

Community Service Corps **Policies and Procedures**

Please Note: This 'Policies and Procedures' Form has been developed and put into place to protect the best interest and safety of your child. CSC is fastly growing as the largest extra-curricular activity at the school, and so a commonality of rules and a mutual understanding is needed between moderators and parents alike. Thank you for your understanding and continued support.

Attendance

- CSC members are expected to be present on CSC days. I know that this is not always possible. If you're child is NOT going to be able to attend CSC on a certain day- I MUST know in advance. Although sometimes situations will not allow for it, I would request 24 hours notice if a student will not be attending CSC. E-mail, phone call, handwritten note are recommended forms of contact.

Pick-up

- Pick-up time will always be listed on the online calendar. If we are traveling, the pick-up time will almost always be 5:30 PM. If we are staying on-site, the time will vary from 4:30-5:00. Please be prudent in checking the calendar and knowing when pick-up is. Please also make every effort to pick your students up on time. In most cases, I do not mind staying as long as I need to, but there are times when my own personal schedule does not permit me to be waiting for students to get picked-up. Please be mindful of this.

Sports

- The official school policy regarding sports/CSC is that if the student-athlete has a game on the same day as a CSC event, he/she is to attend the game. If the student-athlete has practice on the same day as a CSC event, he/she is expected to attend CSC. This policy will be enforced, although exceptions will be considered provided there is advanced notice.

Uniform

- All CSC students will receive a CSC shirt. Students are permitted to wear this shirt as part of their NFA uniform (much akin to a sports team) on the day that they have CSC. If a student chooses not to wear his/her CSC shirt, they are expected to be in proper NFA uniform, until they are picked-up.

Travel/Transportation

- If we are scheduled to leave campus for a CSC event, we will be traveling by bus. NO student is permitted to get on a bus unless I have received a signed permission slip for that student. NO EXCEPTIONS will be made in regards to this policy. NO PHONE CALLS can be made in substitute for a permission slip. Although this may seem strict, I assure you it is for the sole reason of keeping your child safe.

- *Please note: This is the largest group we have ever had for CSC. Specifically, it is by far the largest 7th and 8th grade group. It is imperative, for safety and logistic reasons, that I know whether or not your child will be attending CSC on any given day. It has a significant affect on how many buses we order and how many adults we will have accompany us. Your cooperation in this manner is absolutely necessary and fundamentally important!*

Behavior

- The rules of Norwood Fontbonne Academy apply to the Community Service Corps. Students are expected to behave with the same patience, compassion and gratitude that are asked of them in the classroom. Students, who do not carry themselves in a manner reflective of Norwood Fontbonne Academy and our theme, are subject to disciplinary action according to the handbook and agreement signed on the first day of school.
- Students, who repeatedly find themselves under disciplinary action, are subject to penalty in regards to CSC. Students should be representative of the Community Service Corps at all times, not only between 3pm and 5:30pm on every other Tuesday.
 - o A student who receives three “strikes” while participating in CSC will be asked to “sit-out” for **at least** one cycle.
 - o Teachers and staff have been asked to keep me informed of each student’s decorum throughout the school day. Based on conversations with and recommendations from teachers, a student who is not living the vision of NFA and CSC may be asked to “sit-out” for **at least** one cycle.
 - o Repeated offenses may affect a student’s further involvement in CSC.

Events

- Throughout the year there will be many different CSC events. Our first big event will be the Christmas Show at St. Joseph Villa (provided all of the Sisters are healthy enough). Once again, due to our late start, we will probably not be traveling to Visitation B.V.M. until we reconvene after the Christmas and New Year holidays.

***I have read and understand the aforementioned policies and procedures regarding this year’s Community Service Corps. I agree to help educate my child about these procedures and to uphold those that apply to me.**

Student’s Name (please print): _____

Date of Signature: _____

Parent Signature: _____

E-mail address: _____