

**St. Joan of Arc Elementary School
101 Evans Road
Marlton, NJ 08053**

CELEBRATING 50 YEARS OF CATHOLIC EDUCATION

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www.stjoansk-8.org

AdvancEd Accredited

Parent - Student Handbook – Policies & Procedures

2015 - 2016

Monsignor Richard D. LaVerghetta, Pastor

Sister Patricia Pycik, S.S.J., Principal

MISSION STATEMENT

The Community of St. Joan of Arc School is dedicated to educating the whole child in a God-centered environment. Living in the light of Christ's teachings, we celebrate and value the dignity of each child. To our children we entrust Christ's mission on earth.

SCHOOL HOURS

REGULAR SCHOOL DAY:	8:20 AM - 2:50 PM	BEFORE SCHOOL CARE PROGRAM	7:00AM – 8:00 AM
EARLY DISMISSAL:	8:20 AM - 12:30 PM	AFTER SCHOOL CARE PROGRAM	3:00 PM - 6:00 PM
HALF DAY KINDERGARTEN	8:20 AM - 11:30 AM		

If late, please wait until your child has entered the building before leaving the school entrance area.

AdvancEd Accredited

St. Joan of Arc School is AdvancEd Accredited. St. Joan's has met the standards for:

- defining appropriate educational goals and providing education programs to achieve them;
- maintaining a qualified faculty and an effective school organization;
- assessing outcomes of school experience and controlling the quality of education programs;
- responding to concerns of parents and needs of the school community;
- providing for the continuity of its programs and planning for their future;
- describing with accuracy the content of its services and programs.

“From the moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of the faith and having its own unique characteristics, an environment permeated with the Gospel Spirit of love and freedom.”

**The Religious Dimensions of
Education in a Catholic School-Church Document**

ST. JOAN OF ARC SCHOOL PHILOSOPHY

Built on the strong foundation of those who have gone before us, the dedicated faculty and staff of St. Joan of Arc School believe that we are called to provide a Catholic education to the children of the twenty-first century. In a God-centered environment, we work together to meet the spiritual, emotional, academic and physical needs of our students. Dedicated to educating the whole child, we stress the importance of being rooted in Christ's teachings. Through prayer, scripture, liturgies, para-liturgies and classroom instruction, our students come to a deeper understanding of the Gospel message. This understanding leads us to reach out locally and globally to those in need while respecting all of God's creation.

The faculty and staff recognize the variety of learning styles and multiple intelligences of each child. Aware of brain-compatible strategies, we provide high-challenge/low threat activities throughout the everyday curricula. Each teacher provides a variety of techniques so that basic skills are mastered, higher level thinking is developed and creativity is fostered.

School policies and procedures stem from our school mission statement. Relationships are built on respect and reverence for oneself and others. Students and parents are expected to join the faculty and staff in providing a safe environment. Conflict resolution skills empower our school community to look at a difficult situation with another's vision, thus promoting a positive climate for learning.

Following the policies and curriculum guidelines of the Diocese of Trenton and incorporating the mission and vision statements of the Sisters of St. Joseph, the faculty and staff pledge to celebrate the many learning styles of our students.

St. Joan of Arc School is served by the Sisters of St. Joseph, Chestnut Hill, PA, and a committed group of lay teachers. The school community strives to incorporate the Sisters of St. Joseph vision and mission statement into its own philosophy and mission statement.

SSJ Mission Statement:

We live and work that all people may be united with God and with one another.

SSJ Vision Statement:

Rooted in a contemplative life stance and challenged by our broken world, we claim our prophetic voice as women, to stand with marginalized persons and to treasure and care for the earth.

ADMISSION POLICY

Registrations are held during Catholic Schools Week in late January or early February. The exact date and other information are made known through the Parish Bulletin distributed at Sunday liturgies, letters sent home from the school, and through our website. The following are necessary when registering a child:

1. Baptismal Certificate
2. Birth Certificate
3. Medical Records
4. Child's latest report card (if transferring)
5. Registration fees
6. All children admitted to Kindergarten must be five years of age by September 30.

Qualified families are expected to:

1. Be committed to the philosophy of Catholic Education
2. Provide regular financial support to St. Joan of Arc Parish
3. Abide by school rules and regulations
4. Support PTA activities and fund raisers
5. Support Food Certificates/Scrip

ATTENDANCE\ABSENCE\TARDY

Consistent, punctual attendance is necessary for children to do well. Parents/Guardians are expected to have their children in school by 8:15AM. Children report directly to their homeroom. They are expected to be in their classroom at 8:20AM.

- ◆ Following an absence, a student must present a note of explanation to the teacher. This note is to be signed by the parent or guardian.
- ◆ On the first day of an absence or tardy please phone the nurse's office before 9:00AM. Phone calls may be made at any time. Please leave your message on the answering machine. (856-983-0078) OR SEND AN EMAIL TO ABSENT.TARDY@STJOANSK-8.ORG. If your child is to be out of school a few days, please call or email every other day with an update on his/her condition. A NOTE IS REQUIRED EVEN THOUGH A PHONE CALL HAS BEEN MADE. For absences of five days or more, a doctor note is required upon return to school.
- ◆ It is the child and his/her parent/guardian's responsibility to see that work missed during an absence is made up. This time frame should be worked out with the individual teacher/teachers.
- ◆ Permission for a student to leave school early requires a written note
- ◆ **Preparation for missed student work takes time. Therefore, parents who need to pick up assignments must email the homeroom teacher no later than 9:00AM. Work will be in the copy room (next to office) by 2:20PM. The school nurse and main office staff will no longer contact homeroom teachers with homework requests.**

BAC – BEFORE AND AFTER CARE PROGRAM

The St. Joan of Arc Before and After Care Program provides quality Before and After School Care to our school students in a comfortable, safe, and convenient setting. Our program strives to provide our students with an experience consistent with our school values while providing individual attention, supervision, and security within our God-centered school environment. Changes in attendance must be made prior to 12PM. If an emergency constitutes a change after 12PM an email must be sent to dismissal@stjoansk-8.org, sjabac@stjoansk-8, and your child/ren homeroom teacher.

The regular hours for the program are as follows:

Before Care: 7 AM to 8 AM

After Care: 3 PM to 6 PM (Full Days) /12:30 PM to 6 PM (Half Days)

NOTE: Pickup time is by 5:55 PM. Late fee will incur beginning at 6:00 PM

BIRTHDAYS

Your child's birthday is a very special occasion. We announce the children's birthdays over the loud speaker and present them with a small gift. **If you would like to celebrate this day with the class we ask that you consider sending an educational game, a book, a piece of software that can be used long after your child's birthday. Due to numerous food allergies, please limit food to pretzels or munchkins only.**

BRAIN COMPATIBLE STRATEGIES

There is emphasis on learning how the brain works on all grade levels. Knowing how the brain functions allows us to teach and learn in a brain friendly environment. Rest, exercise and proper diet are three essentials to providing a positive learning experience. Teachers will incorporate learning styles and multiple intelligences into this curriculum. Water Bottles are permitted in the classroom.

CATHOLIC IDENTITY

First and foremost we are rooted in our Catholic Faith. Religion is taught as an academic subject each day. Faith development is incorporated into all areas of curriculum.

CURRICULUM

The goals and objectives for instruction are determined by the Diocesan Curriculum Councils, New Jersey and National Standards. Specific skills and objectives are posted on the school website by Grade Level. Standardized testing is given each year in March for students in Grades 2 – 8.

DISCIPLINE

Discipline at St. Joan of Arc School is part of a teaching/learning process. It is a constructive process to guide and develop the attitudes of our students so that they may achieve the highest possible standards of Christian behavior and cooperation. In keeping with the regulations of the Diocese of Trenton, St. Joan's discipline policy is developed in a positive manner being **primarily diagnostic and remedial rather than punitive.**

St. Joan of Arc students are expected to respect themselves and others. Each student is also expected to follow the individual teacher's classroom policy.

School violations include but are not limited to: Abusive language, actions; Disrespect for oneself, others, for property (e.g. bullying, harassment, vandalism); Disturbance in class, cafeteria, school yard, corridor; Leaving school property without permission; Music contrary to the mission of St. Joan of Arc School; Cell phones during school hours; Disregard for school/classroom regulations; Willful defiance of authority; Willful disobedience; Actions that harm the well being of the individual or member of our school community; Uniform infractions; Inappropriate use of any materials that can be used as a projectile. Inappropriate use of technology (e.g. internet, e-mail, cell phone, camera, etc.); Weapons or items that could be perceived as weapons, harassment, bullying.

The pastor and principal, after consultation with the student, reserve the right to determine the seriousness of any school infractions. We strive to be pastoral in our policies and procedures. Continued and willful defiance and disobedience give strong indication that the student chooses to terminate his/her status as a student of St. Joan of Arc School.

NOTE: BECAUSE DISCIPLINE IS NOT AN EASY AREA TO DEAL WITH, AND CLEAN CUT RULES AND REGULATIONS CANNOT ALWAYS APPLY, WE RESERVE THE RIGHT TO EXERCISE GOOD JUDGMENT, IN KEEPING WITH OUR CHRISTIAN STANDARDS, IN ALL DISCIPLINARY SITUATIONS.

SUSPENSION

Suspension from school is a serious matter. This means that the student will not be permitted to return to his/her classroom until his/her parents/guardians meet with the principal concerning the offense. The student is responsible for all assignments.

EXPULSION

Several infractions or a serious infraction may warrant immediate expulsion. This is a radical action which means that the school is saying that the student's interest would be better served in another environment or that the individual's behavior is a serious threat to the school.

Alcohol/Drugs: (Diocesan Policy #5114.7)

St. Joan of Arc School will follow Diocesan regulations regarding the use of drugs/alcohol.

Any violation concerning possession or use of alcohol or drugs is a major infraction of Catholic School Policy and makes a student subject to expulsion. If it becomes clear that a student is guilty of selling drugs or recruiting for drug abuse, the student is guilty of a crime and the expulsion procedure shall be initiated. The student's illegal activity shall be reported to the police. If the Catholic School becomes convinced that the student is guilty of possession, use or trafficking outside of school, it shall treat the student in the same manner as described above. Because corrective action is an important element in providing effective response to drug abuse, we will cooperate with parents in seeking such help.

NEW JERSEY LAW ENFORCEMENT OFFICIALS

As an expression of our mutual concern to students, all Catholic Dioceses of New Jersey have entered into an agreement with the law enforcement officials of their respective counties. The procedures of this agreement are designed to help schools be a safe haven for law abiding students.

DRESS CODE/SHOE POLICY

Students are required to dress in accordance with the dress code of St. Joan of Arc School. We believe that appropriate dress will promote a positive learning atmosphere. School uniforms help to alleviate peer pressure and unnecessary attention to clothing and accessories. **Our uniform supplier is Flynn and O'Hara. Please make your uniform purchases from their store at 2240 Route 70, Cherry Hill, NJ**

SCHOOL UNIFORM:

GIRLS:

Blue plaid jumper K-5; Blue plaid skort 6-8 (no more than two inches above the knee)

Solid Blue Skort

White and/or blue SJA golf shirt

Black, Navy blue or white crew or knee socks/tights

Sturdy SOLID black shoes or sneakers PER SCHOOL SHOE POLICY – POSTED ON WEBSITE

SJA school sweater, navy SJA sweatshirt, navy SJA vest

BOYS:

Navy blue regulation pants; belt. Pants are to be worn at the waist

White and/or blue SJA golf shirt

Black, Navy blue or white crew socks

Sturdy SOLID black shoes or sneakers, PER SCHOOL SHOE POLICY – POSTED ON WEBSITE

SJA school sweater, navy SJA sweatshirt, navy SJA vest

GYM UNIFORM:

SJA navy shorts, sweatpants, sweatshirt

Shorts are to be an appropriate length. T-shirt should not cover shorts

Gold SJA T-shirt

Visible SOLID black or white socks/athletic sneakers with non-skid sole; sneakers secured at all times

No platform or backless sneakers

HAIR/JEWELRY

Hair is to be neat, well groomed and out of eyes. Hair styles are not to be exaggerated or distracting. One pair of small pierced earrings (no dangling), small faced watch and religious medal may be worn. Excessive make-up is not part of our school uniform.

Girls may wear sheer or clear nail polish.

The administration and faculty reserves the right to determine what is or is not acceptable in matters dealing with hair styles, make up, hair accessories, jewelry, uniforms and casual dress day. Infraction notices will be given to any student who is continuously out of uniform. An accumulation of infraction notices will effect school conduct grade.

EMERGENCY CARDS

Emergency cards are issued each September. The information requested on these cards contains the names, addresses and phone numbers of persons who can be contacted if an emergency should occur. It is vital that the information is current and correct.

EMERGENCY CLOSING

In the event that school is canceled due to inclement weather or for another reason, announcements will be made on Channel 3, 6, 10, LDTV and the school web page. The Honeywell Alert System will also be used. St. Joan of Arc School will follow Evesham Township's decision regarding inclement weather.

St. Joan of Arc School will follow a two hour delay schedule if directed by Evesham Township. Children are encouraged to bring a brown bag lunch on those occasions, since the lunch menu will be limited.

In the event that we would have an early dismissal due to inclement weather, all children will follow their normal dismissal routine. Please be certain that your child has a plan for emergency closings. In the event of a local or national concern follow the Basic Emergency Plan brochure. Use media resources rather than calling the school for specific details on dismissal of student/s.

FAMILY VACATIONS

Make-up work will be required from the student upon his/her return to school. At the discretion of the Teacher/Parent, work may be provided for a student to take with him/her while on vacation.

FAMILY SITUATIONS

Some children are in a family situation that involves separation and divorce. For the well being of your child, we ask your cooperation in notifying the school office, if the non custodial parent will be picking your child up from school.

We need a copy of a court order for your child's file if it is determined that there be no contact between child and non custodial parent.

We ask all families to do their best in working out a system regarding communication to/from school. It is our hope that custodial and non-custodial parents work together in the best interest of their child/ren. It is very important that the child/ren not be placed in the middle of a family situation.

FINANCIAL RESPONSIBILITIES

Tuition:

Tuition for all students is due on a monthly plan. At any time you may pay ahead as much tuition as you'd like (i.e. pay all at once, 3 payments at a time, etc.) The tuition envelope shows the due date and amount due. There will be a \$10.00 late fee charged for tuition paid after the tenth. If you have any questions please feel free to call the school office. **In the event financial difficulties prevent payment of tuition at any time, please contact the Principal or Pastor so alternative payment arrangements can be made. ALL TUITION PAYMENTS MUST BE MAILED TO: P. O. BOX 267, MARLTON, NJ 08053. PLEASE DO NOT SEND TUITION PAYMENTS WITH YOUR CHILD, THROUGH THE BROWN ENVELOPE, OR MAILED DIRECTLY TO SCHOOL.**

All parents are expected to attend a financial meeting in January. At this time, you will be given details about the school budget and tuition for the upcoming year will be announced. The Parish-Parent Partnership form will be distributed and a signature is required. Tuition assistance is provided from the diocese and parish. Tuition assistance applications will be available, these are official forms that must be completed to be considered for this assistance. Anyone who is able to pay more than the stated tuition is asked to consider doing so. Monies collected will go to the tuition assistance fund for families in need.

Registration:

A registration fee is required at the time of registration. Registration is due in February of the upcoming year.

Parish Envelopes:

St. Joan of Arc Church generously subsidizes our school. Each family is expected to contribute to the church according to your means on a regular basis through the use of parish church envelopes. If you are not receiving envelopes, please call the rectory immediately. St. Joan of Arc School is a Parish School. Registration priority is given to those families who are registered in the parish and use envelopes regularly. Our annual carnival is the single largest support for our school financially. All families are expected to participate in this FUNdraiser. Volunteers are needed in many areas!

Food Certificates/SCRIP: Each family is expected to purchase Food Certificates and SCRIP to the surrounding supermarkets (Acme, Shop Rite, Rastelli's, Whole Foods, and Murphy's). Volunteers are needed to sell certificates.

GUIDANCE

St. Joan of Arc School has a school counselor for two days a week. The counselor provides services to children, faculty, staff and parents.

HEALTH SERVICES AND CARE

In keeping with the school nurse association, our school Health Office is here to help you and your child. If the student has any problem or you are concerned about something that affects the physical or emotional well-being of your child, please do not hesitate to call or email the school nurse at m.donahue@stjoansk-8.org. Please keep the health office informed of unusual illnesses or new immunizations.

Below is a list of screenings that are done each year at St. Joan of Arc School.

- Blood Pressure, Height & Weight assessed on all students
- Vision on all students
- Hearing on students in grades K-4, 6 and 8
- Scoliosis screening is performed on all students in grades 5 and 7 with permission
- TB testing according to state regulations

St. Joan's adheres to all state regulations regarding immunizations, school and sport physical examinations and confidentiality.

Parents may request administration of medication both prescription and over-the-counter drugs by the school nurse only if the following information is provided:

1. **Written prescription by a physician using school medication form.**
2. **Diagnosis**
3. **Dosage and time**
4. **Written request of parent**
5. **Medication must be in original container**

Over-the-counter medications include Tylenol, Motrin, Advil, and cough/sinus medications, Lactaid, etc.

Students leaving the school because of illness must be signed out in the Nurse's Office by their parent.

HOMEWORK

Written and study homework assignments are an integral part of a child's total education. The assignments are designed to reinforce and enrich lessons taught in the classrooms. In order for the student to achieve success, it is essential that he/she completes homework assignments each evening. The amount of homework a child receives is relative to his or her grade level. Each teacher has his/her own homework policy and will make them known at the beginning of the year. **If there is a concern regarding homework please contact your child's teacher. All homework will be listed on the classroom web page.**

Approximate Times: Grades 1 – 2, 30 minutes; 3 – 4, 40 minutes; 5 – 6, 60 minutes; 7 – 8, 90 minutes

Many projects will be completed in the classroom so that the teacher can observe the skills accomplished.

NO ONE IS TO ENTER CLASSROOMS AT ANY TIME WITHOUT PERMISSION FROM A SCHOOL OFFICIAL. THE SCHOOL BUILDING IS CLOSED AFTER SCHOOL HOURS AND ON WEEKENDS.

LEADERSHIP TEAM

Leadership Team (Grades 7 and 8) members volunteer to serve the school and community in a variety of ways. Leadership team members are expected to exhibit appropriate behavior, display their best effort academically and show a positive attitude regarding school policies and procedures.

MEDIA CENTER/TECHNOLOGY

Children are scheduled regularly to use the media center. Students are responsible for signed out books or reference materials that are used. Library books may be kept for one week. If a book is lost, the student will be charged the cost of the book. Computers in the media center assist students in conjunction with printed media. All students/parents are required to sign a School Technology Agreement and abide by it.

In accord with diocesan guidelines for technology, use of the internet/school computers is for educational purposes. Any student who engages in behavior inconsistent with the school mission statement will forfeit their access privilege to school technology.

LOST AND FOUND

Parents/Guardians are requested to mark all of their children's belongings very carefully to prevent loss. Any articles that are found are kept in a container in the hall area near the cafeteria. Any items not claimed will be sent to those in need after a suitable amount of time.

LUNCH PROGRAM

- Children may purchase lunch at school daily or bring their own lunch.
- Prices for lunches are determined each year to meet the cost of preparation and service.
- Lunch tokens are recommended and available at a discount.
- Lunch charges will be emailed monthly. Families with outstanding lunch charges (30 days past due) or owing more than \$50.00 will be unable to charge lunches or purchase tokens until unpaid balances have been resolved. If a child has no lunch and cannot charge a lunch a peanut butter and jelly or cheese sandwich will be provided and added to the charge balance.
- Children bringing their own lunch may purchase milk, water or juice in the cafeteria; No caffeinated drinks, **No glass bottles**
- **Please do not bring special lunch to your child e.g. Burger King, Pizza Hut**
- If possible, please bring lunch in soft containers.
- No medication in lunchbag. **All** medication to be taken in Health Office.

Free Lunch:

Applications for free or reduced price lunches for children meeting state requirements are available. Application should be made to the school principal. When application is approved, lunch will be provided. All applications are kept confidential.

Lunch Recess:

Children are encouraged to play outdoors when weather permits. Fresh air and exercise are essential to maintain good health. If you wish to have your child remain inside for health reasons, please send a note to the school nurse stating the reason. A doctor's note is required for prolonged indoor recess.

P.T.A.

P.T.A. is a tremendous source of financial help. Every family is expected to become a member of the P.T.A. and to contribute service and support to their various activities and fund raisers. P.T.A. officers and committee members provide a variety of services for our children, teachers, and parents.

In keeping with Diocesan regulations it will be essential for us to keep records of all church, tuition and fundraising contributions. It is a matter of justice that ALL families own the responsibility of financially supporting St. Joan of Arc School.

PUBLICATIONS

A school wide literary magazine and yearbook are published yearly. All students have an opportunity to have work/illustrations incorporated into the final issue of the magazine.

PUPIL ASSISTANCE COMMITTEE

St. Joan of Arc has established a Pupil Assistance Committee. Members of the school faculty and staff meet regularly to discuss academic, social and disciplinary needs of specific children so that intervention plans may be developed. Parents are notified if your child is recommended for this service. If said interventions are not successful further recommendations will be made by the Committee. St. Joan of Arc School is currently working with the Educational Services Unit of the Burlington County Special Services School District. Services provided are: Child Study Team Evaluations, Supplemental Instruction w/ Special Ed. Teacher, Basic Skills Instruction and Speech and Language instruction.

REPORTING SYSTEM

Assessment

A variety of assessments are used to evaluate each child's progress, e.g. tests, cooperative learning experiences, performances, portfolios.

Progress Reports

Progress reports are issued to give parents an update of their child's performance. The students in Grades 3 – 8 will receive their progress reports via Parent Connect, a part of the Genesis online reporting system. When a written progress report is issued the student is responsible for bringing the report home to be signed and for returning it to the homeroom teacher by the required date.

Report Cards

Report cards are issued on a trimester basis and reflect a student's class participation, home study, test averages as well as credit for projects and performance done within a twelve week period. No child will fail who is doing his/her best work. If a failure is issued, students will be deprived of participation in our extra curricular activities until there is an improvement in a student's academic work. Parents are asked to review all report cards carefully, sign and return the envelope to school. Portfolios/Test Folders will be sent home periodically.

PARENT-TEACHER CONFERENCES

The better the communication, the easier it is to best direct your child in his/her educational endeavors. Conferences are scheduled in November. If you have concerns/questions please contact the teacher directly.

SCHOOL BOOKS/SUPPLIES

- Textbooks and workbooks are furnished by the school through the efforts of the State of NJ, tuition and parish subsidy.
- Lost or damaged books must be paid for by the student.
- Books must be covered at all times. No drawing or disfiguring of books is permitted.
- All students must have a book bag for the protection of books.
- Students should come to school with needed supplies, pens, pencils, copybooks, etc.

SCHOOL CALENDAR/NEWSLETTER

At the beginning of every month, a calendar of events and a school newsletter will go home to every family with the oldest child. Please post this information in an easily accessible place since it will inform you of early dismissals, meetings, holidays, report card distribution, etc.

A yearly calendar of all school holidays will be sent home in the beginning of the school year to help you in making plans for family vacations. Both the calendars and newsletter are also found on the school website.

SPORTS PROGRAM

Athletics are an integral part of the educational process and should be enjoyed by as many of the children at our school as possible. The following guidelines have been established for all students participating in the athletics program.

1. Students are to exhibit Christian conduct and attitudes at all times.
2. Student's academic work is to reflect his/her best effort.
3. Using any drug or alcohol is forbidden.
4. Students absent from school due to illness may not participate.
5. Students excused from Phys. Ed. Class may not participate in any game, practice, or outside recess.

6. Suspension from sports due to inappropriate behavior, academic performance rests with the principal in consultation with the pastor, athletic director, coach, and teacher.

All students on sports teams must provide a physical examination for sport participation. Pre-participation Physical Forms are available on the nurse's webpage. This examination must be done by the student's home (private) Doctor within 365 days of the first day of practice. Please see school nurse for forms. As designated by the Diocese of Trenton, a mandatory parent meeting will be held at the beginning of each sport of season.

The athletic activities offered are: Boys/Girls: Varsity Basketball, Junior Varsity Basketball, Intramural Basketball, Cheerleading, Softball, Golf, and Soccer. Girls: Volleyball along with a varied offering of intramural sport programs.

NO FOOD OR DRINK IS PERMITTED IN THE GYM. ATHLETES MAY USE POP-UP WATER BOTTLES ONLY.

ANY ATHLETE WITH AN INJURY OR SUSPECTED CONCUSSION WILL NOT BE PERMITTED TO PARTICIPATE UNTIL MEDICAL CLEARANCE IS RECEIVED.

SPORT/SCHOOL ACTIVITIES ATTENDANCE

Students who attend any sports or school activity must display appropriate behavior. They are expected to follow the rules and regulations. **Students are not to be in the back parking lot or in other parts of the building during scheduled games, practices, or school functions. Students need to be accompanied by an adult. Team members are not to return to classrooms for forgotten items. FOOD/DRINK ARE NOT PERMITTED IN GYM. Athletes may bring a pop up bottle of WATER only.**

STUDENT RESPONSIBILITY

Accepting responsibility for behavior is a life skill. Vital to the growth of a child is the ability to own "I did", "I didn't", "I remembered" or "I forgot", etc. So often children are ready to put the blame on others for their own inappropriate behavior. We ask that parents support the faculty and administration in developing a sense of responsibility in their children.

TELEPHONE/CELL PHONES/CAMERAS

The office telephone should not be used by children. We ask you to keep your phone calls to the office at a minimum. This along with monthly newsletters will answer many of your questions. **Parents are strongly discouraged from using the school phone for personal messages to children. Please coordinate your plans before your child leaves for school in the morning.** The school views cell phones carried by children as a technological tool to be used in an extreme emergency. Children needing to contact parents during the day are to report to a faculty member/school office for permission to use the school phone. Cell phones are to be in the OFF MODE in the child's schoolbag or in a place designated by the homeroom teacher. This policy is in effect during transportation to and from school and during school events. There are no exceptions to this policy.

TELEPHONE/ADDRESS CHANGE

Any change of address or telephone number during the year should be reported promptly to the office, to the school nurse, and to the homeroom teacher. Be certain that we have a second number to be used when the home cannot be reached.

TRANSFER PROCEDURES

Parents are asked to notify the principal in advance of the date of transfer. The following information should be given:

1. Name and grade of child
2. Reason for transfer
3. Name and address, including zip code of the school your child will be attending
4. Last date your child will attend St. Joan of Arc

Please come to the office to pick up a transfer form. This form should be given to the new school your child will be attending. Upon receipt of a request for records from the new school, together with the resolution of all financial obligations to St. Joan of Arc, transcripts of scholastic records, standardized test results, and all health records will be sent directly to the new school.

TRANSPORTATION

Transportation forms are completed upon registration for the following school year. A transportation form must be on file with the resident district for any child to receive bus transportation to or from school and be covered by the bus insurance. Pupils are expected to ride only their designated buses to and from school.

Changes to other routes are not permitted unless parents make arrangements with Evesham Township Transportation (983-1800) and the school office. Due to insurance regulations, walkers and car riders are not permitted to ride the bus at any time.

Bus Riders:

Bus conduct will be monitored by use of video equipment. Bus Rules – Remain in your seat and wear your seat belt; eating and drinking are not permitted on the bus; use appropriate language; keep head, hands, feet and objects to yourself and inside the bus. Consequences: 1st and 2nd Violation – Verbal Warning; 3rd Violation – Disciplinary Referral given to the Principal. Seat may be reassigned to front of bus. Major Violation: Reported to Principal immediately with a disciplinary referral. Major offenses include but are not limited to fighting, verbal and abusive language toward bus driver or other students, both on the bus and at bus stops. Children are not permitted to switch bus routes or seats. In case of emergency, please contact the transportation office (856-983-1800). Cell phones are only to be used in an extreme emergency.

Walkers:

Children who are walkers are expected to follow school policy. They are to walk to designated area and cross the street with the crossing guard.

Car Riders:

Students who are car riders leave the building through the cafeteria doors to the back parking lot area. **Please remain in your car.** Our main concern is your child's safety. **Please do not enter the building via the school office doors to pick up your children for 2:50PM dismissal.** Please respect our teachers and safeties at all times. In the morning please drop children off at the main entrance. DO NOT USE Pedata Hall entrance. **All cars in the carline are to use the Willow Bend entrance and exit for the safety of our children.**

NEW FOR THE 2015 – 2016 SCHOOL YEAR – A bell will ring at 2:20PM for any student leaving prior to regular dismissal. Students will report to the main office for sign out and pick up. Please exit the building with your child in a timely manner. This will allow for a peaceful, calm dismissal for ALL STUDENTS. In the event of an emergency, please email the school office at dismissal@stjoansk-8.org. This will allow for teacher notification and avoid disturbing the classroom. We thank you for your cooperation and understanding of this new policy.

All students that are leaving via car before the 2:50PM dismissal are to be in the office no later than the 2:20PM bell - regardless of pickup time. Any students who have not been picked up by 2:40PM will be sent back to their homeroom to be picked up in the carline at 2:50PM.

We strongly suggest that if you live within walking distance to school, you encourage your children to walk.

Bikes:

Students riding bikes to school must follow NJ State Law regarding helmets. Written permission by parents is required for bike riders.

Change of Transportation:

The school must be notified by the parent if your child is going home other than the usual procedure. If your child is leaving school with another child, parents of both children need to provide a note to the teacher and school office at the beginning of the school day.

VISITORS

Anyone entering the school building must report directly to the school office. Parents are strongly discouraged from bringing forgotten homework, gym clothing, etc. to the school. Not only is the interruption unnecessary but you are encouraging your child not to be responsible. **No parent is to go to his/her child's classroom without permission.**

Teachers are not permitted to leave classrooms while classes are in session to answer the telephone or to confer with parents/guardians.

VOLUNTEERS

Volunteers are a vital part of our school. We value the time you are willing to give to our school community. We trust that it is understood you are here to help every child assigned to your care.

The Diocese of Trenton has mandated that all volunteers who work with children attend the Virtus Protecting God's Children Program. Program information will be provided on an ongoing basis.

For the safety of all children, **All volunteers are to sign in.** Please use your admittance card and wear our badge/name tags while in our building. Remember your name tag is for volunteer purposes only. You are asked to respect the confidentiality of all students by not discussing them, their behavior or their academic performance with anyone other than the appropriate teacher. We also expect our volunteers to give the same respect to our faculty/staff. As a volunteer you are expected to be a positive member of our community. For the good of our children and staff please refrain from gossip situations.

Thank you for supporting and abiding by the policies and procedures for Saint Joan of Arc School.

