

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

**CELEBRATING 60 YEARS OF CATHOLIC EDUCATION**

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**[www.stjoansk-8.org](http://www.stjoansk-8.org)**

***Cognia Accredited***

**Parent - Student Handbook – Policies & Procedures  
2025-2026**

**Monsignor Richard D. LaVerghetta, Pastor**

**Sister Patricia Pycik, SSJ, Principal**

St. Joan of Arc School is a ministry of St. Joan of Arc Parish, under the jurisdiction of the  
Diocese of Trenton.

As such, this school follows all doctrines and teachings of the Roman Catholic Church and operates under  
the authority of the Bishop of the Diocese of Trenton with the administration of the Department of  
Catholic Schools.

Any actions or comments that are viewed as scandalous or detrimental to the school,  
its students, the operation of the school or the reputation of the school in the community is  
subject to the school's disciplinary code, whether or not such actions or comments occur on  
school grounds, the internet or during the school day.

**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 | 7:00 AM-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.***

Dear Parents,

Peace! Congratulations on choosing St. Joan of Arc School for your child. This handbook will give you specific information about our policies and procedures. We are hopeful that the expectations are connected to your family values. We look forward to being part of your child's journey. First and foremost we want to support you as we strive to teach your child the importance of a deep relationship with Jesus and develop their academic, social and emotional skills. Together may we accept the challenge and the gift to:

*"PREPARE THE CHILD FOR THE ROAD,  
NOT THE ROAD FOR THE CHILD. "*

God's Blessings,

Sister Pat, Father Rich, Father JM and the Faculty

## 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, students are actively engaged in learning 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 respectful 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.

We follow the policies and curriculum guidelines of the Diocese of Trenton, the New Jersey state standards that complement our mission and incorporate the mission and vision statements of the Sisters of St. Joseph.

In keeping with the challenges of our world, we will continue to provide our students with social and emotional opportunities that will enhance their development and deepen their relationship with themselves, each other and their God.

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.*

### Cognia Accredited

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

- being rooted in strong Catholic Identity;
- 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;
- engaging students in the learning experience.

## 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, 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 October 1.

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, for example Carnival, Scrip (Gift Cards)

## ATTENDANCE\ABSENCE\TARDY

Consistent, punctual attendance is necessary for children to do well. Children are expected to be in by 8:15 AM to give them time to unpack and get settled for the day. Homeroom bell rings at 8:20 AM. Morning prayer and announcements will begin at 8:25 AM.

- ◆ 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](mailto:ABSENT.TARDY@STJOANSK-8.ORG). If your child is to be out of school for 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 a parent/guardian's responsibility to make sure their child is on time for school. Promptness is a life skill. Every time a child is tardy it disrupts the entire class. After 7 tardies a written notice will be sent home to be signed by the parent and returned to school the next day. An accumulation of notices throughout the marking period will require a parent meeting.
- ◆ 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.
- ◆ Children with chronic health conditions that impact attendance, require a doctor's note annually (at the beginning of each school year) that indicates the condition affecting attendance.
- ◆ Permission for a student to leave school early requires an email stating the reason for early dismissal to [dismissal@stjoansk-8.org](mailto:dismissal@stjoansk-8.org) and the student's homeroom teacher.

## 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 in 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](mailto:dismissal@stjoansk-8.org), [sjabac@stjoansk-8.org](mailto:sjabac@stjoansk-8.org), and your child/ren's homeroom teacher.

The regular hours for the program are as follows:

Before Care: 7:00 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

## ACADEMICS

Academic integrity applies to all aspects of teaching and learning. Class assignments and assessments are tools to help students learn; grades show if and how students achieve learning goals. Therefore, all work for which students receive grades should result from the student's own effort and understanding.

### 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. Renaissance Standardized assessments are administered 3 times per year for students in Grades 2-8.

### REPORTING SYSTEM

#### Assessment

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

#### Progress Reports

Progress reports are issued to give parents an update of their child's performance. Students in Grades K - 2, will receive a written progress report. Students in Grades 3 – 8, are able to view their child's progress during the year through the Genesis Parent Portal. Parents are encouraged to check Parent Portal periodically. 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, assessment averages as well as credit for projects and performance done within a twelve week period. All Report Cards will be available on Genesis Parent Portal. If a failure grade is earned the student 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. Test Folders will be sent home as needed.

#### New Marking Code:

##### Kindergarten

E Exceeding Expectations  
M Meeting Expectations  
G Growing Proficiency  
L Limited Proficiency

##### Grades 5-8

A+ 97-100  
A 93-96  
B+ 89-92  
B 85-88  
C+ 81-84  
C 77-80

##### Grades 1-4

E Exceeding Expectations  
M Meeting Expectations  
G Growing Proficiency  
L Limited Proficiency

D+ 73-76  
D 70-72  
U Below 70

### PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled in November. You will receive a notice regarding your date/time. If you have concerns/questions prior to or after November, please contact the teacher directly via email.

## BIRTHDAYS/CLASSROOM CELEBRATIONS

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 or a book that can be used long after your child's birthday. *Due to numerous food allergies, please limit food to Philly soft pretzels or Dunkin Donut munchkins only. ANYTHING OTHER THAN PRETZELS OR MUNCHKINS WILL BE RETURNED HOME. NO BROWNIES, CUPCAKES, COOKIES OR CANDY, PLEASE.* Please do not send birthday party invitations to school unless they are for the entire homeroom. Celebrations other than birthdays are to be planned with the homeroom teacher. Parents are expected to discuss all activities and handouts with the teacher to avoid over indulgence.

## BRAIN COMPATIBLE STRATEGIES

We emphasize on 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. Every student is to bring a water bottle and a snack with them every day. We have refillable water stations throughout the school.

## CATHOLIC IDENTITY

First and foremost we are rooted in our Catholic Faith. St. Joan of Arc School is a Parish School. Religion is taught as an academic subject each day along with celebrating Eucharist, prayer services and retreat days. Students and faculty celebrate liturgy regularly. Attendance and participation at Mass every Sunday and on Holy Days is an expectation for all Catholic students. We also support numerous service projects throughout the year.

## 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, others and our school. Each student is also expected to follow the individual teacher's classroom policy.

School infractions include but are not limited to: Behavior contrary to the mission of St. Joan of Arc School; Disrespect for oneself, others, school property (e.g. bullying, harassment, vandalism); Cheating/helping other to cheat on tests, disturbance in class, bathrooms, cafeteria, school yard, corridor; gum chewing; Cell phones during school hours; Uniform infractions; Inappropriate use of technology (e.g. internet, all social media, unkind messages, e-mail, cell phone, camera, etc.); Weapons or items that could be perceived as weapons.

The pastor and principal, after consultation with the student and/or parent, reserve the right to determine the seriousness of any school infractions. We strive to be pastoral in our policies and procedures. Continued harassment, intimidation, bullying, 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. The administration reserves the right to waive and/or deviate from, any and all disciplinary regulations for just cause at his or her discretion.

**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. AS STATED ON THE FRONT OF THIS HANDBOOK, THERE IS A DIOCESAN POLICY ABOUT THE SERIOUSNESS OF COMMENTS THAT ARE VIEWED AS SCANDALOUS OR DETRIMENTAL TO TH SCHOOL, ETC. PLEASE READ AND DISCUSS IT WITH YOUR CHILD. VIOLATIONS COULD RESULT IN SUSPENSION OR EXPULSION.**

## SUSPENSION

Suspension from school is a serious matter and will be administered only when circumstances warrant. The principal and the pastor are responsible for determining whether an event warranting suspension has occurred. In determining whether suspension is warranted, and the duration and nature of the suspension to be imposed, principles of fairness and proportionality will be followed. Credit will be given for student work performed during suspension when work is required for grading purposes. Suspension is a serious disciplinary action taken by the school against a student whose behavior constitutes a serious disciplinary problem and is contrary to the good order and Christian climate of the school. A student may be suspended, either in-school or out-of-school. If suspended in-school, the student will be removed from their classroom and spend the school day doing their work in the school office or another conducive location. 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. Any decision to expel a student will be based upon substantial evidence that the student committed the infraction with which he or she was charged.

Substance Abuse: (Diocesan Policy #5070)

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.*

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

## 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.

## DISCRIMINATION, HARASSMENT, INTIMIDATION, BULLYING AND HAZING

A safe and civil environment is necessary for students to learn and achieve high academic standards. Discrimination, harassment, intimidation, bullying and like behaviors will not be tolerated as they are contrary to our mission statement to educate the whole child in a God-centered environment.

### Definition:

Discrimination, harassment, intimidation, bullying and hazing can consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile or offensive educational environment, or (2) interfering with a student's physical or emotional wellbeing or with the operation of the school. Harassment, intimidation, bullying and hazing are serious incidents that amount to more than annoyances, disagreements, or disputes typical of a particular age group.

Cyber-bullying is a form of discrimination, harassment, intimidation, and/or bullying under this policy. Examples of cyber-bullying include, but are not limited to: posting inappropriate pictures or personal information of a student, or individual

on the internet; using social media to post or send harassing, intimidating or inappropriate messages about or to another student or individual; and sending harassing, intimidating, or inappropriate text messages or email about or to another

student or individual. Note that Harassment and Intimidation are considered bullying when happening consistently. Some situations are considered conflict, not bullying.

#### Retaliation:

Retaliation for reports of harassment, intimidation, and/or bullying is prohibited. The procedures in place for addressing harassment, intimidation, and/or bullying apply with equal force to allegations of retaliation.

#### Reporting Incidents of Discrimination, Harassment, Intimidation and Bullying:

School personnel or individuals who become aware of conduct that may violate the school's anti-harassment policy are to report the incident to the principal or designee within a school day.

#### Resolving Complaints of Discrimination, Harassment, Intimidation and Bullying:

In the course of resolving a complaint under this policy, the school will strive to balance the need to fully investigate the allegations with the privacy of the individuals involved. Therefore, information gathered during the investigation and resolution process will only be shared on a "need-to-know" basis.

Resolution of a complaint of discrimination, harassment, intimidation and bullying depends on the context and circumstances of each case. SJA will strive to balance the interests of students involved as well as the needs of the school as a whole when confronting these issues. Disciplinary measures will be consistent with SJA's disciplinary policies and diocesan guidance for student discipline. In addition, SJA may consider implementing appropriate remedial and preventative measures in response to a finding that intimidations, harassment and bullying have occurred.

## Diocese of Trenton Catholic Schools Anti-Hazing Policy

### I. Policy Statement

The Diocese of Trenton is committed to maintaining school communities that are safe, inclusive, and grounded in the dignity of each person as created in the image of God. Hazing, in any form, is contrary to Catholic teaching and is strictly prohibited within all diocesan schools. This includes hazing that occurs on school grounds, at school-sponsored events, online or through social media platforms, or off-campus when connected to the school community. No student, teacher, coach, employee, or volunteer may engage in, condone, or ignore hazing activities. All reports of hazing will be taken seriously and addressed in accordance with applicable laws and diocesan policies.

### II. Definition of Hazing

In accordance with New Jersey's "Timothy J. Piazza's Law" (2022), *hazing* is defined as: "Knowingly or recklessly causing, coercing, or forcing another person to engage in conduct that places them at risk of bodily, emotional, or psychological harm for the purpose of initiating, affiliating, holding office, or maintaining status in a group, team, or organization."

Examples include but are not limited to:

- Physical abuse (e.g., whipping, beating, branding, forced exercise)
- Forced consumption of food, alcohol, or substances
- Sleep deprivation or social isolation
- Public humiliation or ridicule
- Coerced criminal, immoral, or demeaning acts

*Note: A person's consent to hazing does not absolve responsibility or mitigate disciplinary consequences.*



### III. Scope of the Policy

This policy applies to all:

- Students (grades Pre-K–12)
- Faculty, staff, and coaches
- Volunteers and affiliated school personnel
- School-sanctioned student groups (e.g., clubs, athletic teams, honor societies)

### IV. Reporting Procedures

Any individual—student, parent, staff member, or community member—who witnesses or suspects hazing should report it immediately to the school principal or designated school official.

Anonymous reports may be made, and retaliation against reporters is strictly prohibited.

The school will:

- Follow diocesan policy
- Promptly investigate all reports
- Notify diocesan leadership as appropriate
- Involve law enforcement where required by law
- Provide support to affected students

### V. Disciplinary Actions

If hazing is confirmed, disciplinary measures will be applied in proportion to the severity of the offense and may include:

- Detention, suspension, or expulsion (students)
- Suspension or dismissal (employees/coaches)
- Disbandment of student organizations involved
- Notification to law enforcement where applicable

### VI. Medical Amnesty

A student who seeks medical assistance for someone experiencing a hazing-related emergency, and meets the criteria outlined in state law (remaining on scene, cooperating with authorities), may be granted immunity from certain disciplinary or legal penalties.

### VII. Education and Prevention

To cultivate a culture of respect and accountability, diocesan schools shall:

- Provide annual training on hazing prevention for faculty, staff, and students in grades 6–12
- Clearly communicate this policy to all members of the school community including faculty, staff, coaches and volunteers
- Post the full anti-hazing policy on each school's public website

### VIII. Recordkeeping and Transparency

Schools will:

- Document all reported hazing incidents
- Share reports with the Diocesan Department of Catholic Schools

### IX. Catholic Identity and Formation

As Catholic schools, we believe that every student is called to treat others with dignity and compassion. Hazing contradicts Gospel values and our shared mission of forming disciples of Christ.

## 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. The Administration and faculty reserve the right to determine what is or is not acceptable in matters dealing with the Dress Code Policy. 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:

PLEASE NOTE DIFFERENT EXPECTATIONS FOR GIRLS IN GRADES K-5 AND 6-8

#### GIRLS:

Kindergarten – 5<sup>th</sup> Grade: ALL ITEMS LISTED BELOW ARE FROM FLYNN & O'HARA

- Blue plaid jumper or Solid blue uniform skort
- Solid blue uniform shorts or uniform pants
- White and/or blue SJA golf shirt long or short sleeve

#### Optional Items That May Be Worn with the Uniform:

- Navy ¼ zip SJA sweatshirt
- Navy SJA school cardigan sweater
- Navy SJA vest
- NO LEGGINGS – If necessary students may wear tights

ANY OTHER SWEATSHIRTS, NAVY FLEECE FULL ZIPS, HOODIES, SPIRIT WEAR or SPORTS RELATED APPAREL, MAY NOT BE WORN DURING THE DAY WITH THE SCHOOL UNIFORM. THESE MAY ONLY BE WORN TO AND FROM SCHOOL AND OUTSIDE RECESS.

#### NAILS/MAKE-UP for GRADES K-5:

- Nails must be well manicured, appropriate length and one light color. No glitter, designs, etc. No make-up for students in grades K-5. Faculty and administration reserve the right to determine what is acceptable or excessive.

6<sup>th</sup> – 8<sup>th</sup> Grades: ALL ITEMS LISTED BELOW ARE FROM FLYNN & O'HARA

- Blue plaid skort or pleated kilt with bike shorts. Skorts or kilts are to be no shorter than right above the knee. See below for new Uniform Infraction Notices.
- Solid blue uniform shorts or pants
- White and/or blue SJA golf shirt long or short sleeve

#### Optional Items That May Be Worn With The Uniform:

- Navy ¼ zip SJA sweatshirt
- Navy SJA school cardigan sweater
- Navy SJA vest
- NO LEGGINGS – If necessary students may wear tights

ANY OTHER SWEATSHIRTS, NAVY FLEECE FULL ZIPS, HOODIES, SPIRIT WEAR or SPORTS RELATED APPAREL, MAY NOT BE WORN DURING THE DAY WITH THE SCHOOL UNIFORM. THESE MAY ONLY BE WORN TO AND FROM SCHOOL AND OUTSIDE RECESS.

NAILS/MAKE-UP for GRADES 6-8:

- Nails must be well manicured, appropriate length and one light color. No glitter, designs, etc. No make-up for students in grades K-5. Faculty and administration reserve the right to determine what is acceptable or excessive.

BOYS K-8: ALL ITEMS LISTED BELOW ARE FROM FLYNN & O'HARA

- Navy blue regulation pants/shorts; belt needed if pants cannot be worn at the waist
- White and/or blue SJA golf shirt long or short sleeve

Optional Items May Be Worn With The Uniform:

- Navy ¼ zip SJA sweatshirt
- Navy SJA school cardigan sweater
- Navy SJA vest

ANY OTHER SWEATSHIRTS, NAVY FLEECE FULL ZIPS, HOODIES, SPIRIT WEAR or SPORTS RELATED APPAREL, MAY NOT BE WORN DURING THE DAY WITH THE SCHOOL UNIFORM. THESE MAY ONLY BE WORN TO AND FROM SCHOOL AND OUTSIDE RECESS.

SHOE/SOCK POLICY for GRADES K-8:

- Sturdy SOLID black shoes or sneakers. LABELS, EMBLEMS, INSIGNIAS, SHOELACES & SOLES OF THE SHOE MUST BE BLACK
- Backless, slip on, crocs, boots and slippers are not permitted.
- SOLID black, navy blue or white crew, knee high socks or tights.

GYM UNIFORM FOR GRADES K-8:

- SJA navy shorts, sweatpants and/or sweatshirt.
- Gold SJA T-shirt purchased from Flynn & O'Hara. T-shirt should not cover shorts.
- Consistent with our language of dress, gym shorts are expected to be a respectful fit. Not too short or not too tight. Gym shorts may not be rolled. Gym shorts are to be mid-thigh or longer. Shorts are to be modestly loose fitting
- Visible black, navy blue or white socks.
- Any tie or velcro sneaker may be worn for gym days with non-skid sole. Sneakers secured at all times. No platform or backless sneakers.

HAIR for GRADES K-8:

- Hair is to be neat, well-groomed, out of eyes and not a distraction.

JEWELRY for GRADES K-8:

- One pair of small pierced earrings (NO DANGLING OR LARGE HOOPS).
- NO BRACELETS.

- ONE small religious symbol necklace may be worn. NO CHOKERS.
- Watches of any kind are not permitted.
- Any excess jewelry will be sent home in an envelope with the child.

### SPIRITWEAR FOR GRADES K-8:

- Spirit Wear is only to be worn to and from school or on special occasions (ie, Spirit Wear days).
  - Spirit Wear is anything not included in the Flynn O'Hara Uniform Store or our NAVY ¼ zip and vest.

### DRESS DOWN DAYS

- Throughout the year SJA has specific Dress Down Days. While students are invited to be out of uniform, they are expected to follow a respectful dress code according to SJA standards. No leggings or skinny jeans unless worn with a top that covers mid thigh or beyond.

Infractions to these expectations will result in your child receiving a Uniform Infraction Notice.

- Students will pick up a Uniform Infraction notice from the Main Office. It will be filled out by the student, must be signed by the parent and returned to school the next day.
- Navy, opaque tights MUST be worn (no leggings) until the skort/skirt is the appropriate length. Students will be provided one week to rectify the issue, either by lengthening the skort/skirt, keeping the skort/skirt unrolled throughout the day or purchasing a new one.
- After one week, a second infraction will be issued. 3 infractions will affect your child's conduct grade for a marking period.

The administration and faculty reserves the right to determine what is or is not acceptable in matters dealing with the Dress Code Policy.

### **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. In addition, it is vital that your emergency contact be local and able to pick your child up in the event of an emergency.

### **EMERGENCY CLOSING**

In the event that school is canceled due to inclement weather or for another reason, announcements will be made via School Messenger. The School Messenger notification system allows us to contact parents with general or emergency information via both email and phone. It is the responsibility of the parents to register their contact information and preferences. High Alert messages (e.g. school closings) should be sent to all emergency numbers and contacts. Please ensure that your contact information is updated and current. 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 necessary.

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 directives of Evesham Police. Use media resources rather than calling the school for specific details on dismissal of student/s.

## FAMILY VACATIONS

If a student goes on vacation while school is in session, the parent assumes the responsibility of missed work. The teacher is NOT responsible for missed work due to a family vacation. At the discretion of the Teacher/Parent and with ample notification, written work may be provided for a student to take with him/her while on vacation. If at all possible, please try to arrange vacations around our school calendar.

## 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 of changes to custody or the child's routine.

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. The school abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information.

## FINANCIAL RESPONSIBILITIES

### Tuition:

St Joan of Arc School is committed to providing a Catholic education that meets the spiritual, emotional, academic, social and physical needs of our students. To do this we need every family to be consistent with your financial responsibilities. Tuition, registration fees, regular participation in PTA sponsored events (Raise Right (gift cards), Christmas Bazaar, Golf Outing, etc...) makes it necessary for us in meeting our financial responsibilities eg. salaries, healthcare, upkeep for the facility, books, technology, etc.

Each family is required to be registered in FACTS. It is your responsibility to make your payments on a regular basis according to your contract. 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.)

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.

If unforeseen financial circumstances arise, parents are responsible for contacting our Parish Business Manager to review the hardship and agree upon an alternative tuition plan. Your faithfulness to your financial responsibility gives evidence that your tuition payments are a priority.

When payments are not made in accordance with the tuition agreement the following steps will follow.

### 30 days past due:

The family will be contacted requesting payment or an alternative payment plan.

### 60 days past due:

The family will be contacted requesting payment. If payment is not received and an alternative plan has not been established the student will not be permitted to return to school at the end of the said trimester until balance is paid in full or alternative plan has been approved.

### End of year:

The student may not be registered for the upcoming year until all financial responsibilities have been met.

If transferring to a new school, health and attendance records will be sent while academic records will indicate I (incomplete) until all financial responsibilities are fulfilled.

Tuition assistance is available for families experiencing financial hardship. Families are expected to first apply to the Diocese of Trenton. The application is available on the Diocesan website [HERE](#).

If additional money is needed, please contact the Parish Business Manager. You are also asked to complete the form in the registration packet.

### Eighth Grade Expectations:

All financial responsibilities are expected to be met prior to Eighth grade graduation.

### Registration:

Our registration fee is nonrefundable. Registration is due in February of the upcoming year and will be applied to your FACTS account. If you should decide to withdraw your child/ren at the end of the year without prior notification, please note registration fees will not be refunded.

### 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 or online giving. See the parish website for details. 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 and support our parish regularly.

Our annual carnival is the single largest support for our school financially. All families are expected to participate in this FUNdraiser and FUNdraiser. Volunteers are needed in many areas!

**Raise Right:** Each family is expected to purchase Gift Cards to area supermarkets and stores.

**SCHOLARSHIP:** Through all of our fundraising each child receives a scholarship in the amount of \$3,300.

## **GUIDANCE**

St. Joan of Arc School has a school counselor for three 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 your child 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 [k.kalvaitis@stjoansk-8.org](mailto:k.kalvaitis@stjoansk-8.org). Please keep the health office informed of illnesses and new immunizations.

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

- Height & Weight
- Vision and Hearing
- Scoliosis screening is performed on all students in grades 5 and 7 with permission

St. Joan's adheres to all state regulations regarding immunizations, TB testing, 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, cough/sinus medications, Lactaid, etc.

Students leaving the school because of illness will be picked up at the front door.

Students excused from Phys. Ed class may not participate in any game, practice or outside recess.

## **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 Google Classroom.

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

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 and their school issued chromebooks assist students in conjunction with printed media. All students/parents are required to sign a Technology Acceptable Use Policy indicating that they will only use the internet for educational purposes. The student will, also, agree to abide by the consequences of their actions if they are found to use the internet in an inappropriate manner.

Any student who engages in behavior inconsistent with the school mission statement will forfeit their access privilege to school technology. **STUDENTS ARE NOT PERMITTED TO USE FLASH DRIVES/EXTERNAL STORAGE DEVICES OR BRING THEM TO SCHOOL.**

Chromebooks are available for all students in all grades. It is up to the discretion of the homeroom teacher if the students will be using them during the day in class. Before a chromebook is given to a student, all paperwork must be completed and signed. Your FACTS account must be current as well. Although the chromebooks will adhere to the same internet filtering policies while in school, it is still the responsibility of the parent/guardian to monitor their student's internet behaviors outside of school. Any attempt to circumvent or bypass St. Joan of Arc's filtering policies while outside of school will result in disciplinary action and loss of technology privileges. Chromebooks will remain in school over the weekend and holidays.

## **LOST AND FOUND**

Parents/Guardians are requested to mark all of their children's belongings in permanent ink. Any articles that are found are kept on a table or 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.

- Parents are expected to purchase lunch tokens. If you do not have a token at home or your child forgot their lunch, they may charge their lunch. However, this should be the exception, not the norm. Please purchase tokens in advance if buying lunch. Thank you for your cooperation.
- Lunch charges will be emailed monthly.
- Children bringing their own lunch may purchase water, cookie or a snack in the cafeteria; No caffeinated drinks or glass bottles are permitted.
- Please do not bring a special lunch to your child e.g. Pizza Hut, Wawa, Chick-fil-A, Burger King, etc
- Lunch bags are to be labeled and soft sided containers
- No medication in lunch bag. *All* medication is 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 office. When application is approved, lunch will be provided. All applications are kept confidential.

#### Cafeteria Expectations:

Students are expected to act in accordance with our Mission Statement.

- Seats will be assigned or students will be able to sit at the table of their choice depending on teacher directives.
- Inside voices are to be used.
- Everyone at the table is to be welcomed.
- Students are to get permission before leaving the cafeteria.
- Students may not share/trade food due to allergies.
- Trash is expected to go into proper containers.
- Students are to leave their table and surrounding area as they found it.

#### Lunch Recess – Outdoors:

Children will 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.

- Students are to use all playground equipment properly and follow the rules.
- Students are to respect the lunch monitors and one another. Appropriate language is expected. Fighting or tackling is not acceptable.
- Students who are not able to play due to a physical situation may sit outside on a chair with a friend or more and play games, read, etc.

#### Lunch Recess – Indoors:

If weather does not allow for outside recess, students will return to their classrooms or the gym if available. Students are to respect themselves, each other and the lunch monitors. The homeroom teacher will be specific as to what activities are acceptable. Running around the room or in the hallways is not acceptable.

### P.T.A.

P.T.A. works very hard to build a positive school community. The P.T.A fundraisers are also a tremendous help to the school budget. The success of their fundraising helps to provide a scholarship to every child. Every family is a member of the P.T.A. and is expected to contribute service and support to their various activities and fundraisers. P.T.A. officers and committee members provide a variety of services for our children, teachers, and parents.

All children receive a scholarship from the parish. 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 literary magazine.



## **PUPIL ASSISTANCE COMMITTEE**

St. Joan of Arc has 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.

New Jersey Title 18A, Chapter 46, Special Education law requires each school to identify all educationally handicapped children eligible for special education between the ages of 3 and 21. Identifying children with learning disabilities/differences and deeming them eligible is the legal responsibility of a Child Study Team. 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.

## **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.
- No drawing or disfiguring of books is permitted.
- All students must have a book bag for the protection of books.
- Students are expected to come to school with needed supplies, pens, pencils, copybooks, etc.

## **SCHOOL CALENDAR/NEWSLETTER/WEEKLY HAPPENINGS**

At the beginning of every month, a calendar of events and a school newsletter will be posted on our website. ([stjoansk-8.org](http://stjoansk-8.org) ). Please visit this site frequently since it will inform you of early dismissals, meetings, holidays, report card distribution, etc. SJA Weekly Happenings come via email with reminders and updates each week.

A yearly calendar of all school holidays will be emailed in the beginning of the school year to help you in making plans for family vacations.

## **SAFETY/SCHOOL SECURITY**

Visitors are to enter the building via the Main Entrance doors facing the parking lot. Please ring the bell for entrance into the building, sign in the visitor log and place a visitor sticker in a visible spot. Our faculty and staff work together with the Evesham Police Department to assure the safety of all who are in our building. A School Resource Office is present throughout the school day.

### **Emergency Drills:**

Fire drills, as well as, active shooter, bomb threat, evacuation and shelter in place will be conducted throughout the year. These drills are precautionary in nature and are in accordance with our emergency procedures. Students are expected to behave according to established behavioral guidelines. Failure to do so will result in disciplinary action.

St. Joan of Arc Staff have been educated in the A.L.I.C.E Program. Our volunteers have been informed of the A.L.I.C.E. procedures. A – Alert, L- Lockdown, I- Inform, C-Counter, E-Evacuate. Students have been and will continue to be instructed in the A.L.I.C.E. philosophy. Our goal is to provide the students with the necessary skills they need to be safe but not afraid.

## **SOCIAL MEDIA**

We acknowledge that social media is a tool that promotes communication among numerous groups of people.

Our Social Media is designed to build up the Kingdom of God. Our technology is to be prudent, reasonable and transparent.

At St. Joan of Arc Parish School we are blessed to have a full time Marketing and Admissions Representative. SJA has its own school Facebook, Instagram, Twitter and website that promotes our school in a positive way. Our participation in these forms of Social Media indicates we are using it as a means of communication promoting God's Kingdom within and outside our school community.

We are aware that some parents have established or are thinking about establishing a specific grade or group account for a variety of reasons. It is important that if you choose to do this, the site cannot be promoted as an SJA or St. Joan of Arc site as it is not under the direction of the administration.

As per Diocesan expectations, individuals may not start social media accounts on behalf of their parish/parish school without the pastor's express consent. The official organization logo or images may only appear on the organization official site and not that of a specific person.

### SOCIAL MEDIA EXPECTATIONS:

A small but powerful piece of social media advice is to pause before posting. Taking a minute to reflect on what you have written and consider the ramifications of what you are sending out to the world, can save you from making a serious mistake or even embarrassment.

While the values and ideals of the Roman Catholic faith should be followed in posting comments on a social networking site, it must be stated emphatically that parents are the first and best teacher for their children. They bear the greatest responsibility in monitoring their children's online activities. The following points, while not comprehensive in nature, provide initial guidance. No student should:

- Infringe upon another's copyright or trademark
- Post anything that is sexually explicit, illegal, unethical or harassing in nature
- Post anything that harms the reputation of or causes embarrassment to the Diocese, school, teachers or classmates
- Interact with current administrators or teachers on a social networking site
- Any misuse of technology that causes harm to another child, teacher, etc may be reported to the authorities
- Appropriate language is expected at all times
- Threats, intimidation will not be tolerated
- Be aware of the on-line games children play. Some start very innocent and then become extremely inappropriate

### SPORTS PROGRAM

Athletics are an integral part of the educational process and a privilege that 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 or injury may not participate. If your child is absent on a Friday due to an illness, they may not participate in games or tournaments over the weekend.
5. Students should be in school for a full day. In order to participate in a game or practice on a particular day, students arriving late must be in school by 10:25 AM. Students that are leaving early must be in school until 12:35 PM.
6. If a child has a non-health related and a family-related absence that is approved by the school nurse, they will be able to participate in sports activity that day.
7. Students excused from Phys. Ed. Class may not participate in any game, practice, or outside recess.
8. Suspension from sports due to inappropriate behavior or academic performance rests with the principal in consultation with the pastor, athletic director, coach, and teacher.

All students on sports teams must provide a medical eligibility form for sport participation. Participation Evaluation Medical Eligibility Forms are available on the nurse's webpage. This form must be completed by the student's home (private) Doctor within 365 days of the first day of practice. As is required 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: Soccer, Varsity Basketball, Junior Varsity Basketball, Intramural Basketball, Track and Golf. Girls: Volleyball, along with a varied offering of intramural sport programs. Based upon the skill set required along with the number of children who try out for a team, a cut may be necessary to field a team.

In order to protect our gym floor, ATHLETES ARE TO USE POP-UP WATER BOTTLES WITH WATER ONLY. Those entering our gym for a sport event are expected to follow our NO FOOD, WATER ONLY policy.

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. If a student is absent due to an illness, the student may not attend the function that night. They are expected to follow the rules and regulations. Students are not to be in the 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. Please consume all food including pretzels, candy, etc in the hallway before entering the gym.

### **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**

If parents determine it is necessary for their child to have a cell phone for after school activities or in the case of an emergency to or from school, students may bring a cell phone into the building.

However, cell phones must be TURNED OFF and placed in backpacks upon entering school and remained there throughout the day. If it is discovered that a student has their cell phone in the on position and/or out of their backpack, parent will be called to come to school to pick up the cell phone in the main office. Second offense the student will no longer be permitted to have a cell phone in the building.

We ask you to keep your phone calls to the office at a minimum. This handbook, along with the monthly newsletters, will answer most of your questions. The school office phone may be used by children for emergency situations. Please coordinate your plans before your child leaves for school in the morning.

### **TELEPHONE/ADDRESS/DEMOGRAPHIC INFORMATION CHANGE**

Any change of address, telephone number, email or family information during the year needs to be reported promptly to the office, to the school nurse, and to the homeroom teacher.

### **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. No records will be given directly to a parent. According to Diocesan policy, academic records will indicate incomplete until all your financial responsibilities have been paid.

## 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. Students whose families receive funding in lieu of transportation are not permitted to ride school buses.

Changes to other routes are not permitted unless parents make arrangements with Evesham Township Transportation (856-988-0568) and the school office. Due to insurance regulations, walkers, car riders and families receiving funding in lieu of transportation are not permitted to ride the bus at any time.

### Bus Riders:

Bus behavior is expected to be in line with our SJA Mission Statement. 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. Cell phones are to be in OFF MODE. Consequences: 1st and 2<sup>nd</sup> Violation – Verbal Warning; 3<sup>rd</sup> 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 (856-988-0568). Cell phones are to remain in the students back pack thus prohibiting anyone from taking a picture of another child..

### 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:

#### AM Car Riders:

Morning is a very busy time. Many parents are on their way to their work place. It is imperative that your child be ready to grab their belongings and get out of the car quickly. Our goal is to have 3-4 cars move at a time. Please do your breakfast, hugs and goodbyes before coming into the parking lot.

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. 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 the Pedata Hall entrance. All cars in the carline are to use the Willow Bend entrance and exit for the safety of our children. We strongly suggest that if your child qualifies to ride the bus that they do so.

We understand there are times a student needs to be picked up early. Any students leaving early must be picked up at 2:30 PM in order to be considered present for the entire day. In addition, students leaving early must be picked up by 2:30 PM so as not to disrupt regular dismissal time. 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](mailto:dismissal@stjoansk-8.org), as well as your child's homeroom teacher. We thank you for your cooperation and understanding of this policy.

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

### 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 or send an email to [dismissal@stjoansk-8.org](mailto:dismissal@stjoansk-8.org).

## VIRTUS

VIRTUS – Protecting God's Children, is a program mandated by the Diocese of Trenton for *all* people who come in contact with our children during school or at school related activities. All volunteers must attend one of the sessions offered throughout the year. Log on to Virtus.org for more information and to sign up for a session. Also, please check Church bulletin for more information on sessions being held here at SJA. Volunteers are to renew your certification every 4 years.

## VISITORS

Anyone entering the school building must sign in at the front door and report to the school office. Parents are strongly discouraged from bringing forgotten homework, gym clothing, water bottles, 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. Please leave anything for your child or their teacher in the appropriate container at the front door and email the office to let us know the items are in the container.

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. Lunch duty volunteers are to circulate around the cafeteria and school yard. Please do not use this time to discuss concerns with faculty/staff members, socialize with other parents or remain with your individual child.

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. All adults who minister to children or vulnerable adults must undergo a criminal background check by having fingerprints taken. This process is ongoing and requires recertification/background check every 4 years.

For the safety of all children, All volunteers are to sign in. Please 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.

*"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

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

