religious program teaches the child to develop a personal relationship with God through prayer, service, and community. The Social and Athletic Programs develop good sportsmanship, athletic skills, and community involvement in a variety of social and educational activities.

St. Joan of Arc School Mission Statement

As a Catholic community rooted in the teachings of Jesus Christ, St. Joan of Arc School proclaims its mission to lead students in knowing God and the Gospel through prayer, worship, study, and service. As a professional learning community, we promote the highest academic standards of achievement, according to each student's unique abilities and needs.

Archdiocese of Detroit – Vision Statement for Catholic Schools

Through the Unleash the Gospel movement, our vision is to radically overhaul our schools through a renewal of structures and methods, focusing on the spiritual and academic formation of God's children – our children. As confirmed by the Holy Spirit in the archdiocese's Synod 16, our Catholic schools and students are the responsibility of everyone: bishops, priests, parishes, educators, parents and all the lay faithful.

Our work is modeled on and guided by Jesus Christ, the master teacher. A Catholic school's mission is to foster holiness and to serve as a center of evangelization and discipleship. Our Catholic school communities play an integral role in unleashing the Gospel in southeast Michigan and beyond. As directed by the people of the archdiocese through Synod 16, our vision reflects the following important charges:

- To make Catholic schools the responsibility of all parishes and all Christ's faithful. This conviction needs to be a foundational principle for the renewal of this ministry.
- To ensure that any Catholic family in the Archdiocese of Detroit that seeks an excellent Catholic education for their children can have one.
- To ensure that school leaders have evangelization and discipleship as their highest priority as together we will re-envision the mission, funding, and governance of Catholic schools.

Admission/Registration Policies

Admissions

No child whose parents desire to enroll him/her in any Catholic school in Michigan which possesses capacity for additional enrollees, shall be denied admission to that school based on religious affiliation, race, color, or national origin. St. Joan of Arc School does not discriminate based on sex in the educational programs and activities that it operates.

Age Requirements for the Early Grades

A child must have reached the indicated age by September 1 of that school year.

We do not accept waivers.

Pre School: 3-year-old program, 3 years

4-year-old program, 4 years

Kindergarten: 5 years

Health Requirements for Admission

The State of Michigan requires that each child be immunized for protection against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, varicella (chicken pox), and meningococcal. The Michigan Department of Health has a recommended immunization schedule available on their website.

In accordance with county health requirements, the school must exclude from attendance any child whose health and immunization records do not meet county requirements. Exclusion dates are published in advance to allow sufficient time for compliance.

Any parent who wishes to obtain a nonmedical waiver for vaccinations must contact the Macomb County Health Department to schedule an educational session.

Parents must also provide a statement signed by a district, county, or city health agency or by a licensed medical, osteopathic doctor or optometrist, indicating the child has had an eye examination and hearing check before school entry.

Admission Requirements

Students applying to Kindergarten will be screened for readiness using the formal Gesell screening process. The purpose of this screening is to help school staff determine Kindergarten readiness as mandated by the Archdiocese of Detroit.

Parents registering students in Grades 1-8 are expected to present the child's latest report card, as well as the results of any formal standardized educational testing administered at the previous school, and any formal special education documentation, such as an Individualized Education Program (IEP) or 504 (Accommodations Plan). In addition, an interview with the principal or assistant principal is required for registrations in Grades 6, 7, or 8.

Birth certificates must be presented for all new students registering.

Records – Transfer for Admission

When a student applies for transfer from another school, the parent signs a release form allowing St. Joan of Arc School to request the student's records from the previous school. A student's acceptance into St. Joan of Arc School is contingent upon the receipt of those records and the satisfactory reports contained therein. When a student transfers to another school from St. Joan of Arc, the parents is to notify the school office. School records will be mailed to the new school upon receipt of the written request from the other school.

Registration

Registration for the new school year begins in late winter. First chance for available places is given to current families attending St. Joan of Arc School. Second chance for open places is given to new families. Once the formal registration period is passed, then remaining openings are available on a first come-first served basis.

Current tuition and fees must be paid to register for the upcoming school year.

To complete registration, the parent must fill out and return a registration form for each child being registered, along with a non-refundable tuition deposit for the family. This deposit will be credited from your total tuition bill, once paid.

Tuition Policies and Procedures

Tuition Rates

These are determined annually by Parish administration and the Parish Finance Commission. Tuition collection is handled by Blackbaud Tuition Management, an outside company. Tuition rates for the next school year are announced in before re-registration and open enrollment.

Tuition rates for the Pre School programs are separate and not included in the family rate structure.

Payment Schedule

A non-refundable tuition deposit (deductible from the next year's tuition) is due at the time of registration. Tuition and fees can be paid in full before the start of the school year, or families can select a variety of payment plans through Blackbaud Tuition Management.

Delinquent/Overdue Tuition Accounts

A yearly tuition contract, signed by all parents, outlines the sanctions and procedures if the tuition account is not up to date.

In the case of transfer to another school, a student's records are not forwarded until the family's account is settled. In matters of late tuition payment, the family should contact the principal to make alternate arrangements.

Tuition Assistance Policy

Limited tuition assistance is available to registered parishioners of St. Joan of Arc from two sources.

The Archdiocese of Detroit offers an annual Tuition Assistance Program, providing grants to help defray the cost of tuition for families who qualify. Applications are open in December each year, and must be submitted to FACTS Management, a third-party contractor, by the end of February. These grants would be for the following school year. Grants are distributed according to need and decided up through the Archdiocese of Detroit Finance Department, not St. Joan of Arc.

St. Joan of Arc Parish offers tuition assistance to families who are active registered parishioners for at least one year. The parent should write to the "Tuition Assistance Committee" in care of the Parish Center (22412 Overlake, St. Clair Shores, MI 48080) to request an application. The request for assistance is handled with strictest confidence by the committee of parishioners. These tuition grants are for one year. If the hardship continues into another school year, a new application must be submitted.

Tuition Rates/Eligibility

Tuition rates are structured according to parish membership. Catholic families pay "subsidized" tuition rates. Their tuition is discounted by the annual parish subsidy to the school. Non-Catholic families pay the "non-subsidized" or regular full tuition.

Returned Checks

Any check written to St. Joan of Arc School and returned by the bank to the school for "Non-Sufficient Funds" will incur a \$20 service charge to the family's school account. (\$20 is the bank's charge to the school for each NSF check.) The NSF check must be repaid with cash, certified check or money order. These requirements will be waived if the bank notifies the school that the NSF check was a bank error.

Attendance Policies

Reporting Absences

When a student is absent the parent is to call the school office before 9:00 am (586.775.8370). The parent may also email the teacher or school (info@stjoan.net). The teacher and school office may also be notified the day before. If the school has not been contacted by this time, the office staff will call to verify the absence.

Parents are asked to check that students are in good health before sending them to school. All communicable diseases should be reported to the school office immediately. When any such disease is reported, an email notification is sent to the parents in the homeroom of the reported case, so that parents are aware of the possibility.

Tardiness

A St. Joan of Arc Staff Member will let students enter the building starting at 7:45 am. The first bell rings at 7:55 am as a precautionary bell. The second bell will ring at 8:00 am, which designates the student is now tardy. Any students entering the building after 8:00 am must report to the office at the main doors (Door A).

Request for Early Dismissal

Children excused from school early are dismissed from the office. The parent comes to the office to sign the child out. If the child is returning to school that day, the parent brings the child back to the office and the student will be sent back to class.

Parents are to notify the school ahead of time before any request for early dismissal. This can be done through emailing the teacher and school office (info@stjoan.net) or calling the school directly (586.775.8370).

Extended Absences

Extended absences, whether due to sickness or family vacations, can affect a student's academic achievement. A student misses much more than just assignments during an extended absence. They miss important instructional time, class discussions, and presentations.

Once a student misses 10 days of school, a note will be sent home to the family. At 15 days of school missed, a phone call will be placed by administration. At 20 days of school missed, a meeting will take place with the teacher and administration.

If a student misses 12 days in a quarter, the student will not receive a report card unless all class work and homework missed during the absence is made up and returned to the teacher. Extended absences may result in a loss of credit for classes.

A doctor's note is required for 5 consecutive absences for illness. If a student has exceeded 15 days absent (and no doctor's note has been provided), the county attendance officer will be notified.

Attendance Technicality

If a student is absent on a half day of school (8:00 am – 12:00 pm), it is marked as a full day on the record. If a student comes in after 11:00 am, they will be marked as absent in the morning and present in the afternoon.

Emergency/Medical Information

Emergency Information Forms

Each family is required to have all PowerSchool forms filled out for each child by the end of September. Parents are asked to keep this information up to date and inform the school office of any changes in address or phone numbers.

All Preschool students are required to have a separate Emergency Information Forms on file. These forms must be completed within two weeks of school and will be kept in the Preschool classrooms.

Latch Key students are also required to have a separate Emergency Information Form on file in the Latch Key office. These cards must be completed within two days of the child starting the program.

Children Released with Authorization

Parents must provide written authorization for their child to be released to another person. This can be done via email or on PowerSchool through the Emergency Contacts Form. This applies to early dismissal, picking up after school, or Latch Key. Verbal authorization is allowed if the staff member is talking with the parent with whom the child lives.

Anyone, other than a child's parent, who comes to pick up a child leaving early will be required to show identification. All who pick up children early will be required to sign the child out.

Medications and Prescriptions

All medications must be turned in at the school office for dispensing, with a doctor note giving us permission to dispense. Students may not keep inhalers or Epi-pens with them **unless** there is a signed medical release form on file in the office that states that the student needs to carry the inhaler or Epi-pen on their person.

The school will dispense Tylenol, Motrin, cough drops, Pepto, Tums, or any other over the counter medication with the written permission of the parent, done through the PowerSchool forms. If your child needs any medication during the day, the school will contact you directly to inform you of what your child is taking and when.

If a child needs to take medication at school on a daily, periodic, or temporary basis, the following criteria must be met.

- A consent form must be completed and signed by the parent/legal guardian and a licensed physician.
- A signed and dated set of instructions for administration of the medication must be presented with the medication.
- The medication is to be presented in the office in the original, labeled container, with doctor's order on the label.
- The medication is dispensed by an appointed SJA staff member and the office Record for Dispensing Medications is filled out.

Following these rules protects all staff members under Act 157 of the Public Acts of 1971, which states:

"A school administrator or teacher who in good faith administers medication to a student in the presence of another adult, pursuant to written permission of the student's parent or guardian, and in compliance with the instructions of a physician, is not liable on any criminal action or any civil damages as a result of their administering, except for acts of omission amounting to gross negligence or willful wanton misconduct."

Accidents

Any type of accident that occurs on school grounds is reported to the school office immediately. A minor injury (slight cut, bruise, or scrape) is treated in school and the child returns to class. If the injury is of a more serious nature, first aid is administered, and the parent is contacted. In the event a parent cannot be reached, someone from the Emergency Contact list will be called.

Illness

Should a child become ill at school, the procedure will be the same as it is for an accident. A child who is ill or injured will not be permitted to leave the building alone but will be dismissed only to his/her parent or the parent's designee, upon appearance at the school office.

Hearing/Vision Screening

Each year the Macomb County Health Department provides, free of charge, Hearing Screenings for Preschool, plus Grades K, 2, 4 and Vision Screening for Preschool, plus Grades 1, 3, 5, and 7, at the school, plus any referrals requested by parents. Parents are advised of the results.

Student Accident Insurance

The Michigan Catholic Conference provides medical insurance that provides benefits for accidental bodily injury to students during and traveling to and from all school events and activities, including school sports. This is SECONDARY COVERAGE. A family must file the claim with their primary health coverage first. At the start of each school year, parents receive a form that offers extended 24-hour coverage for a fee. The cost of the basic coverage during school and school activities is paid by the Michigan Catholic Conference, with no charge to the parent. Claim forms can be obtained at the school office.

Daily Schedule and Routines

Office Hours

The school office is open from 7:30 am to 3:45 pm Monday through Friday. Business can be handled either by phone (586.775.8370), through email (info@stjoan.net), or in person. Parents who wish to contact a teacher may email the teacher directly. All teacher emails can be found on our school website.

Daily Schedule

Pre School: The day starts at 8:00 am

Half day Pre School students dismiss at 11:00 am

Full day Pre School dismisses at 3:05 pm

Kindergarten through Grade 8: The day starts at 8:00 am

Full days dismiss at 3:15 pm (Gr. 4 – 8) and 3:20 pm (Gr. K – 3)

Half days dismiss at 12:00 pm (noon)

Morning Arrival

Students should arrive at school no earlier than 7:45 A.M. with the exception of our bus riders, who report to Latch Key upon arrival at school. Latch Key opens at 7:00 A.M. for students who have registered for the program.

Students will be allowed to enter the building between 7:45 am – 8:00 am by a St. Joan of Arc staff member. Late arrivals after 8:00 am should come into the school through the main doors (Door A) and check in at the office.

Morning Drop Off

Parents driving their children to school are encouraged to use the drop off lane in the main parking lot. Parents are always encouraged to park in the parking lot along Overlake St. across from the church and walk their student(s) to their drop off doors.

Parents dropping off Primary students **may not stop along St. Joan street (on either side of the street) by the school.** Parents and students crossing St. Joan Street must cross with the crossing guard.

Parents and students crossing Overlake must cross with the crossing guard by the west side of the school building.

Morning Arrival and Afternoon Dismissal Areas

Kindergarten and Grade 3 enter/dismiss at the Door F, closest to the playscape along St. Joan Street.

Grades 1 and 2 enter/dismiss at the Door E, between the Main Bldg. and Primary Bldg. along St. Joan Street.

Grades 5 and 6 enter/dismiss at the Door B, in the main parking lot, closest to Overlake Street.

Grades 7 and 8 enter/dismiss at the Door C, in the main parking lot, closest to St. Joan Street.

Grade 4 may enter at either Door B or Door C. However, Grade 4 dismisses from the main front entrance doors, Door A, along Overlake Street.

All Pre School students enter/dismiss at the Door G, closest to the “small child” playscape, near the gym.

Lunch Schedule

The school conducts three 45-minute lunch periods from 11:05 am – 12:15 pm (Grades K-2, Grades 3-5, Grades 6-8). A lunch period consists of 20 minutes for lunch in the Lower Hall and 20 minutes of recess and 5 minutes travel time.

Lunch periods are supervised by hired adult supervisors, with the help of school administrators. All parents are welcome to apply for Lunch Supervisor positions. This is a paid position, which requires a background check, Protecting God's Children workshop certification, and fingerprinting.

Students may bring their own lunch or purchase hot lunch through Chartwells. Each student will be given a hot lunch account. It is the parent's responsibility to keep money loaded in their hot lunch account, in the event their child would like hot lunch. Menus are posted on the school website and sent home electronically.

General Information

School Visitors/Security

School doors are locked during the school day. All visitors must enter through the front doors (Door A) and report to the school office to sign in and get a visitor's pass.

All messages, forgotten lunches or books can be left in our vestibule on the red cart.

Volunteers

Any parent who wishes to volunteer in school, chaperone a field trip, or participate in school activities must complete the following Archdiocesan requirements.

- Criminal background check: A form must be completed and submitted to the school office. It will be processed confidentially. These checks are done annually.
- All volunteers must complete the "Protecting God's Children" workshop. Go online to www.virtus.org and follow the directions to register for a workshop. This is a one-time class.

Bus Service

St. Joan of Arc students who live within the South Lake School District may be eligible for bus service. Decisions regarding eligibility are based on South Lake Transportation Guidelines. St. Joan of Arc School cannot make exceptions.

Students are expected to demonstrate good behavior on the bus. They are expected to follow all South Lake Bus rules.

Eligible riders may ride the bus to school in the morning and back home in the afternoon. Students may only get off the bus at their regular stop. One-time, or occasional riders not registered with South Lake are not allowed to ride the bus.

Special Sacramental Preparation

If a child did not receive a sacrament at the traditional grade level, please contact Mrs. Kristine Hass in the Faith and Family Formation Office at (586.775.1282). They will be happy to assist you.

Emergency Drills

Emergency drills (fire, storm, and lockdowns) are conducted on a regular basis according to state law. Emergency procedures for fire and severe weather are posted in every room of the school. Our emergency drills are posted on our school website at each drill is completed.

Emergency School Closing

St. Joan of Arc School uses multiple communication tools to notify parents of school closures, such as Flocknote text/email messaging, TV/radio, school website, and social media posting.

Use of the School Telephone

Telephones in the school office, teacher workroom, and classrooms are for business purposes only. Students may use these phones when notifying parents of illness, a canceled after-school event, or other important reason, with permission from a St. Joan of Arc staff member. Students are NOT permitted to use their personal phone device to make phone calls or text message.

Party Invitations

Families holding parties are asked not to send the invitations to school for distribution unless the whole class is being invited.

Bicycle Safety

Bicycle racks are provided next to the Gym and in the alleyway between Primary and the Main Building. All bikes must be parked in a bike rack and locked to the rack.

St. Joan of Arc School is not responsible for bikes parked on school grounds.

Bike riders are required to walk their bikes onto and off school/parish grounds. Bike riders must cross Overlake and St. Joan St. with the crossing guards.

Toys and Games

Students may not bring toys or games to school unless they have first received permission of the teacher. Such permission is usually given for class projects or indoor recess. Cell phones and electronic devices are not used for indoor recess. Skateboards, scooters are not allowed at school.

Forgotten Books/Homework

Should a student forget their homework or books, they may come to the school office after school, and they will be escorted to their classroom. The school office closes at 3:45 pm. and there is no available accessibility after this time.

Field Trips

Field trips are an important extension of the classroom learning process. Transportation is usually by chartered school bus. A field trip permission slip will be sent home prior to the field trip. The slip must be signed and returned to school so the student may participate in the field trip.

All chaperone/volunteers must be at least 18 years of age. **All chaperones must have a completed background check and have taken the "Protecting God's Children" workshop.**

Electronics in School

Policy

Electronics include cell phones and other electronic devices including, but not limited to iPads, iPods, pagers, beepers, CD players, DVD players, radios, cameras, recording devices, laser pointers, Apple watches, and other related devices as identified by school administration.

All electronic devices must be turned off and stored in a locker or backpack. This includes on the school bus.

If a student is found to be using a prohibited device during the school day, the device will be confiscated and stored in the school office. The student will receive a Violation of School Rules (VSR). They may pick up the device after school.

The camera feature on a cell phone may not be used at any time. Laser pointers are not allowed at any time.

Students in Grades 5 – 8 will be assigned a school-issued Chromebook for school purposes only. Chromebooks are to be kept at school and only used at the teacher’s instruction. Students will sign a Chromebook Code of Conduct at the start of each school year.

As new electronic devices become available the school administration may amend this policy to include those new devices. The school is not responsible for any lost or damaged electronic devices.

School Dress Code

All students must arrive at and depart from school in complete uniform. Our school uniform policy can be found on our school website. Questions about acceptability are referred to the classroom teacher first.

Students inappropriately attired for school receive a violation notice (VSR) and are to call home to get a change of clothes.

Plaid uniforms and other items can be purchased at CONNIE’S CHILDREN’S WEAR located at 23240 Greater Mack Ave. (south of 9 Mile Rd.), St. Clair Shores, MI 48080 (Phone: 586-777-8020)

Physical Education Uniform

The Physical Education Uniform can be purchased online through ColorSplash. More information can be found on our school website. It consists of red shorts, and a gray St. Joan of Arc t-shirt. In the colder months, students may wear plain gray sweatpants and the school-approved sweatshirt.

Academic Policies

Standardized Testing Program

Achievement and aptitude tests are administered to students in Grades K-8 three times per year. The Renaissance Star360 tests are computer-based and show a student’s strengths, weaknesses, and growth during an academic year. Students in Grades 1 – 8 are tested in Reading and Mathematics. Kindergarten students are only tested in Early Literacy. The test results are shared with parents when the testing cycle is complete. Results are used by staff for curriculum planning and guidance of individual students.

Quarterly Report Cards

At the end of each academic quarter, a formal report of progress in academics and behavior is sent to the parents of students in Grades K – 8. Report cards for “Specials” (Gym, Art, Library, Technology, Music, Spanish) are sent home after each semester. Mid-Quarter Reports are sent home to students in Grades 3 – 8.

Parent Teacher Conferences

Conferences can be held at any time during the school year, however, formal conferences for Grades Preschool through Grade 8 are held in the fall and spring. Parents who wish to talk to their child's teacher any other time should contact the teacher to arrange a conference.

Grading Scale

St. Joan of Arc follows the grading scale approved by the Archdiocese of Detroit, Office of Catholic Schools. Grades and conduct are decided upon by the teachers in those respective grades.

Kindergarten to Grade 2

- P (Proficient)
- D (Developing)
- N (Needs Support)
-

Grades 3-8

- A (93-100%)
- B (83-92%)
- C (72-82%)
- D (60-71%)
- F (59% and below)

Parent School Communication

School Staff strive to keep the lines of communication open through a variety of methods including weekly Parent Notes, Flock Notes, and classroom notes, plus direct contact such as email and phone calls.

Power School Login

Families new to St. Joan of Arc School will receive a password from school to access PowerSchool. Parents can then check their child's progress by logging in and checking their current grades in the teacher's grade book. Parents will use PowerSchool to update any information regarding their child under Student Forms.

Progress Reports

It is the policy in Grades 3 – 8 to send home progress reports at the mid-point of each quarter. Primary teachers utilize weekly charts to keep the parents informed of their child's progress.

Student Records

In compliance with the Family Educational Rights and Privacy Act of 1974, all parents of students under the age of 18 have the right to see, have corrected if necessary, and control access to their student's records in the school's permanent file. Requests for examination of a record file can be made by calling the school office for an appointment. These records may not be taken from school. The transfer of records to another school or a consulting professional (psychologist, psychiatrist) is done by mail, once the parent requesting the transfer signs a release form at the receiving agency.

School Curriculum

The curriculum for each grade is available on the school website. Any questions or concerns should be brought to the attention of your child's teacher or the school administration. The school curriculum is aligned with Archdiocesan and State standards.

Homework

Homework may be an extension of work done in class, or it may be an opportunity for a student to explore new areas. The general rule for time spent on homework is 10 minutes times the student's grade. (For example, a 4th grader should spend about 40 minutes on homework per night.)

Absent Work

Students briefly absent due to an illness will not receive their absent work until they return to school. Their sole focus is to stay home, rest, and recharge for their return. If the illness turns into a longer, extended period, arrangements might be made, with teacher discretion.

Students traveling for vacation or extracurricular activities, such as competitions or sporting events, will not receive their work ahead of time. Teachers lesson plans may change based on students understanding of new topics being explained. For our students in middle school, lessons may be posted online through Schoology. All absent work will be available when the child returns to school.

The general policy is a student has one day for each day absent to make up and return the work.

Cheating

If a student is caught cheating on any school assignment, project, or assessment, there will be no credit given to the work, and a Violation of School Rules (VSR) will be given. If this becomes a continued problem, a conference will be scheduled with the teacher, parent(s), student, and administrator.

Promotion Policy

A student is promoted to the next grade level at the end of the school year in June on the recommendation of the teacher and administration.

Retention Policy

If a student is having academic or developmental difficulties that raise questions of appropriate grade placement, a parent-teacher conference is held to discuss the child's progress and needs. The teacher is to notify parents by the end of the 2nd Quarter of the concerns and the possibility of retention. The teacher and parents should work closely together for the remainder of the school year to support the student. A final decision will be made with the parents and teacher by the end of the school year.

Academic Program

Religion

St. Joan of Arc School strives to educate our students as responsible and involved Catholics. The school provides religious instruction daily along with experiences in prayer, worship and Christian service.

Each classroom begins and ends its day with prayer, formal or informal. Each class also has the opportunity to lead a school-wide prayer once during Advent, Lent, and during months we celebrate the Blessed Mother and the Rosary. Prayer, in many different forms, is also a part of the daily religion class.

Students in Gr. K – 8 attend mass once a week. The classes take turns planning the mass and doing the readings and petitions. About once a month, the entire student body gathers for an All-School Mass or prayer service. Kindergarten students attend All-School Masses. Our 4-year Preschool students attend Mass at various times during the school year.

Christian Service is an integral part of the school program. Projects can be school-wide, such as canned food drives, clothing drives, and the Bishop Mike Mission Marathon. Individual classes pick different projects to do and charities to donate to during the year.

Students are encouraged to widen their participation in the Mass by becoming altar servers, join the Children's Choir, read at Mass, and, as graduating 8th Graders, become Eucharistic Ministers.

Learning Center

The Learning Center is staffed by a full-time qualified teacher. This program offers remedial support to students mainly in reading and math. Students are referred by the classroom teacher and through review of Renaissance Star360 scores. Most tutoring is done in small groups and often during the student's Library period.

South Lake (Public School) Services

The South Lake School District provides Speech and Language, Social Work, and Teacher Consultant services for students who have been referred, tested, and qualified for those programs. They also serve in meetings for student's Non-Public Service Plans (NPSP), which is the non-public school version of an Individualized Education Program (IEP).

Specials Classes

St. Joan of Arc School offers additional classes to support and enhance the curriculum. These classes are taught once a week by St. Joan of Arc staff or by teachers from SES, a third-party company through Redford Union School District. These classes include Spanish, Music, Library, Art, Technology, and Physical Education.

Extra-Curricular Activities

These activities are optional and usually meet at lunchtime or after school. Students are encouraged to participate in these activities sponsored by the school and parish.

- Forensics
- Band
- Sports Programs
- Young Rembrandt Art Programs
- TechKnowKids
- Chess Club
- VISA Club
- Altar Servers
- Quiz Bowl
- Living Stations of the Cross
- School Tour Guides at Open House (Students in Grades 7 – 8)

Parent Volunteer Opportunities

Parent Teacher Guild (PTG)

The PTG is a parent group whose purpose is to support and enrich the school program. In the fall the PTG sends home information along with a sign-up for volunteer opportunities during the school year. The PTG meets once a month and all parents are invited to attend the meetings.

Field Trip Volunteers

Teachers will send home requests for field trip chaperones during the year. In order to chaperone, a parent must have completed a background check and the “Protecting God’s Children” workshop.

Volunteers

Some Primary classrooms enlist parent help with organizing materials or practicing with students. Check with your student’s classroom teacher.

Disciplinary Policies

General Guidelines

Students are expected to treat others respectfully, follow the Christian model set for us by Jesus, our greatest teacher, and model good manners. It is our goal to help the students develop a sense of personal responsibility, self-control, and social concern.

Dr. Marcia McEvoy Program

Our school has adopted the behavior program of Dr. Marcia McEvoy. This program begins with the premise that more serious behaviors can be eliminated if the staff addresses the “small stuff”. Examples of these more minor misbehaviors would be eye rolling, body language, rude gestures, mean teasing, name calling, etc. Dealing with these more minor issues can lead to a decline in incidents of a more serious nature such as bullying, intimidation and harassment.

Social misbehaviors are handled immediately, with consequences and strategies for correcting the behaviors. School misbehaviors will be handled by other means listed in this section.

Grade Level Policies

Each teacher posts a list of rules and expectations. These are explained and discussed with the students at multiple times of the school year.

If a student has a problem, the teacher will do one or more of the following:

- Talk with the student
- Notify the parents
- Have the student talk with administration
- Conference with the parents
- Give the student a VSR (Violation of School Rules) or ABR (Aggressive Behavior Report)

Minor Violations

The word “minor” does not imply that these behaviors are unimportant, but rather that they are relatively small misbehaviors that should be correctable with a relatively small consequence. If these minor violations accumulate to significant numbers, then the consequences become more serious.

Examples of these minor violations include but are not limited to: running in the halls, not following the directions of the lunch supervisors, not following the dress code, chewing gum, eating on the playground, lunchtime and/or recess misbehavior, disrespect, disruptive behavior, and dishonesty.

Minor violations may be dealt with in several ways:

- Verbal warning
- Communication with parents
- Conference with Administration
- Loss of lunch/recess time with classmates
- Violation of School Rules (VSR)
- Aggressive Behavior Report (ABR)

Violation of School Rules (VSRs) and Missing Assignment Notices (MANs)

Students having problems in the lunchroom, on the playground, or in the classroom may be issued a VSR. The student, staff member, and parent all sign the VSR, and it is returned to school.

Students may receive a MAN when work is not returned or completed on time.

In the upper grades, if a student receives a combination of five VSRs/MANs, they serve a lunchtime detention.

VSRs continue to accumulate but MANs do not accumulate beyond each set of five.

When a student has received **10 VSRs**, the student has a conference with the teacher.

When a student has received **15 VSRs**, the student has a conference with administration.

When a student has received **20 VSRs**, the student has a conference with administration and parents.

Any VSR total past 20 will include more severe measures such as Suspension.

Aggressive Behavior Reports (ABRs)

Students displaying aggressive behavior receive an ABR. There is an ABR form for Grades K-5 and a separate form for Grades 6-8. The purpose of the ABR is to address aggressive behavior at the lowest level before it becomes more serious. The behaviors and their consequences start with smaller infractions, such as aggressive horseplay, and build to more severe infractions. The ABR form will be filled out by a staff member, with a brief description of the incident, and will include the consequence to their behavior. Parents are to return this form back to school, signed, the next day.

Major Violations

Certain misbehaviors are considered so serious as to warrant very strong measures which may include temporary suspension or permanent expulsion from school. If a student is being suspended, parents are notified in advance by phone, and in writing. The student suffers the loss of credit for all schoolwork for that day.

Suspension

The student may not come to school for the duration of the suspension and may not participate in school and SJA Athletic activities until the suspension has been resolved. The length of the suspension is determined by administration, but usually does not exceed five days. Suspension is only used after other motivational means have been used or in cases which warrant this most serious action.

Re-admittance Procedure after a Suspension

Before a student can be readmitted to school after an at-home suspension, the following guidelines will be followed.

- Student, teacher, parent, administrator, and pastor conference is held.
- The student is not re-admitted until all parties are satisfied that whatever led to the misbehavior has been addressed and resolved.
- School officials may require further professional opinions (medical, counselor, psychiatric, etc.) before re-admitting the student.
- The final decision is based on the best interests of the school community as well as the individual involved.
- The suspension is not recorded on the student's permanent record other than the date(s) of absence on the attendance record.

Expulsion

Expulsion is the decision of the Principal in consultation with the Pastor. When a student's actions display a serious or continued violation of St. Joan of Arc School Rules, then expulsion may be the consequence.

Appeals Process

School administrators have the right and responsibility to take immediate Disciplinary/corrective action, parents have the right to appeal major administrative decisions, particularly in regard to expulsion. The due process procedure for appeals, available in the school office, has been determined by the Archdiocese of Detroit.

Archdiocese of Detroit Policies for Elementary Schools

Weapons

Students are prohibited from bringing weapons to school or school-sponsored activities, on school or parish premises, on a school bus enroute to or from school, or in the immediate vicinity of school (within a block radius).

"Dangerous Weapons" include, but are not limited to, firearm, dagger, dirk, stiletto, knife with a blade over 3 inches, pocketknife opened by mechanical device, iron bar, brass knuckles, or incendiary device.

Any student discovered to be, or suspected of, carrying, possessing, concealing, or transferring a weapon on school or parish premises or in the immediate vicinity of the school shall be immediately excluded from class pending investigation.

A search may be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of a student's person, pockets (student empties their own pockets), book bags, purse, lunch container, locker, car, etc. Questioning of the same purposes may include questioning by the principal, member of the administrative team, teacher, pastor, or a person acting in the place of any of these.

A body search should only be conducted by a law enforcement officer.

If a student refuses to cooperate or interferes with a search of a person, possessions or premises: the student will be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school.

Depending on the nature of the weapon, the St. Clair Shores Police Department will be notified immediately, and the student detained if the school reasonably suspects the student has a weapon or a weapon is present on school or parish premises.

Any student found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion (permanent dismissal).

Banned Substances

Controlled/Non-Controlled

Students may not possess, administer or use controlled or non-controlled substances including, but not limited to unauthorized drugs, tobacco products or alcohol while at school, on school or parish premises, at school sponsored activities, on the school bus on the way to and from school, or in the immediate vicinity of the school. Any student violating this policy will be immediately suspended from classes while the incident is being investigated.

Students with a medical condition that need to carry an inhaler, Epi Pen or insulin may do so provided they have a signed doctor's note on file in the school office that states the necessity of carrying the medication on their person. These students may not misuse, sell or administer these medications to anyone else.

Harassment

It is the policy of the Archdiocese of Detroit and St. Joan of Arc School to make every effort to provide an educational environment free of all forms of harassment. This policy applies to the actions of all faculty, staff, and students at St. Joan of Arc School, as well as others who may be in a working relationship with the school. The Archdiocese of Detroit and St. Joan of Arc School are open to and respectful of complaints brought under this policy.

Respect for the dignity and worth of each individual is a basic tenet of St. Joan of Arc School. Each individual-faculty, staff member, students or others in a working relationship with the school- is entitled to work at/attend school in an environment free from discriminatory practices, including all forms of harassment, including sexual harassment.

St. Joan of Arc School will neither tolerate sexual harassment, nor will it tolerate reprisals against any employee, student, or other person who makes a sexual harassment complaint. Any member who violates this policy will be subject to disciplinary action, including the possibility of dismissal. Any supervisor or faculty member who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action, including the possibility of termination of employment.

Gender Identity

The Archdiocese of Detroit established two policies regarding gender identity effective August 1, 2024. These policies apply to all Catholic Schools in the Archdiocese of Detroit (parochial, regional, and independent/religious order) and parish programs involving registered youth participants – such as parish religious education programs, youth conferences, and other special events.

- “Grounded in the Church's commitment to care pastorally for individuals struggling with gender confusion, all ministers of the Church in the Archdiocese of Detroit (clergy, employees, and volunteers) are expected to accompany these brothers and sisters with true compassion and to assure them of God's personal love.”

- “By virtue of each person’s creation in the image and likeness of God as male or female, and the truth that God’s plan for our holiness and flourishing is revealed through our bodies, all ministers of the Church in the Archdiocese of Detroit (clergy, employees, and volunteers), students, and registered youth program participants shall respect their God-given biological sex regarding (but not limited to) the use of personal pronouns, dress code, bathrooms, and all other facilities. All documents and records shall reflect the person’s God-given biological sex.”

Parent/Guardian Code of Conduct

Our children are the most important gifts that God has entrusted to us. St. Joan of Arc recognizes parents/guardians as the primary educator of their children. Therefore, the education of students at our school is a partnership between parents/guardians and the school. We encourage parents to communicate with teachers and administration regarding important information about their child.

Parents/Guardians are role models for our students and impact the brand and reputation of St. Joan of Arc. Parents/Guardians should model Christian values in their interactions and behaviors within the school community, reflecting the teachings of the Catholic Church.

St. Joan of Arc expects parents/guardians to:

Respect and Communicate Positively:

- Treat all members of the school community with respect, loyalty, patience, kindness, integrity, and dignity by setting a good example in both speech and behavior.
- Dress modestly and appropriately while at our school and at school sponsored events.
- Respect the confidentiality of all students and staff.
- The following is prohibited:
 - Disruptive behavior
 - Using offensive language/profanity
 - Sending abusive communication (voicemails, emails, text messages, and/or other written communication)
 - Make, post, comment, or share disparaging comments/posts on social media about the school, administration, policies, etc.

Support School Community and Policies

- Support school events, volunteer opportunities, and extracurricular activities as appropriate. Parent/Guardian behavior should reflect the school’s values of St. Joan of Arc.
- Support and adhere to all school policies stated in this Parent/Student Handbook.
- The following is prohibited:
 - Bringing outside food and beverages into the church.

Safety and Well-Being

- Follow school procedures/instructions for picking up and dropping off students.
- Avoid being alone with children at school activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children.
- Complete a Background Check and Protecting God’s Children workshop.
- Report suspected abuse to the administration.
- The following is prohibited:

- Threatening to do bodily harm to a member of school staff, faculty, visitor, fellow parent, and student
- Damage or destroy school or church property
- Smoke or use tobacco products on school or church property
- Use, possess, or be under the influence of alcohol or drugs at any time while on school and church grounds
- Pose any health risk to children through fevers or contagious diseases
- Use any discipline that humiliates or harms children
- Touch a child in a sexual or inappropriate manner
- Bring any type of firearm or weapon onto school or church grounds

By adhering to these expectations, parents/guardians will contribute to the positive, faith-filled environment that St. Joan of Arc strives to maintain. While this policy is in effect, parents/guardians understand that the Pastor and school administration will review and determine violations of this policy and take appropriate action. This action may include verbal and written warnings, reduced access to school and events, elimination of volunteer privileges, recovery of damages, notification of law enforcement and/or Child Protective Services, or termination of enrollment at the school.

Appendix A

Electronic Information Access and Use for Educational Purposes Policy

St. Joan of Arc School (the school) encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed lifelong learners.

The School has developed this Electronic Information Access and Use for Educational Purposes Policy (this “Policy”) to govern the access, use, and security of School Systems (defined below). Every User (defined below) must read, sign, and abide by this policy.

For the purpose of this Policy, the following capitalized terms have meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

PEDs means portable electronic devices, including, without limitation, laptop computers, cell phones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants (PDAs).

School Confidential Information means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the school does business.

School Electronic Information means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored, and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store, or otherwise use that information or those communications. School Electronic Information includes voicemail messages on the School Equipment.

School Equipment means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disc drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any of the School Equipment.

School Networks means all School voice and data systems, including, without limitation, the School's internet, intranet and extranet systems.

School Systems means the School Equipment and the School Networks.

Users means any individual who accesses and/or uses School Systems, including, without limitation: School full time, part-time, and temporary faculty and/or employees; School third party contractors, vendors, consultants, representatives and agents, as well as their full time and part-time and temporary employees; and parents, students and volunteers.

User Equipment means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School's policies, handbook, or manual. Any School faculty and/or employee who violates this policy may be subject to disciplinary action, up to and including termination.

To the extent this policy applies to students, this Policy supplements, but does not replace, the School's Code of Conduct. The terms of this Policy will govern any conflict or inconsistencies with the terms of such Code of Conduct. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be eligible for access to and/or use of School Systems, School Confidential Information and/or School electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, User may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a school officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails or attachments); (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School electronic Information. Upon

request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access, and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading, and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an "as is, as available" basis.

School Responsibility

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is appropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software operates only within the School wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

St. Joan of Arc Network Users

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

Students- Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.

Faculty and Staff – Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.

Others – Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of Users

Subject to the terms of this Policy, Users have the privilege to:

- Use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.
- Access information from outside resources which facilitate learning and enhance educational information exchange.
- Access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

Users are responsible for:

- Using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- Attending appropriate training session in the use and care of the School Systems.
- Seeking instruction for the use of any available technology with which they are not familiar.
- Adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- Refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parents or guardian authorization.
- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- Students may use email, chat, instant messaging, and other forms of two-way communications only for educational purposes and only under the direct supervision of an adult.
- Having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- Material received, created or distributed using School Systems.
- Maintaining the integrity of the electronic messaging system (voice, email, etc.) deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.

- Preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- Awareness of and adherence to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- Using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made nor any personal information provided while using School Systems.
- Financial restitution for unauthorized costs incurred or damages or repairs necessitated by inappropriate use or access.
- Any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so *at their own risk*.
- Abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

- Using the technology for a "for profit" business, for product advertisement or political lobbying.
- The malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- Using School Systems to draft, send or receive inappropriate communications and material including, but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- Participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- Vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Declaration

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School System is a privilege for each User.