St. Jane de Chantal School is a Christ-centered educational community committed to meeting the individual needs of students through flexible and innovative curriculum. The administration and faculty recognize that they have the opportunity and obligation to provide a school that is unique, contemporary, and oriented to Christian service. We seek to provide an environment founded on tradition that is academically challenging, emotionally nurturing, and spiritually grounded in the Gospel message. We provide opportunities for positive self-image, leadership, and a sense of responsibility towards school, parish, and community.

##### PHILOSOPHY

 St. Jane de Chantal is a Catholic school established in 1953 by Msgr. James Caulfield and the Sisters of Charity of Seton Hill, Greensburg, PA. It is a co-educational Pre-K-8 parish school in suburban Maryland. Our mission is to spread the message of Jesus by providing high quality, well-rounded education within our Christ-centered community. While most of our students are Catholic, all of our students are encouraged to manifest the presence of God. We provide a comprehensive, developmental, and integrated curriculum imbued with Gospel teachings, which stimulate academic excellence while developing traditional Catholic values.

 Religion is the thread that weaves the curriculum together. Prayers, recited together as a school, begin and end each day. Every day, a different grade joins the parish in celebrating the Mass. The entire school attends holyday Masses and special liturgies.

The faculty, parish priests, staff, administration, volunteers, parents, and students make up our community of learning and spirituality. This community creates an atmosphere which fosters the growth of individual talents and gifts including self-confidence, self-respect, and self-esteem.

 St. Jane de Chantal School teaches and encourages the development of leadership and dedication to community service. The community recognizes that the student body needs to be given opportunities to appreciate differences in culture and affluence. The faculty hopes by laying the groundwork, service will become a way of life, not limited to school activities. Students are encouraged to follow the teachings of Jesus Christ; namely, to love, respect, and care for one another. Through our outreach programs, our students learn to appreciate and respect cultural differences.

 We have a strong commitment to basic academic skills and learning in a sequential format. Realizing that knowledge is more than academics; we balance these basic skills with attention to social, personal, and physical development.

 Our faculty strives to create a Christian environment, conducive to learning, in which the mutual rights and responsibilities of students are recognized and upheld. Characteristics of good citizenship are acknowledged and rewarded.

 Intellectual development follows a sequential continuum of instruction. Critical thinking skills are emphasized across the curriculum. Students are encouraged to develop individual learning styles by being given opportunities to work independently and in cooperative groups, using collaborative skills, and exploring different problem solving strategies.

 During a student’s years at St. Jane de Chantal, a child begins with a view of the world from her/his perspective and proceeds through many stages to become an individual able to function as a Christian in today’s world. These stages include self-awareness and taking personal responsibility for actions.

 Students learn to respect authority through interactions with adults and other students. Positive reinforcement of appropriate behavior is stressed in a secure and warm environment. Students become mindful of their social responsibility in American society.

 St. Jane de Chantal School has a formal physical education program and an expanded multi-purpose facility has been built to facilitate many of these activities.

 We are aware that caring relationships among students, teachers, and parents help to maintain an excellent institution. These relationships are enhanced through interaction at Home and School Association meetings, parent conferences, and through phone calls and notes.

 A student has a variety of relationships in the school community. Students learn to respect and support one another through such activities as group projects, peer mediation, cooperative groups, peer tutoring and duty as lunch and recess monitors. Older and younger children are paired during “family” activities.

 With a dedicated faculty, the school supports the students in meeting the demands of our educational philosophy. Implementing our principles and beliefs, we create a strong sense of God’s presence in our community where each child can flourish and reach his/her potential. We recognize and celebrate each child’s individual talents. The faculty provides a safe, consistent, and nurturing atmosphere. By modeling Christian values, the faculty members play an integral part in the lives of students.

 Teachers collaborate by sharing their expertise and classroom experience in various areas. Teachers act as guides in each student’s spiritual and academic development by their collegial and professional contributions to the learning community.

 Teachers encourage cooperative activities with parents and share the responsibility for the total development of the students within the ever-changing family structure.

 The principal, as academic and spiritual leader of St. Jane de Chantal School, has the responsibility for policy decisions. She encourages input from her faculty and values their contributions.

 The curriculum is set by the Archdiocese of Washington. Annually, the administration, department heads, and teachers examine the curriculum to determine its relevance and compliance.

 The teachers at St. Jane de Chantal are required to hold an undergraduate degree from an accredited college and be certified by the State of Maryland. Qualities in teachers that encourage the education of the whole child are also desired. Formal and informal evaluation of students and faculty is on going.

 The students are encouraged to follow the teachings of Jesus Christ. Through our outreach programs our students learn to appreciate and respect cultural differences. Our hands and hearts come together to achieve the aspirations of our school:

Hands to Work

Hearts to God

From generation to generation

May each of us have the

Hands and hearts that can

Work together, love together

And pray together.

 ---Anonymous

**SECTION ONE**

**SCHOOL OFFICE**

###### ADMISSIONS

St. Jane de Chantal School is a parochial school supported by the parishioners of St. Jane de Chantal Parish and the Archdiocese of Washington. The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: [www.adwcatholicschools.org](http://www.adwcatholicschools.org)

Catholic children of St. Jane de Chantal Parish whose families attend Mass regularly and consistently support the church, both in the use of the parish envelopes and in volunteering their services to the school and parish, are eligible for priority acceptance into St. Jane de Chantal School. Preference in admission is given to:

1. siblings of children already attending the school,
2. registered and active members of St. Jane de Chantal Parish,
3. active and contributing parishioners from other Catholic parishes,
4. non-Catholic students who meet academic admission requirements on the basis of available space.

Enrollment in St. Jane de Chantal School implies a willingness and commitment by parents and students to comply with policies, regulations, and activities of the school. In order to realize the school's goals, parents are expected to support the school's philosophy and discipline code.

The principal reserves the right to select students who would benefit from the curriculum and resources of St. Jane de Chantal School.

###### ADMISSIONS PROCEDURES

Submit Application and the Tuition Agreement along with Registration Fees, Birth Certificate, Baptismal Certificate, Previous School Records and Immunization Records. Please note that Registration Fees are non-refundable if accepted. Have test scores and school records sent from previous school for students entering grades Pre-K to 8.

###### FEES

**It is an obligation that Catholic families are registered in a parish and that they make monetary contributions to that parish on a weekly basis.**

There are two tuition categories: Catholic and non-Catholic. Cost within each plan is dependent upon the number of children within the family attending the school. Tuition payments are made using one of two methods: payment in full in advance or enrolling with SMART Tuition Payment Services. Enrolling with SMART allows a direct debit in ten monthly increments July through April or in two increments, July and November.

A Registration Fee is required at the time of registration or application for admission. The amount varies dependent on the family’s current enrollment status. Please contact the school office or visit www.dechantal.org/admissions for fee amount. This is non-refundable.

End-of-the-year report cards are withheld if financial obligations have not been met.

###### FINANCIAL ASSISTANCE

Requests must be processed through the Archdiocese of Washington. Forms are available each year through the Archdiocese of Washington TADS-ADW website. In order to qualify for parish assistance through the Monsignor Christopher Fund, the same forms must be completed and filed by the annual deadline as set by the Archdiocese of Washington (Usually early December).

###### TRANSCRIPTS

An 8th grade student is allowed three transcripts as part of his/her fee - two to Archdiocesan high schools and one to a non-Archdiocesan high school. Each transcript request beyond that number will be charged a fee.

All other grades are charged a fee for each transcript processed.

###### VISITORS

All visitors must check in at the front office. Visitor passes will be issued to them at this time. DO NOT take items to the backdoor of classrooms.

The use of portable phones is prohibited in the school buildings. Phones must be turned off.

###### VOLUNTEERS

Volunteers are a welcome addition to the school. There are many opportunities afforded to parents and parishioners to offer their services. At the start of the school year, parents are sent a notice indicating areas of need. At this time, they may state what their interests would be and the days and times they would be available. Parishioners are asked if they would like to volunteer via the parish Sunday bulletin. All volunteers must register with VIRTUS.org, submit a Volunteer Application, sign & submit the Acknowledgement Page from the Child Protection Policy, attend an Archdiocesan Child Protection Workshop, and complete an electronic background survey at an Archdiocesan site. A link to the Archdiocesan website and Protecting Our Children – Child Protection Policy is available on the school website.

**SECTION TWO**

**SCHOOL SCHEDULE**

###### SCHOOL HOURS

School hours are 7:45 a.m. through 3:00 p.m. Early dismissal days end at 12 noon. The office is opened for business only 9:00 a.m. – 2:30 p.m. Please do not return to the school after 3:00 p.m. on full days and 12:15 p.m. on early dismissal days.

The school accepts responsibility for students only during school days and hours as published in the school calendar or when special occasions warrant a change. Children not picked up by 3:15 p.m. will be sent to After Care and charged a fee.

###### EXTENDED DAY: MORNING CARE AND AFTER CARE

Admission: Only students enrolled in Grades Pre-K -8 in St. Jane de Chantal School are permitted to participate in this program. Students must be registered prior to attending. The program is not for drop-in service. Children are expected to obey the school rules and regulations in order to continue in the program. .

Hours: The Morning Care is available from 7:00 a.m. to 7:45 a.m., Monday through Friday. After Care hours for full days are from 3:00 p.m. until 6:00 p.m. When dismissal is 12 noon, After Care hours are 12:00 p.m. to 6:00 p.m. Please note: When there is a delayed opening due to inclement weather or any other reason, Morning Care is cancelled. When there is an early closure due to inclement weather or any other reason, After Care is closed. If school closes at the normal time but Montgomery County cancels all after school activities, our Extended Day Program will remain open. However, we encourage you to pick up your child(ren) as early as possible.

Fees: Charges are applied only for hours the child attends Morning Care or After Care. Delayed arrivals to After Care for any after school activity will be charged as if the child arrived at the start of the session. Parents are responsible for signing out their child with the time noted. If there is no sign-out time noted, the full afternoon session (3 hours) will be charged.

* Morning Care - $7.00 per hour per child. The full hour is charged.
* After Care - $7.00 per hour per child. Charged in increments of one-half hour for any portion of the half-hour.

The cost is paid on a monthly basis at the end of each month. The fee must be paid promptly. Failure to pay may result in the child’s removal from the program. A family rate is available for families of three or more. This information is available through the office.

Late Pickup: A parent is late if pickup occurs any time after 6:00 p.m. There is a late fee of $10.00 *per child for every 15-minute increment or any fraction thereof*. Habitual late pickup may result in the family being dropped from the program.

Release: A child will only be released to a parent or pre-approved adult or sibling (must be over the age of 16.) Please be prepared to show a photo ID. A note must be given to the Extended Care staff person responsible for the child. Parents or other authorized persons are responsible for signing out the child with the time noted. If there is no signature or time-out noted, the full afternoon session (3 hours) will be charged.

Information Forms: Health and *emergency* forms must be submitted before your child will be admitted to the program. Any major health problems must be listed at this time. Any routine medications should be administered during the normal school hours following the procedure in the Medication section of this handbook.

Discipline: Every child is expected to abide by the rules of the program, respect staff members, other students, and all property. If a child violates these standards, we will first take action by removing the child from the group and seating him/her by himself/herself for a 5-30 minute period. If the child does not respond to this and the problem persists, the parents will be called. Should the problem still continue the child might be dismissed from the program.

Extended Day Rules:

* Students are expected to treat the adult supervisors, their fellow classmates and the classrooms with respect.
* All school rules apply during extended day hours. This would include rules that apply to gum, food, make-up, jewelry, behavior, language, clothing, sodas and electronic devices. Play clothes appropriate for a Catholic school environment may be substituted for the school uniform.
* Students are under the supervision of their assigned extended day teacher and do not leave their care without permission.
* Students do not roam or run in halls, or return to their regular classrooms during extended day hours.
* Students are responsible for their own belongings, picking up after themselves and keeping the extended day rooms and play areas neat.
* Classroom computers will not be used.
* Any student who consistently demonstrates disregard for the stated rules of the program may be temporarily or permanently dismissed from the program at the discretion of the Director.
* Parents are responsible for signing out their children, paying the agreed upon fees in a timely fashion, adhering to the 6 p.m. pickup time, and using the side doors of the school (never the front doors.)

###### ARRIVAL

Arrival is as follows:

Walkers: Montgomery County crossing guards are on duty beginning at 7:35 a.m. at Old Georgetown Road and Ryland Drive. Students who walk to school cross Old Georgetown Road only at this point. \*\*\* **For safety reasons, do not use Forest Lane, Singleton Drive, Ryland Drive or other adjacent roads as a drop-off point**.\*\*\*

Students walking to school must have a permission slip signed by parents submitted at the beginning of the school year or as needed.

Carpool: All carpool children must be dropped off in the designated carpool area in the LOWER parking lot. No supervision is provided in the morning until the patrols are present in the parking lot at 7:35 a.m. Drop-off of children is not permitted until that time. Please follow the carpool procedure when dropping off your children. Traffic patterns on campus are one way (north to south) from 7:30 to 8:30 a.m. When entering from the south drive please follow the traffic pattern around campus. No left turn into the front parking lot is permitted. When leaving the school property, DO NOT TURN RIGHT ON RED onto Old Georgetown Road. The cars traveling south on Old Georgetown road have the right of way to make left or U turns when they have a green light. The traffic pattern sketch is available at www.dechantal.org >Campus Life>Carpool/Traffic Regulations.

Students gather in the school courtyard, staying on the pavement. Students will wait quietly until the doors open at 7:45 a.m. They are not permitted to play on the slope, in the garden or on the barrier. Students enter the building through the door directly across from the gym. For security reasons no other doors may be used. Patrols will assist your child in carrying any bulky or unmanageable items, such as birthday treats, special projects, etc. Students arriving after 8:10 a.m. must enter at the front door on Old Georgetown Road and signed in as tardy by a parent.

##### DISMISSAL

Dismissal is as follows:

Written notification to the homeroom teacher is required for any change in the dismissal routine of a child. Phone permission will not suffice. Children will not be released unless this notification is sent in to school.

Walkers: Students walking home from school must have a permission slip signed by parents submitted at the beginning of the school year or as needed. Students will exit the building accompanied by a teacher. The adjacent roads are not to be used for picking up students.

In the event of an early closing due to inclement weather announcement by Montgomery County Public Schools (MCPS), walkers will be dismissed according to the written instructions on the emergency form.

Extended Day: Students are escorted to their appropriate rooms by a teacher. A note must be sent to the Extended Day staff person if a child is going home with someone other than the regular person.

Carpool: Traffic patterns are one way (north to south) from 2:45 to 3:30 p.m. Please do not park in the lower parking lot before 2:45 p.m. The cones will be removed for cars to enter the parking lot at 2:45 p.m. All carpool children will be dismissed from the lower parking lot at 3:00 p.m. (12 noon on early dismissal days). They are accompanied by a teacher and remain in line until released. Please park in the designated carpool lanes and follow patrol directions.

Cars will form eight lines perpendicular to the Seton Center.  Children have been instructed to stay with their teachers in the parking lot line until the traffic director indicates by blowing a whistle that they may go.  Drivers are to remain **with** their cars until the traffic has come to a complete stop and the whistle has blown.  Parents may then walk to retrieve their children. Children may go to cars on the downhill side of the red line on the hill. The traffic pattern sketch is available at www.dechantal.org >Campus Life>Carpool/Traffic Regulations.

**For the safety of the children, parents are asked to refrain from conversing with the teacher on duty. The goal of the school is to dismiss the students promptly and safely.**

Carpools are not permitted to pick up in front of school or at the front or back walker locations. Any student who is not picked up by 3:15 p.m. is taken to After Care and a $7fee per child will be charged.

Public Transportation: Students using public transportation must have a permission slip signed by parents submitted at the beginning of the year or as needed.

###### DISMISSAL FOR APPOINTMENTS

Students who leave school early for reasons other than illness or a family emergency must have a note from a parent or guardian. If someone other than the parent is picking up the child, this must be stated in the note. Notes are given to homeroom teachers, who will send the child(ren) to the office at the required time. Parents picking up their children for these dismissals must enter through the front door. The office will not interrupt classes to call children.

###### SNOW POLICY: DELAYED OPENINGS AND EARLY DISMISSALS

We follow the MONTGOMERY COUNTY SCHOOL SYSTEM for decisions regarding closings, late openings, or early dismissal due to inclement weather. These decisions are broadcast over local radio and television stations as soon as they are made. The following TV and radio stations will have the information:

 WMAL - 630 AM, WTOP - 1500 AM, Channel 4, and Channel 9.

Alert Montgomery (https://alert.montgomerycountymd.gov) broadcasts traffic and weather alerts that can be received on cell phones. Registration is required.

If there is a one-hour delay, our door will open at 8:45 a.m. and school will start at 9:00 a.m. If there is a two-hour delay, our door will open at 9:45 a.m. and school will start at 10:00 a.m.

EXTENDED DAY PROGRAM: Morning Care will not be open if there is a delay. After Care will not be open if there is an early closure. Please have contingent plans for these days. If school closes at the normal time but Montgomery County cancels all after school activities, our Extended Day Program will remain open. However, we encourage you to pick up your child(ren) as early as possible.

During snow emergencies, carpool may dismiss from the front office and south side classroom doors. Please follow the patrols’ instructions. Have the names of all the children in your car/carpool printed clearly on an index card. Stay in your car, and a patrol will collect your index card. Please do not come into the school; your child will come to you.

PLEASE DO NOT CALL THE SCHOOL OR RECTORY TO ASK ABOUT CLOSURE DECISIONS. THE RADIO WILL KEEP YOU INFORMED.

###### TRAFFIC REGULATIONS / CARPOOL

**The Montgomery County Police Department sponsors safety patrols. Drivers must follow their directions at all times. Drivers failing to do so may be reported to the Montgomery County Police Department.**

See Arrival: Carpool and Dismissal: Carpool on the previous pages for procedures.

**For the safety of the children, parents are asked to refrain from conversing with the teacher on duty. The goal of the school is to dismiss the students promptly and safely.**

The cardinal rule of the parking lot is: WHEN THE PEOPLE MOVE, THE CARS DO NOT. WHEN THE CARS MOVE, THE PEOPLE DO NOT!

Cellular phones are not to be used while *driving on school property.*

Your child’s safety is always our primary concern.

**SECTION THREE**

**ACADEMIC AGENDA**

###### SCHOOL ATTENDANCE

The State of Maryland provides by law for the compulsory attendance by all students between the ages of four (4) and sixteen (16) years. The responsibility for compliance with the law belongs to the parents, but the school is obligated to keep an accurate record of daily attendance for each student (ref. Policies and Regulations for the Catholic Schools of the Archdiocese of Washington, Regulation 5112).

The following are valid reasons for excused absences from school (if properly documented by the student’s parent or guardian upon the student’s return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. Death in the student’s immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school by chief administrative officer.
5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.

Any absence that does not fall into one of the above categories, or is not properly documented by the student’s parent/guardian, is an unexcused absence. (ref. 3620 Parent and Student Handbook Procedures, Archdiocese of Washington).

**ABSENCE**

**When your child will be absent from school, please call the Health Room or email the school nurse before 9 a.m.** Health Room direct line: 301-564-0125 khayzlett@dechantal.org

In the event of a PLANNED ABSENCE, parents should notify the school in advance by email or written note to the homeroom teacher. Please copy the School Nurse/Health Room on all email notifications of absence. Missed schoolwork will be made upon the student’s return to school.

Upon returning to school after an UNPLANNED ABSENCE, the parents or guardian of the student will provide the school with a written excuse giving the dates and reason for the absence. If the student does not present a written excuse within two days of returning to school,
or if the school has reason to suspect the validity of the excuse, the principal may investigate the situation and apply appropriate remedies (ref. Regulation 5112).

Parents may wish to take their student out of school for several days for personal reasons. When this request is made, the principal and teacher if necessary may discuss the student’s progress with the parents and advise them of the effect such an absence would have on the student’s schoolwork. The final decision, however, is the responsibility of the parents (ref. Regulation 5112).

Specifics pertaining to make-up tests and assignments are designated specifically by grade level.

Excessive absences and tardiness are detrimental to high school acceptances.

###### TARDINESS

Please remember all student Pre-K to Grade 8 miss academic materialwhen he/she arrives late. Please make a determined effort to be on time.

The school doors open at 7:45 a.m. School prayers begin at 8:10 a.m. Your child will be considered tardy if arrival is after 8:10 a.m. Late arriving carpools must drive to and park in the school’s front parking lot. Escort your child(ren) into the school, and sign them in to the school.

If you arrive late because of a scheduled appointment, bring an excused absence note and use the front door.

**CURRICULUM**

At St. Jane de Chantal School, instructional strategies used by our faculty ensure that learning is interactive, dynamic, and effective, including cooperative learning, the use of manipulatives at all levels, individualized personal electronic devices, and hands-on activities in all disciplines. Teachers pique students’ curiosity through field trips, guest speakers, the visual arts, and music. An interdisciplinary approach is used across the curriculum.

The core subjects for each grade are religion, math, English, reading/ vocabulary/ spelling/ phonics, science, and social studies. Each class attends the special subjects once a week. Specials include music, art, computer, physical education, and library. Silent reading is required for 20 minutes daily at a designated time. Spanish is required for grades 6, 7 and 8.

###### GRADES AND ABSENCES

Students absent on the day a recorded grade is given for homework, class work, and for tests must take the initiative to hand in the homework and/or make up the assignment or test. Make-up arrangements must be made by the student within the same number of days the student was absent. Repeated absences on test days may result in a lower grade. Work not submitted will earn a zero.

###### GRADING SYSTEM

Grades 1-3 and Special Grades 4-8 Algebra

Classes (Music, PE, Art) Computer Grades 4-8

E Excellent A 93-100 A 90-100

G Good B 85-92 B 80-89

S Satisfactory C 77-84 C 70-79

I Improvement Needed D 70-76 D 60-69

U Unsatisfactory F below 70 F Below 60

In addition to being graded on class material, students are assessed on their social development and work habits. Students failing two or more basic subjects will not be recommended for advancement to the next grade level.

**GRADE NOTIFICATION**

The Archdiocese of Washington – Rediker gradebook systemis the online site for viewing the student’s academic grades. Parents are provided with an activation code at the beginning of the school year. This parent activation code can be used to view each child in the family if there are multiple students enrolled.. Teachers will post grades for all graded academic work. Parents are encouraged to monitor their child’s grades frequently.

###### HOMEWORK/HOMEWORK ORGANIZER

All students in grades 2-8 are required to purchase and use the school’s homework organizer. Daily homework and long term assignments are recorded in the organizers to facilitate classwork preparation.

Kindergarten receives homework on Tuesday and Thursday nights. Grades 1-8 receive homework Monday through Thursday; however, teachers may send unfinished schoolwork home on the weekend to be completed and returned. Grades 7 & 8 may receive light homework on some weekends. Parents are encouraged to check over students’ homework each night utilizing the homework organizer for confirmation of the assignments. A full explanation and specifics of each grade’s homework policy is given at Back-to-School Night.

###### INTERIM PROGRESS REPORTS

In grades 5-8 interim progress reports are given at the midpoint of each quarter to students who have earned a C average or below. These reports may be in the form of a telephone call, an email or a paper notice. After the receipt of this notice, it is the responsibility of the parents to monitor their child’s progress. The receipt of a progress report does not necessarily mean failure for the marking period nor does the absence of a progress report guarantee the passing of a subject. Parents of students in grades 5-8 are encouraged to monitor their child’s grades using Archdiocese of Washington Rediker System (see Grade Notification).

###### CONFERENCES

Parent-Teacher conferences are scheduled for all parents after the first quarter. Parents will sign up for their conferences using the Pick-A-Time system beginning after the first Home and School Association meeting. Thereafter, conferences are held at either the teacher’s or parent's request.

###### REPORT CARDS

Report cards are distributed quarterly to grades one through eight, and each semester to the Pre-K and kindergarten (please refer to the school calendar). Students are evaluated according to the guidelines established by the Archdiocese of Washington. Marks are based on the student's daily performance, homework assignments, weekly tests, unit tests, projects, and papers assigned. Students are also evaluated according to individual growth and development.

End-of-the-year report cards and transcripts are withheld if financial obligations have not been met. A fee of one dollar will be charged for replacing lost or damaged report cards.

###### RETENTION AND REQUIRED SUMMER SCHOOL

Parents will be officially notified at the end of the third quarter if there is any possibility of retention, failure, or dismissal of a student for academic reasons.

St. Jane de Chantal follows Archdiocesan guidelines in terms of failure or retention. Retention in primary grades is normally dependent upon the development of reading and language arts skills. Retention in grades four through eight is normally dependent on achievement in the basic skills subject, including reading, math, and language arts. Failure in two of the basic skill subjects or in one of the basic skill subjects plus another academic subject is a basis for retention.

In the primary grades consideration is also given to social and emotional maturity.

The principal and teaching team, after consultation with the parents, shall make the decision whether a student is retained. A student in any grade who has received one F or U in an academic subject area may be required to attend summer school. Written proof of attendance and a passing grade are required before promotion to the next grade.

Diplomas will be issued to those students who have successfully completed eighth grade. Those who have not successfully completed the requirements may be issued a certificate of attendance.

###### FIELD TRIPS

St. Jane de Chantal School believes field trips and in-school field trips are an exciting and worthwhile part of a child's total education. These opportunities are provided for students so that they may expand their knowledge and experiences as part of their education.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Before a field trip is scheduled, the principal must approve all details of the trip. A written permission form will be given to each student for each trip. Permission forms include a medical release form and information about the trip on school letterhead. These forms must be signed by a parent or guardian and returned with the fee to the school by the given date stated on the form. Only these official permission forms will be accepted.

If a child fails to provide a signed form or fee by a given date that child will not participate. A parent must pick up students if they are not participating.

Field trips will be under the guidance of school representatives. Public transportation will be provided for field trips outside of school. The cost of transportation is paid by those attending the trip. Since the trip is part of the students’ academic experience all children are required to attend. Students on field trips remain subject to all school rules and regulations during their activities. Unless stated otherwise on the permission form, school uniform and shoes must be worn. Students may participate in overnight field trips. Chaperones on an overnight trip must have a signed medical release form for each student allowing them to seek medical attention in the event of any medical emergency.

###### SUPPORT STAFF

Grades K-2 utilize instructional aides in the classroom.

St. Jane de Chantal School has a Resource program that works in partnership with the Archdiocese of Washington Catholic Schools Office; Department of Special Needs.

The Resource Program is designed to provide learning support and teaching strategies for students with documented learning disabilities. The students and resource teachers work in collaboration with the classroom teachers, using subject area curriculum to teach the students reading, math, science, social studies, and study skills as articulated in a student’s Catholic Individualized Education Plan.

A full-time Resource teacher and two part-time teachers staff the program

A full-time nurse oversees the medical files, dispenses prescribed medications, and attends to illnesses and injuries.

###### LIBRARY

Students from second grade through eighth grade check out books from the general circulation shelves. The checkout period is two weeks with a renewal option at the discretion of the librarian. A book drop is available for returning books.

A book is overdue if it is not returned by close of school on the due date. Fines are assessed at $.10 per day that the book is overdue and that the school is open. A student with an overdue book or outstanding fine may be restricted from checking out additional books until the account is reconciled. Fine and overdue notices are issued from the library on a regular basis.

The student is responsible for the replacement of a damaged or lost book. The replacement must be of equal value, e.g., hardcover book for hardcover book. A student with a damaged or lost book that has not been replaced is subject to the same restrictions as with fines or overdue books.

End-of-the-year report cards will not be given to students who have overdue books or outstanding fines on the last day of the school year.

Computer use in the library is by permission of the librarian.

There is a copier available for students to use for schoolwork. All students are expected to pay the posted copying fees.

###### EXTRACURRICULAR ACTIVITIES

The following activities are available through the school. Some of these activities require a fee.

C.Y.O. Sports Grades K-8

Scouting Grades 1-8

Junior Sodality Grades 6-8

Band and Choir Grades 3-8

Altar Servers Grades 5-8

###### PATROLS

Students in **Grades 7 &** 8 are expected to participate as patrols. The only exception to this would be for medical reasons. A note stating this reason from the parents will be kept in the student’s file.

**The Montgomery County Police Department sponsors safety patrols. Drivers must follow their directions at all times. Drivers failing to do so may be reported to the Montgomery County Police Department.**

###### MONITORS

Students in Grade 6 are required to monitor on a rotating basis at lunch recess as aides to the adult on duty. Please respect the classroom monitors on duty.

**SECTION FOUR**

**SPECIAL CONCERNS**

###### BIRTHDAYS

The school day and lunchtime do not allow sufficient time for birthday parties. Please send only **dessert items** that are in single, “self-serve” portions, such as brownies, cookies, and cupcakes ALL FOOD ITMES MUST BE NUT FREE. NO DRINKS. No refrigeration is available. No special lunches or outside restaurant style food may be sent. No deliveries can be made for birthdays to the school (i.e., balloons, flowers, telegrams, pizza, etc.). If your child is unable to carry the birthday treats to his/her classroom, he/she should give them to a patrol at carpool drop-off. An older child will be assigned to help carry them to the classroom. **Parents may not carry anything to the classroom.** Party invitations may not be distributed at school. Please put child’s name on items sent in for child’s birthday.

###### CLASS PARTIES

The homeroom teacher must approve all class parties and arrangements for them.

###### LUNCH

Children’s lunches should be in lunch boxes - no paper bags. **EVERYONE MUST have a place mat** (small hand towel is convenient) **AND A PLASTIC BAG FOR TAKING TRASH AND LEFTOVERS HOME EVEN IF HOT LUNCH IS ORDERED**. Soda is not permitted. If a child forgets his/her lunch, other children will share. Please do not bring forgotten lunches to school.

LUNCH BOXES: Unmarked lunch boxes left at school will be disposed of properly.

CAFETERIA: Rules will be posted and must be strictly observed.

###### GUM

NO gum chewing is allowed at any time on school property. This includes blowpops; therefore, they should not be sent to school as treats.

###### COMMUNICATION

Much of the school communication is done using the school’s website, [www.dechantal.org](http://www.dechantal.org). This includes the yearly and monthly calendars, the Principal’s Notes, classroom information and Home and School Association news. There is still some paper communication which is usually sent home on Tuesdays and Thursdays with the children.

Parents wishing to contact a teacher should write a note directly to the teacher or email the teacher using the school email address. Please do not text the teacher. NEVER CALL TEACHERS AT HOME. Social functions and sporting events are inappropriate places to discuss school issues.

An appointment is necessary if you need to see the teacher or the principal. It is unproductive and unprofessional to have unscheduled meetings. Please call in advance to make an appointment.

**COMPUTER USE POLICY:**

On any computer at St. Jane de Chantal School, **NO** student is allowed to make any changes in the SYSTEM SETUP, DESKTOP SETUP or to RENAME FOLDERS or SOFTWARE on the hard drives unless directed to do so by the school computer coordinator.

**ELECTRONIC DEVICES:**

Students are not permitted to carry or be in possession of electronic devices including but not limited to electronic games, pagers, cell phones, cassette and CD players, and PDAs. Electronic devices found at school or school functions may be confiscated and not returned. Under certain circumstances a cell phone may be left with the office staff during the school day.

Electronic readers with no Internet accessibility are allowed for reading only at specified times as determined by classroom teachers.

A calculator may be used for class work at the teacher’s discretion.

###### FLYERS

The principal must approve all flyers being sent home by non-school personnel. They must be counted out and brought to the office by 10:30 a.m.

**TECHNOLOGY AND INTERNET USAGE**

Acceptable Use of Technology and Internet by Students in Catholic School: Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyberbullying behavior. Any student use of cell phones and mobile devices during school hours is prohibited, with the exception of medical emergencies.

When using the School’s Technology Equipment, all students: shall not reconfigure any school hardware, software, or network settings; shall print, download, or otherwise transfer only that information approved by the teacher or supervisor; shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer; shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers without first obtaining the teacher’s permission; shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher; shall not ‘surf’ the Internet or visit ‘Facebook,’ or any other social networking websites while at school; shall not log on to the Internet without permission from a teacher or supervising staff member; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents’ work addresses or telephone numbers or the name and location of the school.

Each student’s parent/guardian must review the Technology and Internet Usage Agreement with the student and sign and return the Agreement during the first week of each school year (ref. 3620 Parent and Student Handbook Procedures, Archdiocese of Washington).

Student use of the Internet is restricted to class assigned research projects. The Internet may only be accessed during regular school hours while a teacher is present in the classroom. The school is not responsible for inappropriate computer use at home.

**SECTION FIVE**

**SUPPLIES AND UNIFORMS**

**TEXTBOOKS AND SUPPLIES**

Students in each grade are required to have specific supplies. The teachers will send a list home at the end of the year to notify you what each child will need for the following school year. When supplies run out, you are responsible for replacing them.

Textbooks are the property of the school and are rented by the student. Every care should be taken that they are not lost or damaged. In the event a book is lost or damaged the parents are responsible for the cost of a NEW textbook. The original textbook remains the property of the school. All hardback books must be covered at all times. Contact paper on hardback books is not permissible. **No writing or highlighting is allowed in any hardback book.**

###### DRESS CODE

We take pride in the appearance of our students. Their dress reflects the quality of the school, of their conduct and of their schoolwork. The following regulations regarding dress are in effect from the first day of school. We ask your cooperation in adhering to every item of this dress code.

All students in grades K-8 are required to be in full uniform each school day except special days throughout the year. It is strongly advised that every article of clothing be clearly and indelibly labeled with your name. Dates for changing seasonal uniforms will be announced yearly.

The school reserves the right to determine appropriate attire and accessories.

School uniforms, PE uniforms, and school sweat clothes may be purchased from Flynn & O’Hare. Information on purchasing will be sent through the school and is available on the school website. Used uniforms will be sold at designated times.

Boys and girls are required to have STANDARD haircuts. NO fad styles. No artificially colored hair.

No make-up, tattooing, writing on the skin, nail polish, artificial nails or body piercing (other than ears) is allowed.

JEWELRY:

Boys - no earrings.

Necklaces must be limited to small crosses or religious medals. No bracelets are to be worn.

Girls - small pierced earring may be worn one per ear in the lower lobe. NO DANGLES OR LARGE HOOPS.

Necklaces must be limited to small crosses or religious medals. Chokers are not allowed. NO other jewelry may be worn.

###### UNIFORMS

UNIFORMS ARE TO BE KEPT CLEAN AND NEAT AT ALL TIMES. Shirts must be tucked in. Skirts may not be rolled. The following sets out the school-approved uniform and accessories:

BOYS

* White shirt (long or short sleeve)
* White knit shirt with school logo (fall & spring) Kindergarten may wear the long sleeve white knit shirt as part of the winter uniform
* Dark blue dress slacks (cotton, polyester or corduroy - no denim)
* Dark blue Bermuda shorts with school initials (fall & spring)
* Dress belt is required inside pant loops around waist; black, brown or navy only.
* Black Watch tie (optional during fall & spring for grade 1-8)
* Only plain white T-shirts may be worn under shirts.
* SOCKS – blue or white crew socks with school initials.
* SCHOOL sweatshirt, sweater, or fleece:

K-8th – simple navy blue V-neck sweater – long-sleeved or sleeveless from Flynn & O’Hara

K-8th - School navy fleece -required for some school activities

7th & 8th grade prerogative - navy blue hooded sweatshirt (hoodie) with school logo

GIRLS

* Grades K-5: White turtleneck or white blouse (long or short sleeve) with jumper

Grades 6-8: White turtleneck may be worn under the long, sleeved white, collared uniform shirt

* White knit shirt with school logo (fall & spring)
* Grades 6-8: Only plain white scoop or V-neck T-shirts may be worn under shirts or blouses.
* Black Watch Jumper (grades K-5 - no more than five inches from the floor while kneeling)
* Black Watch skirt (grades 6-8 - no more than five inches from the floor while kneeling)
* Black Watch Bermuda shorts with school initials (fall & spring)
* Dress belt is required inside pant loops around waist; black, brown or navy only.
* SOCKS - Dark blue knee-hi's with school initials or blue or white crew socks with school initials
* SCHOOL fleece or sweatshirt, or simple navy cardigan sweater (no hood):

K-8th - simple navy blue V-neck sweater – long-sleeved or sleeveless from Flynn & O’Hara

K-8th - School navy fleece - required for some school activities

7th & 8th grade prerogative - navy blue hooded sweatshirt (hoodie) with school logo

SHOES (Boys and Girls): The uniform shoes are black & white saddle shoes, tan Bucks, and black Mary Jane’s (school variety not party variety). Uniform shoes are available through Flynn & O’Hara. If the shoes are bought elsewhere, they must look the same and be of the same quality.

PE (Boys and Girls): School PE shirt and plain navy blue shorts are required – NO LOGOS. PE clothes are worn under the uniform. On “PE days” sneakers are carried to school, not worn. School sweatpants are optional during cold weather; however, no other sweatpants are permitted. School shorts and school polo shirts may double as PE uniform during fall & spring uniform months. Sneakers must still be carried, not worn. \*\*Kindergarten wears the PE uniform to school on PE days.\*\*

Pre-K Uniform: Students wear navy blue shorts with school logo and a green crew-neck shirt with school logo. In colder weather students wear navy sweatpants and sweatshirt with school logo.

SPIRIT WEAR and CYO jackets or sweatshirts are not considered part of the school day uniform*.*

*OUT OF UNIFORM DAYS* Unless otherwise specified, the following is standard.

BOYS Collared shirt (polo or buttoned-down)

 Casual slacks (NO jeans or sweat pants)

 School leather dress shoes with socks

GIRLS Skirt or dress **(NO SKORTS)** - modest length

 School leather dress shoes (no high heels) with socks or tights

Clothing should not be skintight or revealing. No clothing should have inappropriate, rude or coarse pictures and/or words.

###### CONFIRMATION AND GRADUATION DRESS

Unless otherwise specified the following is standard:

GIRLS: White or off-white tea-length dress with back, front and sleeves. The dress should be modest in style and cost. Slips should be worn if needed. Shoes are to be light colored, low-heeled dress shoes.

BOYS: Suit or jacket and dress slacks, dress shirt, tie, dress belt, and leather dress shoes.

###### LOST AND FOUND

Lost and Found is located in Christopher Hall. Unclaimed items will be donated to charity monthly.

**SECTION SIX**

**HEALTH**

###### EMERGENCY INFORMATION

An emergency form is sent home for each child . This form is to be filled out and returned immediately to the homeroom teacher. Updates to the information on this form can be made at the Back-to-School nights in the fall. **Any change of address, home, work, or cell phone number is to be reported immediately to the office.** We should also have on record any physical problems, i.e., diabetes, allergies, seizures, etc., which your child may have or may develop during the school year, so that we will know the proper way to handle a situation if your child has to be treated. It is also necessary to inform your child's classroom teacher.

###### MEDICAL RECORDS

It is the policy of the Archdiocese of Washington that all students attending schools in the Archdiocese must be fully immunized in accordance with the immunization requirements against contagious diseases published by the local department of health.  There are no exemptions permitted. Only if your child has a valid medical contraindication to being immunized against a contagious disease, and such contraindication is documented by a physician, will a temporary exemption be permitted.  Immunization in accordance with the Archdiocese of Washington’s policy is a condition for admission into all Archdiocesan Catholic schools. To be admitted to attend classes, there must be two forms related to immunization on file at your child’s school by the first day of school, and they are:

1. Immunization Policy Acknowledgement - ADW Form 3, completed and signed; and

2. Maryland Department of Health and Mental Hygiene Immunization Certificate (adapted for use by Archdiocese of Washington’s Catholic Schools in Maryland), signed by a medical provider and parents (ref. Immunization Policy Acknowledgement Form 3, Archdiocese of Washington).

 20016-17

Children who do not provide proof of the vaccine will be excluded from attending school. Your child may not return to school until we have received the proper records. This is Maryland State Law. Please note: If Kindergarten registration occurs prior to kindergarten vaccinations being completed, the form will need to be updated before school starts in September.

###### MEDICATION

A full-time nurse will oversee the medical files and dispense prescribed medications.

**Information/Procedures**

Any child receiving medication at school MUST have a completed “Authorization to Administer Medication at School” form. Part I is to be completed by parent/guardian. Part II is to be completed by physician. The school nurse will ensure that all items on the form are completed.

1. No medication will be administered in school or during school sponsored activities without this parent/guardian written authorization and a physician order.

A physician may use office stationery/prescription pad in lieu of completing Part II. Information necessary includes student name, diagnosis, medication name, dosage, and time of administration, duration of medication, side effects, physician signature and date.

1. The medication must be hand‑delivered to the school by the parent/guardian or, under special circumstances, an adult designated by the parent. It should be properly labeled by a pharmacist, and be consistent with the physician's order. In no circumstance will St. Jane de Chantal personnel administer medication brought to school by the student.
2. OVER-THE-COUNTER MEDICATION, E.G., TYLENOL, MUST ALSO BE PRESCRIBED BY A PHYSICIAN, AND BROUGHT TO THE SCHOOL BY THE PARENT OR GUARDIAN IN THE ORIGINAL CONTAINER WITH THE DOSAGE LABELED BY THE MANUFACTURER AND THE SAFETY SEAL INTACT.
3. The physician must appropriately label physician samples.
4. The first full day's dosage of any new prescription must be given at home.
5. No medication will be continued beyond the school year in which it is ordered.
6. THE PARENT/GUARDIAN IS RESPONSIBLE FOR SUBMITTING A NEW FORM TO THE SCHOOL EACH TIME THERE IS A CHANGE OF DOSAGE OR TIME OF ADMINISTRATION. The school nurse will change the label on the existing bottle after receiving the physician's order. The parent provides medication for as long as it is prescribed.
7. All medication kept in the school will be stored in a locked area accessible only to authorized personnel.
8. One week after expiration of the effective date on physician's order, the parent/guardian must personally collect any unused portion of the medication. Medication not claimed within that period will be destroyed.
9. St. Jane de Chantal School does not assume responsibility for medication not prescribed by a physician or medication administered by the student himself/herself.
10. In no case may any school staff member administer any medication, even aspirin, outside the framework of the procedures outlined above.
11. St. Jane de Chantal School discourages the administration of medication to pupils in school during the school day. Any necessary medication, which possibly can be administered before or after school, should be so prescribed.
12. All medications must be picked up by a parent or guardian before the last day of school. Any medications not picked up will be disposed of properly per state law.

**ALLERGIES**

Please identify on your child's emergency form ANY allergies he/she has. If a child requires medication for his/her allergies (i.e., inhaler, Benadryl, epi-pen), please complete an "Authorization to Administer Medication" form, an ADW Allergy Action Plan and provide the Health Room with these necessary medications.

###### SICKNESS AND INJURY

A full-time nurse will oversee the medical files, dispense prescribed medications, and attend to minor illnesses and injuries.

The principal, administrative assistant and teachers are trained to administer basic first aid and CPR when needed. Occupational Safety and Health Administration (OSHA) regulations are followed. Parents will be notified of any major injury. Parents will also be called to take a sick or injured child home for the following reasons:

* temperature above 99°
* vomiting
* diarrhea
* pinkeye
* head lice **(nit free)**
* broken bones
* laceration that may require stitches

We ask that you please come promptly.

Please keep your contact phone numbers updated.

Please do not send your child to school with any rash until a doctor has checked it.

###### VISION AND HEARING SCREENING

Vision and hearing screening is done once a year according to Montgomery County recommended guidelines. Grades Kindergarten, 4, and 8 are screened each year. New students as well as referrals from teachers will also be screened.

**SECTION SEVEN**

**SAFETY**

###### CHILD ABUSE AND NEGLECT

It is the policy of the Archdiocese of Washington that all Catholic Schools within its jurisdiction will comply with applicable state laws regarding child abuse and neglect. Definitions of “Neglected” and “Abused” are as derived from Section 2301 of Title 16 of the D.C. Code.

###### CHILD CUSTODY

All custody concerns should be reported to the school office at the beginning of each school year. This report should also be updated each year. In cases of restricted visitation rights, the school should be given a copy of the court document stating the conditions for visitation. Any individual changes to court-ordered visitation rights must be addressed outside of school hours.

###### FIRE DRILLS

Fire drills are required by law. All students must participate in them. Students are required to proceed in single file and in total silence.

**CRISIS**

The school has a crisis plan in place and on file with the Montgomery County Police Department. In the event of a crisis, the School Crisis Team will step in and a lock-down policy will be in effect. Parents will be notified via email from the ADW School Messenger system. If necessary, parents may be asked to gather and wait at the church for instructions and updates.

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. Jane de Chantal School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency (ref. 3620 Parent and Student Handbook Procedures, Archdiocese of Washington).

###### SCHOOL SECURITY

For the safety and protection of your children, all outside doors will be closed and locked during school hours. Visitors must report to the front entrance that is equipped with a video monitor, doorbell, and buzzer for admittance. Students are never allowed to admit someone without explicit instructions from a staff person. We require all visitors, including parents and volunteers, to check in at the front office, sign a visitor book, and receive visitor passes. Parents are required to sign students in or out when arriving or leaving at times other than normal arrival or dismissal.

**THREATS**

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Jane de Chantal School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary (ref. 3620 Parent and Student Handbook Procedures, Archdiocese of Washington).

**SECTION EIGHT**

**HARASSMENT**

As a Catholic school, St. Jane de Chantal School believes and teaches that each of us is called to love our neighbors and to treat them with respect. St. Jane de Chantal School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyber bullying. Bullying, harassment, and intimidation of any member of the school community are prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal’s review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who report acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal’s review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically harms an individual; damages an individual’s property; substantially interferes with an individual’s education or learning environment; or places an individual in reasonable fear of harm to the individual’s person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school (ref. 3620 Parent and Student Handbook Procedures, Archdiocese of Washington).

Harassment can be defined as any unwanted or uninvited behavior by any adult or student that may interfere with a person’s participation in the school community. This includes, but is not limited to, verbal harassment, cyber harassment, bullying, teasing, taunting, discriminating, and any form of sexual harassment (verbal, physical and/or cyber) by an adult or student.

A student or adult shall not verbally malign, physically threaten or intimidate any other person. Any threats made by students toward anyone in the school community will be handled by suspension and legal action. Each student shall be responsible for providing a positive and healthy environment for others by maintaining order, self-discipline and having consideration for the rights and property of others. Each student shall bear the responsibility for his or her own behavior. This includes, but is not limited to, cursing, using four-letter words, and any inappropriate language or gestures.

Parents may not come into the school before, during, or after hours with the purpose of verbally abusing the administration or faculty members. Such incidents will be documented and relayed to the proper authorities.

Parents and students are required to sign a Zero Tolerance for Bullying pledge.

###### SEXUAL HARASSMENT

Sexual harassment is defined as “unwanted and unwelcome behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere” (ref. “Sexual Harassment in Schools: It's No Laughing Matter,” Maryland State Department of Education publication).

**Examples of behavior, whether done in person or electronically, that may be considered sexual harassment include but are not limited to:**

* Staring or leering at parts of someone else’s body
* Comments, gestures, or jokes of a suggestive nature
* Displaying of sexual objects or pictures
* Spreading sexual rumors or commenting about sexual behavior
* Repeated pressuring for dates or unwanted sexual activity
* Touching, grabbing, pinching
* Asking for sexual favors in exchange for promotions or financial rewards
* Sharing of illicit materials

All allegations must be reported to the principal who will review the matter in accordance with Archdiocesan guidelines. Suspension or expulsion may result.

**SECTION NINE**

**DISCIPLINE POLICY**

###### OVERALL RULES OF OUR SCHOOL

St. Jane de Chantal School is a Christ-centered school and a drug free zone. Accordingly, it is expected that each student will:

* Model his/her behavior to reflect the values of the Catholic Church.
* Obey the Handbook and Classroom Rules.
* Respect others and himself/herself in all thoughts, words and actions.

**PARENT/GUARDIAN COOPERATION**

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Jane de Chantal School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. Jane de Chantal School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Jane de Chantal School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Jane de Chantal School (ref. 3620 Parent and Student Handbook Procedures, Arch. of Washington).

###### ATTENDANCE

Daily attendance is expected. Continuous unexcused absences will be referred to the Pupil Personnel Office of the Montgomery County Government.

###### BEHAVIOR

Each student shall bear the responsibility for his or her own behavior. This includes, but is not limited to, cursing, using four-letter words, and any inappropriate language or gestures. Each student is expected to show respect while interacting with teachers, fellow students, and those in authority.

If a student’s behavior, in school or out of school, reflects negatively on the school name, he/she will be subject to disciplinary action by the school. This behavior will be dealt with in a before or after school detention at the teacher’s discretion. Repeated incidents may result in an in-school or out-of-school suspension.

Each student shall bear the responsibility for care of school property. Defacement or destruction of school property is subject to disciplinary action to be determined by the principal and/or pastor. Any or all students may be held financially accountable for repair or replacement of vandalized or damaged school property.

##### SUBSTANCE ABUSE

The student is bound by the school policy of zero tolerance for any substance abuse including alcohol, tobacco, illegal substances, and misuse of legal substances. Any misuse or abuse will be subject to disciplinary action by the school.

###### DISCIPLINE OPTIONS

When a student’s actions or behavior fall outside school guidelines, a serious consequence may result. Depending upon the seriousness of the offense, a student may receive a time-out, detention, a suspension or expulsion.

Reasons for school detention may include but are not limited to the following:

* academic dishonesty
* disrespect for persons in authority - teachers, substitute teachers, aides, or patrols
* destruction of another person’s property
* destruction of school property
* disruptive classroom or hallway behavior
* fighting
* foul or abusive language
* repeated non-compliance with uniform code (including but not limited to skirt and hair length and P.E. uniform)
* unexcused absence or lateness for class
* touching the intercom telephone in the classroom
* bullying

###### SUSPENSION

In a serious case of the violation of the school rules and regulations, when all other disciplinary procedures have been followed, it may be necessary to consider **In-School** or **Out-of-School** suspension. Parents or guardians will be notified orally or in writing at the time that a suspension is deemed necessary.

In-School Suspension

* The student will be separated from other students.
* The student will keep up with school work.
* The student will be supervised.
* Missed quizzes will be marked with a zero.
* The suspension may last up to 3 days.

Out-of-School Suspension

* The student will not be permitted to attend school.
* The student will keep up with schoolwork.
* Missed quizzes and tests will be marked with a zero.
* A conference with the parents or guardians will be required.
* The suspension may last up to 5 days.

###### DETENTION

Students may serve detention prior to or immediately after school hours. Parents will be notified in writing in advance of the detention. The notification will identify the student’s action.

**EXPULSION**

Expulsion is viewed as a radical action at which point the school is saying the student’s interest would be best served in another environment and/or that the student’s behavior is a serious threat to the school community. In the extreme case of irrevocable expulsion, the primary goal is neither punitive nor deterrent in the criminal sense (although it may be), but rather the determination that it is counterproductive for the student to continue as a member of the community.

Situations will arise at school or school sponsored events in which expulsion may be merited. While it is not possible to enumerate all cases that could arise, several categories of cases can be listed for guidance. Other problems of equal seriousness may arise and should be treated similarly.

* Arson
* Continued and willful defiance/disobedience of authority
* Criminal activity
* Extortion
* Grave defacing or destruction of school property
* Gross disorder
* Physical assault
* Possession and/or use of a weapon
* Serious theft
* Threats of violence to school property or members of the school community
* Trafficking in pornographic material
* Trafficking of alcohol and other drugs
* Vandalism: In cases of minor or major acts of vandalism, students and their parents shall be responsible for all damage to equipment or school property. This responsibility also applies in the matter of books, supplies of all kinds, as well as equipment, buildings and grounds.
* Sexual harassment (ref. Regulation 5150, Sec. IV).

In the event that a situation of this nature arises, a conference will convene with principal, teaching team, and parents. Once the decision to expel a student occurs, after consultation with the Catholic Schools Office and the pastor, the parents or guardian of the student will be notified in writing.