

JOHN CLANCY/ JOSEPH MAGGIORE SCHOOL FOR THE ARTS



PARENT/ STUDENT HANDBOOK 2024-2025

2100 MAINE AVENUE

KENNER, LOUISIANA 70062

OFFICE (504)469-3664

FAX (504)469-0216

PHONE NUMBERS

OFFICE (504)469-3664

FAX (504)469-0216

CAFETERIA (504)303-6506

CHILD CARE (504)303-6510

SOCIAL WORKER (504)303-6513

JPPSS TRANSPORTATION (504)349-7729

School Web Page <http://clancymaggiore.jpschools.org>

Grades – Pre K – 5th grade

School Hours - 7:20 a.m. – 2:10 p.m.

Child Care - 2:10 p.m. – 6:00 pm

ADMINISTRATION

Danesha Dorsey-Dumes, Principal

Kesha Rayfield, Assistant Principal

WELCOME

The faculty and staff of Clancy/Maggiore Elementary School for the Arts welcome you to the 2024 – 2025 school year. Our hope is that we can work together to help each student have a rewarding and successful school year.

This handbook provides information about our school, including general rules and procedures. All regulations in this handbook are consistent with the Jefferson Parish Public School System 24/25 Procedures and Policies for Parents and Students booklet. Please read both the Clancy/Maggiore Elementary School for the Arts Handbook and the Jefferson Parish Public School System's Handbook. Both you and your child must sign the acknowledgement forms found at the BACK of this handbook and at the beginning of the parish handbook. These signed forms plus the signed consent forms for the Photograph and Video Release, Statements of Compliance (both Parent and Student), Physical Education/Health Information and completed Emergency Card are to be returned to your child's homeroom teacher as soon as possible.

SCHOOL COLORS

Green, Blue and Gold

SCHOOL PLEDGE

Clancy/Maggiore kids are S.M.A.R.T. –

S- Successful/**M-** Motivated/**A-** Accountable/**R-** Respectful/ **T-** Trustworthy

Clancy/Maggiore Elementary School Rules, Regulations, and Procedures

ADMISSION REQUIREMENTS

Students residing in the attendance zone and accepted through the Magnet Program are allowed to attend Clancy/Maggiore.

Age Requirements

1. Pre-kindergarten

The youngest age at which a child may enter pre-kindergarten shall be two (2) years younger than the age required for that child to enter first grade. A child must be four (4) years old on or before September 30 of the calendar year in which the school year begins.

2. Kindergarten

The youngest age at which a child may enter kindergarten shall be one (1) year younger than the age required for that child to enter first grade. A child must be five (5) years old on or before September 30 of the calendar year in which the school year begins. Upon enrollment in kindergarten all attendance rules apply.

3. First Grade

As a prerequisite to enrollment in any first grade of a public school, a child shall have attended at least a full-day public or private kindergarten for a full school year, or shall have satisfactorily passed an academic readiness screening prior to enrollment to the first grade. A child must be six (6) years old on or before September 30 of the calendar year in which the school year begins.

The following items are required for admission to the Jefferson Parish Public School System:

1. Birth Certificate
2. Louisiana Universal Certificate of Immunization
3. Form of Picture Identification of parent/guardian (State ID/Driver's License/Passport/ etc)
4. Custody paper (if applicable)
5. Final report card from the previous year (except Kindergarten)
6. Proofs of Residence

Proof of Residence Requirements

The parent/legal guardian of any student whose current legal address has not been verified must provide proof of residence within the school attendance district to the appropriate school principal. This requirement applies to students who are entering a Jefferson Parish public school for the first time or who have moved within Jefferson Parish.

Documents presented as proof of residence must bear the name and current legal address of the student's parent/legal guardian. Acceptable documents (minimum of two (2)) include the following:

1. lease agreement;
2. current utility bill or deposit;
3. copy of an agreement to purchase or an act of sale for completed dwelling;
4. copy of an agreement to purchase or an act of sale for a residential lot entered into by the parent/legal guardian of the student, and a notarized statement from a contractor indicating the anticipated date of completion of a dwelling on the lot, said completion date not to exceed ninety (90) calendar days;
5. legal document issued by or approved by the Civil District Court for the Parish of Jefferson giving control and custody to the adult(s) if other than the student's legal parent(s) with whom the student resides, if the student is (16) years of age or under;

6. driver's license or state approved identification card showing the current address of the parent/legal guardian;
7. legal documents verifying student's emancipation and/or legal proof of residence as required;
8. legal document issued by or approved by the U. S. Office of Immigration and Naturalization;

If none of these documents can be provided, the school principal will give the parent/legal guardian or student(s) fifteen (15) school days to produce acceptable documents to prove residence. The student must be enrolled and attend class.

APPOINTMENTS FOR CONFERENCES

In order to protect instructional time, parents are urged to arrange a conference with their child's teacher(s) whenever a problem arises. If you would like to schedule an appointment with your child's teacher, please call the office in advance. However, since class time belongs to ALL students, parent conferences will not be held during instructional time. Teachers are available for conferences during their planning time and before and after school at the discretion of the teacher. Teachers are not available to meet with parents during scheduled instructional time.

All parents and other visitors MUST report to the school office when arriving at school. A pass will be provided by the school secretary after she has obtained permission to do so from an administrator and the classroom teacher. NO VISITORS WILL BE ALLOWED IN THE CLASSROOM OR ON CAMPUS WITHOUT AN OFFICE PASS IN THEIR POSSESSION.

ARRIVAL AND DISMISSAL PROCEDURES

NO STUDENT ALLOWED ON CAMPUS BEFORE 6:50 A.M.

- 1) Bus riders exit their buses at 6:50 AM.
- 2) Walkers must enter through the Walker's Gate on 21st Street.
- 3) All car riders are to be dropped off at the Car Pool Gate on Maryland Ave.

All students will report directly to their classroom/hallway upon arrival on campus in the morning. No one who arrives after 7:20 am will be allowed to eat breakfast, unless on a late bus. The instructional day begins at 7:20 am.

All walkers and car riders will be dismissed at 2:10 pm. All walkers are to leave the school grounds immediately; no loitering is allowed. Car riders are to go directly to the car pool gate. Bus students will load when their buses arrive, and the students are called.

No student will be checked out after 1:30 pm. unless it is an emergency. Please make arrangements to check your child out prior to this time or wait until dismissal time. Remember that only persons listed on the emergency card may sign out students. All students are signed out through the office. A valid PICTURE ID must be presented every time a student is checked out of school. Students will only be released to people listed on the emergency card.

ATTENDANCE

LA state law requires that elementary students must be in attendance 160 days in order to be eligible for promotion to the next grade. When a child is absent from school for any reason, a note must accompany the student when he/she returns to school. The note must state the reason for the absence and be signed by a parent/guardian. A parent note will excuse the student in order to make up work missed, however a parental note does not excuse an absence against the 160-day LA State Attendance Law. For days to be excused, a doctor's note, confirmation of death in immediate family, religious holiday, or administrative approval must be presented within 5 school days of student's return. A note from a doctor is required after a student is absent for 5 consecutive days. Students returning to school after having a communicable disease/condition (i.e. chicken pox, mumps, recurrent lice, ring worm, pink eye, etc.) MUST present a medical clearance before the student is allowed to attend class.

Students with excessive absences and tardies will be referred to the Truancy Assessment Center (TASC) for further attention. TASC is an arm of the Juvenile Court System. Any student who is habitually absent, tardy, or checked out early will be referred to the Truancy Assessment Center. The goal of TASC is to assure that all elementary school students attend school by assuring compliance with the LA State Compulsory School Attendance Law. The first step following a TASC referral is a conference with the student, parent/guardian, school official, and the TASC Hearing Officer to determine the cause of unexcused absences and/or tardies and to develop a plan of corrective action to prevent further absences.

Students who accumulate 10 unexcused absences in a school year will be retained. Please ensure that your child attends school every day and provides valid doctor's notes when sick.

BICYCLE STUDENTS

Students riding bicycles to school are to park and lock them in the bicycle racks at the side of the cafeteria. Students should observe bicycle safety rules at all times. Bikes must be walked on and off school grounds through the gate on 21st Street. Parents/guardians must provide locks for bicycles during the school day, as the school is NOT responsible for stolen and/or damaged bicycles. Students not adhering to traffic and safety regulations may be prohibited from riding a bicycle to school.

BREAKFAST

Clancy/Maggiore participates in the Breakfast in the Classroom Program. Students choosing to eat breakfast must arrive before 7:20 a.m., unless riding on a late bus. Parents should consider serving breakfast at home when students are tardy.

BUS STUDENTS

Bus students must follow all school rules at the bus stop, on the bus, and while waiting for the bus in the afternoon. The bus driver's instructions must be respected and obeyed for the welfare of everyone on the bus. SAFETY OF ALL IS THE PRIME CONSIDERATION. Good behavior is expected at all times. Any student who creates a bus disturbance may be suspended from riding the bus. Repeated offenses by a student will result in suspension from the bus for the remainder of the school year.

If there is to be a change in the daily bus routine of the student (i.e. parent pick-up, change of bus, walk, etc.), they **must** be made in writing to the teacher, via email to Clancy@jpschools.org, or via fax number at 504-469-0216 prior to dismissal. No request will be accepted after 1:30 p.m. A phone call will be made to the parent's number on file to verify the request NO PHONE MESSAGES WILL BE ACCEPTED. If there is no note, the child will follow their regular daily dismissal routine.

CAFETERIA

Students are to obey the monitors and staff directions. The rules and procedures for the cafeteria are:

1. Enter the cafeteria quietly, in single file line
2. Remain quiet in the serving line; get everything needed before sitting down. Follow the directions of the adults when sitting at a table
3. Speak softly while seated (use indoor voices); use good manners when eating
4. Leave your seat only with permission from an adult
5. Empty your tray and line up quietly.
6. Exit the cafeteria quietly, and in single file order.
7. No food, straws or utensils are to be taken out of the cafeteria; all food must be eaten in the cafeteria.

Clancy-Maggiore Elementary School is participating in the USDA Community Eligibility Provision program during the 2023-24 school year. You will not need to apply for meal benefits since breakfast and lunch will be offered to **all** students at no charge. However, students wishing to bring their lunch should pack nutritious meals.

CAR POOL PROCEDURES AND RULES

The care and safety of all students is our top concern. Please review and follow the outlined procedures. All parents and students are expected to follow these rules.

1. Car rider students **are not** to be dropped off or picked up near the front office parking area or the bus zone on Maine Avenue.
2. Parents are to drop off and pick up at the designated Car Pool gate located on Maryland Avenue. Vehicles are to travel **one-way** on Maryland Avenue moving south from 22nd Street toward 21st Street. Students are to exit/enter the vehicles from the passenger side only.
3. Each family will be issued a Carpool Card (pink or blue). The card is to be displayed from the rear-view mirror or placed on the dashboard in clear view for duty personnel. Duty Personnel will call children according to this card; following this procedure will affect how quickly the Car Pool line moves.
4. **No child will be allowed to enter a car without the carpool card displayed. In such an event, the child will be sent to the office to be signed out by an adult listed on the emergency card. The adult signing the child out must provide a driver's license and/or state issued ID card.**
5. Gates open at 6:50 a.m. every morning and close at 7:20 a.m. If you arrive after 7:20 a.m., you **must** escort your child to the office and sign him or her in at the counter. The child will be **Tardy**. **Set your watch to school time**. Gates close in the afternoon at 2:30 p.m. If you are not on time, your child will be in the office. **After 3 late pickups, you will be required to register your child for childcare and pay all registration and fees at the time of service.**

6. Family members **are not** to park and walk to pick up students from the Car Pool gate. Remain in your car and drive single file to the “loading zone”. Students will not be allowed to run to a vehicle.
7. Do **NOT** turn around, park in, or **BLOCK** any neighborhood driveways. Please be courteous to our neighbors.
8. Students must enter the car on the passenger side of the car. No school employee will place a student in the car on the driver’s side of the car

We are expecting everyone to be considerate of each other and mindful of the safety of every student.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Please inform the school office and your child’s homeroom teacher immediately if you have a change of address, telephone number, or any other pertinent information. You must bring proof of the address change, such as utility bill, copy of lease, etc. to the school office. This allows the school to get in touch with you in case an emergency, illness, and/or accident occurs at school. If you have no working phone numbers, you will have 5 school days to bring two new working numbers to the school office.

CHILD CARE

Child Care is provided for students in grades pre-kindergarten through five. After School Care begins at 2:10 p.m. until 6:00 p.m. There are both weekly and daily drop-in fees. Please contact Ms. Stephanie Serio, Childcare Director, for registration and additional information at 504-303-6508.

Registration Fee	\$20.00
After Care	\$35.00 per week
Afternoon Drop In	\$7.00 per day

CLASS PARTIES

Two (2) class parties will be allowed per class each year, one in the winter and one in the spring. Parents may be invited to assist with class parties but older and younger siblings may not attend. For special events, and with the approval of the teacher and the principal, other celebrations may be held. **With one-week advance notice and with permission from the teacher and principal, parents of students in Pre-Kindergarten, Kindergarten, and First Grade may bring store bought cupcakes, individual ice cream cups, and/or juice to celebrate student’s birthdays. No additional treats or food are allowed, i.e. treat bags. Parents not adhering to the policy and timeline will be asked to return all food purchased. Students cannot wear money to school on their birthdays, as it presents a major distraction to the learning environment. Students in grades 2-5 are NOT permitted to have birthday parties at school.**

DISCIPLINE POLICY

Each student is expected to be on his/her best behavior at all times. Good discipline is necessary for learning to take place. If there is a problem and the child is not able to resolve it, he/she should go to the nearest available adult.

Each student must follow both the Jefferson Parish Public School System discipline procedures and policies listed in the 2023/2024 Procedures and Policies for Parents and Students and the school-wide discipline policy. Please read and discuss these with your child, and then sign and return the acknowledgement page.

Each classroom will have established rules, consequences, and rewards. There will be established procedures and routines as well. It is important that each child knows and follows these. An introductory letter from your child's homeroom teacher will outline these procedures.

If there is an offense that requires disciplinary measures the student may be subject to:

1. Verbal Warning
2. Corrective assignment that fits the nature of the misconduct and be on the student's level of accomplishment
3. Behavior Report to be signed by parent/guardian and returned to issuing teacher/staff member the next school day
4. Parent Conference Request made by teacher to discuss concerns
5. Detention notice must be signed and returned to issuing teacher/staff member the next school day. Failure to serve may result in Suspension.
6. Suspension may be in-school or out-of-school depending on number and severity of offenses. In-school suspensions may be held during regular school time or Saturday 9 a.m. until Noon. **Parent must return the student for conference with Administrator before student may be admitted to class after out-of-school suspension.**
7. Expulsion or Rest of School Year Suspension (R.O.S.Y.) will be given for threats of violence, weapons, and multiple suspensions.

DRESS CODE

Each student must wear his/her school uniform every day unless approved by an Administrator. The school uniform consists of: Hunter Green or Navy Blue polo shirt with the Clancy/Maggiore logo, khaki shorts, pants, skort, or jumper, white socks, and athletic/tennis shoes. **All shoes must be either properly laced or have Velcro straps secured. No slip-on, non-lace shoes are allowed, this includes: Crocs, boots, slippers, and flip-flops.** Pre-K and kindergarten students wear purple polo shirts with Clancy/Maggiore logo. Shirts are to be tucked in at all times. Belts are to be worn with all pants or shorts with belt loops by students in grades 2-5. Belts must be brown, blue, or black woven material or leather. Belts may not have studs, words or messages, or a belt buckle that is larger than 2 inches wide by 2 inches high.

During winter, students may wear green embroidered sweatshirts or jackets (optional). No T-shirts, no shirts with logos on front or back are to be worn at any time as part of the uniform dress. There will be

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a designated “jeans” days, when students may wear their jeans for a donation of \$2.00. Please watch the calendar.

Consequences for not following the school uniform policy are:

1. A violation letter will be sent home to be signed and returned.
2. Phone call to parent to discuss problem.
3. Detention
4. Referral/Suspension

EMERGENCY CARDS

The information on the emergency card is very important. If a student becomes sick or injured, we must be able to contact a parent/guardian. The parent is responsible for completing an emergency card on each student and sending the emergency card to school promptly. At least three current working telephone numbers should be listed on the card. Only adults listed on the emergency card will be allowed to sign a student out from school. Please list any person you think you might send to pick up your child from school. Any change in address or phone number should also be made in writing to the emergency card as soon as you are made aware of them.

FIELD TRIPS

Throughout the school year field trips will be arranged to provide experiences not available through the classroom. Student attendance on a field trip is a privilege. If a student presents a behavioral problem in the classroom or at school, the teacher may withhold this privilege. Any student with other unresolved financial obligations may not be allowed on field trips. Permission forms will be sent home in advance with all necessary information. These forms are to be signed by parent/guardian and returned with the field trip fee to their homeroom teacher by the deadline date. **No permission will be accepted over the phone.** Refunds will be given at the discretion of the Administrator. Send money and permission slips in a sealed envelope to the homeroom teacher only. It is not the responsibility of the office staff to collect field trip money and permission slips.

HOMEWORK POLICY

In order for your child to receive the most benefit from the instructional programs provided at Clancy/Maggiore, it is necessary that additional practice and reinforcement be given at home. Homework is any assignment given by the teacher that the child is responsible for completing on his/her own time. Parents are responsible for encouraging the completion of homework assignments to be sure a child has made his/her best effort. Parents, please remember that it is your child’s responsibility to complete homework. This is not a parent’s assignment. This work is to be completed and returned by the student. If a student does not turn in homework, the child will have to serve the consequence.

Each student will have a Parent Communication Folder that we will ask that you replace if lost or destroyed. One pocket will be used for all papers sent home and another for homework. This folder is a simple management technique that will help us all communicate more effectively. Students in Pre-K through 2nd will have student behavior charts that are kept in this folder. Students must bring their folder to school every day.

Pre-Kindergarten, kindergarten, first, and second grade students will receive a weekly assignment sheet. Students in grades three, four, and five will copy assignments in their notebooks daily. Teachers will write homework assignments on the board in a designated place and will allow students time during each class period for copying these homework assignments.

Teachers will discuss the positive and negative consequences of completion and turning in daily homework. Teachers will also inform parents if homework is not consistently completed. Homework assignments will not be based on new content, but will include reinforcement and review of concepts previously taught during instructional time.

LICE POLICY (PEDICULOSIS)

Any student with head lice shall be excluded from school until the student is free of active infestation and all louse nits. The student may return to school when his/her head is free of all nits as verified by a visual inspection and a written verification by the parent of treatment of the child and household as directed. When there is a recurrent infestation of a student, a referral will be submitted to the Jefferson Parish Health Unit after consultation between the school administrator, parent/guardian, and school nurse.

LOST AND FOUND

All articles that are found on the school campus should be turned in to a teacher or the school office. If a student's school supplies and articles of clothing are labeled, it is much easier to return the lost item to the proper student. Any student who has lost something should check the Lost and Found box in the cafeteria. All articles left in the Lost and Found at the end of the year will be donated to a charitable organization.

MEDICATION

Students are not allowed to have any type of medication (prescription or non-prescription) in their possession while under school supervision. All of the rules regarding the administration of medication at school are clearly outlined in the Procedures and Policies for Parents and Students booklet.

Student Progress Center

The Student Progress Center will allow you to monitor your child's attendance, grades, teacher notices, etc. It is very important to us as a school community that we communicate your child's progress and opportunities for improvement in a timely manner. At the beginning of the year, parents will be issued credentials to log in to the program. Once you receive your login information, please follow the instructions listed to create your account. DIRECTIONS: **1.** Go to www.jpschools.org. **2.** Scroll to the bottom of the site and under "PARENTS", click on the "Student Progress Center". **3.** On the Student Progress Center site, right side, click "Register New User". A webpage asking for "Relationship", "Last Name", "First Name", and "PSN Number" will be displayed. **4.** Use your login information provided by the school to enter your information in the fields, then click "Continue". **5.** A page to create your login and password will appear, along with security questions in case the password is forgotten. **6.** After completing the account information, you will be directed to the start screen. **7.** Click your child's picture icon to view details such as grades, attendance, test scores, transcripts, etc... **8.** To access the Help

system: Click "Help" on the login page, OR, in the student listing page, on the far right, click "Action" then "Help". If you have trouble creating an account, please carefully check the login information and try again. If it does not work after carefully checking the information, contact the school.

PERSONAL BELONGINGS

Please label items brought to school such as notebooks and other school supplies. Use initials on tags to identify clothing. Telephones, toys, electronic games, IPADs, electronic notebooks, and radios, etc. are **not** allowed and will be picked up by the teacher. These will be sent to the Principal and kept until a parent comes to school to pick up the item. Students are not allowed to have rolling back bags.

PHYSICAL EDUCATION (P.E.)/HEALTH

Students participate in Physical Education and Health classes two to five times a week. Certified teachers conduct these classes. Students must wear appropriate athletic/tennis shoes that lace or Velcro. Students must regularly participate in P.E. activities unless a doctor's note is presented stating that the child may not participate due to an existing medical condition.

PROMOTIONAL SUBJECTS

In grades 1, 2, and 3 the promotional subjects are Reading and Math. In grades 4 and 5 the promotional subjects are Reading, English, Math, Science, and Social Studies. Students must pass all promotional subjects to advance to the next grade.

A final grade for a subject or course is determined as follows:

1. Divide the sum of the quality points of the four (4) grading periods by 4.
2. A session summary of "pass" or "fail" is determined in each promotional subject using the quality point system. Rounding occurs only in the final conversion from numerical value to letter grade.

A- 4 points - pass - 3.5 - 4.0

B- 3 points - pass - 2.5 - 3.4

C- 2 points - pass - 1.5 - 2.4

D- 1 point - pass - 1.0 - 1.4

F- 0 point - fail - .0 - .9

Promotion of students in grade 4

Each LEA shall identify third and fourth grade students who have not met an acceptable level of performance that would enable them to successfully transition to the next grade level. Fourth grade students who have not met the acceptable level of performance may be retained or promoted, but in either case, shall be provided with an individual academic improvement plan that adheres to the following requirements:

- The school shall convene an in-person meeting with the student's parent or legal custodian, all teachers of core academic subjects, and specialized support personnel, as needed, to review the student's academic strengths and weaknesses, discuss any other relevant challenges, and formulate an individual academic improvement plan designed to

assist the student in achieving proficiency in all core academic subjects. All participants shall sign the documented plan and meet to review progress at least once more before the next administration of the LEAP assessment.

- The student shall be provided with focused, on-grade level instructional support that is appropriate to the content area(s) in which the student has not yet achieved proficiency. Instruction shall be aligned with state academic content standards. The student shall be identified as requiring an academic improvement plan in the state Student Information System (SIS).
- The LDOE will provide to each LEA a roster of third and fourth grade students who have scored below the “Basic” achievement level in at least two core academic subjects. Such roster will assist the LEA in making final determinations relative to students required individual academic plans.
- The decision to retain a student as a result of his/her failure to achieve the standard on the LEAP shall be made by the LEA in accordance with this pupil progression plan. The individual academic improvement plan shall continue to be in effect until such time as the student achieves a score of “Basic” in each of the core academic subjects that initially led to the development of the student’s individual academic plan.
- With prior approval of the principal, a student who fails one or two promotional subjects may be considered for promotion to the next grade if he/she attends a state-approved summer school and passes the subject(s) failed or by A/BIT if he/she attends a district provided summer program (if available) and demonstrates proficiency in the subject(s) failed.
- A student who fails three (3) or more promotional subjects is ineligible for promotion.

REPORT CARDS

Report cards are issued four times a year to all students in grades kindergarten through five. Report card jackets must be signed and returned the next school day. Clancy/Maggiore follows the Jefferson Parish Pupil Progression Plan.

Grading Policy

1. Teachers must have at least 8 grades per quarter. A student's grade in a subject or course for a marking period is determined as follows:
 - **Elementary Students: 1/4 participation*, 3/4 assessment measures**
 - *Class participation is defined as class work, homework, notebook, involvement in discussion and activities, and preparation for class, such as having books and supplies.
2. Letter grades are used to record grades in all subjects.
100-93=**A** 92-85=**B** 84-75=**C** 74-67=**D** 66-60=**F** **S**=Satisfactory **U**=Unsatisfactory

SCHOOL NEWSLETTERS AND CALENDARS

There will be a newsletter with the next month's calendar of events issued each month. This newsletter is a communication designed to let our students, parents, and friends know the exciting happenings here at Clancy /Maggiore Elementary. Newsletters will be sent home the first Monday of each month. Translated copies will be sent home.

TARDINESS

Students arriving at school after 7:20 A.M. are considered tardy. The student and parent/guardian must report to the school office for a tardy slip before going to class. Students who are tardy are missing valuable classroom instruction. Disciplinary action will be taken whenever a student reaches excessive tardy status (beginning with 5 unexcused tardies and thereafter).

TELEPHONE USAGE

Students may use the office telephone if there is an emergency only (illness, accident, injury). Students are not allowed to call home for forgotten homework, books, field trip forms, or money. Students may also have to call home for proper uniform clothing. Students must have a pass to use the office telephone. Cell phones are not permitted at Clancy/Maggiore. Parents requiring students to have a phone must register the phone in the office. The student will be required to bring it to the office each day and return to pick it up at dismissal. Students violating this rule will have their phone confiscated.

TEXTBOOKS

Students are responsible for all textbooks and library books issued to them during the school year. Any lost or damaged books must be paid for in full. If a lost textbook or library book is found, the money will be refunded. Students will not receive textbooks at any Jefferson Parish School until all financial obligations are met at Clancy/Maggiore. Parents must sign a consent form for students to check-out books in the school's library.

VOLUNTEERS/VISITORS TO SCHOOL

Clancy/Maggiore Elementary School for the Arts welcomes any parent/guardian who wishes to volunteer their services to help our students, faculty, and administration. All volunteers/visitors must sign-in at the counter in the school office and receive a visitor's pass. Please sign-out and return the pass to the school office when leaving the school.

2024-2025

ACKNOWLEDGMENT FORM

THIS PAGE MUST BE SIGNED AND RETURNED TO YOUR CHILD'S HOMEROOM TEACHER.

STUDENT'S NAME: _____

HOMEROOM TEACHER'S NAME: _____

Homeroom # _____ Grade: _____

We hereby acknowledge that we will be held accountable for all the rules and regulations listed in the John Clancy/Joseph Maggiore School for the Arts Student and Parent Handbook.

STUDENT'S SIGNATURE: _____

PARENT'S/GUARDIAN'S SIGNATURE: _____

DATE: _____