

# **ST. CLEMENT SCHOOL**

## **PARENT & STUDENT HANDBOOK**

**2017-18**

### **Our Mission:**

**St. Clement School is dedicated to providing a quality education built on the foundation of Roman Catholic Church teachings, family values, and community support.**

### **Our Philosophy:**

**Each child is created in God's image and therefore has great dignity. St. Clement School ensures that dignity is respected by providing a quality elementary education designed to give each student the opportunity to reach his/her full potential.**

**By working closely with parents, the primary educators, the school seeks to instill a love of God and a love of learning. Children grow intellectually, spiritually, physically, socially, and emotionally in a safe, loving, nurturing environment grounded in Roman Catholic Church teachings and traditions.**

# ST. CLEMENT SCHOOL PARENT & STUDENT HANDBOOK

## TELEPHONE DIRECTORY

**ST. CLEMENT SCHOOL OFFICE ..... 324-2166**  
21493 Highway 161  
Bowling Green, MO. 63334-4914

**PRINCIPAL – Laurie Schuckenbrock ..... 324-2166**

**PASTOR - Father Jason Doke..... 324-5545**

**SCHOOL SECRETARY – Kelly Crane .....324-2166**

### **FACULTY**

**Carla Chlebanowski ..... Kindergarten**  
**Donicia Goheen .....Grade One & Two**  
**Debbie Niemeyer ..... Grades Three & Four**  
**Ashley Hagemeyer .....Grades Five & Six**  
**Karen Biggs ..... Grade Seven & Eight**

### **SCHOOL BOARD**

**Ryan Bibb.....324-7870**  
**Wes Charlton.....573-424-1126**  
**Danielle Freie.....470-6961**  
**Chris Grote.....470-0129**  
**Stephen Korte.....470-5212**  
**Sarah Robinson .....324-5920**

### **CAFETERIA**

**Cook –**  
**School Lunch Bookkeeper .....Susan Orf ....324-5842**

**CUSTODIAN – Martin Anders**

### **BUS DRIVERS**

**Melvin Meyer - 324-5106**  
**Bob Tepen - 470-5229**  
**Marcia Tepen - 324-5229**

## Introduction

Parents are the child's first and most important teachers. We at St. Clement School are ready to work with you to provide a Catholic education that will benefit your child for the rest of your child's life. We ask that you read through this handbook and ask any questions that you might have to help you better understand the rules that parents and children will be asked to follow.

The first part of the handbook consists of policies and regulations from the Policy and Regulation Manual for Schools of the Diocese of Jefferson City. Diocesan policy is indicated by "DSP" as in "DSP 1305" which indicates where the policy is found in the manual. Diocesan regulation is indicated by "DSR" as in "DSR 1901" which indicates where the regulation is found in the manual. The policies and regulations are identified by title and Policy or Regulation number. The second part of the handbook is titled, "St. Clement School Procedures" and is written in a different font than the first part.

### Educational Authority in the Parish

DSP 1305

The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the school advisory board. The school advisory board is an advisory board established to assist the pastor, school administrator/principal, parish pastoral council, and parish finance council in fostering the education mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal. The role of the parish pastoral council is to advise the pastor on all areas of the mission and direction of the whole parish. The school advisory board advises the pastor that the school is in harmony with the mission of the parish. The parish financial council advises in the temporal goods to insure the mission is sustained.

### Home and School Associations

DSP 1430

There must be the closest cooperation between parents and the school faculty and staff. In fulfilling their task, schools are to collaborate closely with the parents/guardians. Associations and meetings of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a home and school association to help parents/guardian in fulfilling their role as Christian educators and to provide educational assistance in Christian family living. (School) *Associations and meetings of parents are to be set up and held in high esteem.* (Code of Canon Law, Canon 796.) The home and school fulfills its purpose by supporting the school and collaborating with faculty and staff.

### Parent Communication Agreement

DSP 1810

Enrollment in a Catholic school is a privilege, not a right. Especially in the Catholic schools, an expectation of a child's enrollment is the support and close cooperation of the parent(s) or guardian(s). Should disagreements, problems, or criticisms arise, all informal efforts between the parent(s)/guardian(s) are to be used to resolve the concern.

If informal efforts are unsuccessful, the Diocese of Jefferson City and the school have a fundamentally fair, formal process to resolve differences. It is called Administrative Recourse, and details of the process can be found in this handbook. (See page 3.) A brief summary of the Administrative Recourse is: set up a face to face

meeting with the teacher, and if unsatisfied, meet face to face with the school administrator/principal, and if unsatisfied, meet face to face with the pastor.

Parent(s)/guardian(s) are requested and expected to communicate any concerns they have directly to school administration and not to express them through social media or broadly distributed email. If parent(s) or guardian(s) use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the child(ren) or ward(s) of the parent or guardian who has done so.

By enrolling children in this private, Catholic school, parents are agreeing to abide by this policy as well as all other policies and regulations of the school.

### Grievance

DSP 1901

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the school advisory board is an advisory board, it is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to "Grievances" as defined within the Administrative Recourse Procedure policy and regulation.

### Administrative Recourse

DSR 1901

#### A. Definition

A "Grievance" is a formal complaint about any serious issue regarding a school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

#### B. Purpose

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

#### C. Basic Principles

1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. (*By mutual written agreement, however, the time limits may be extended.*)
3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
4. There is to be no retaliation against any party or participant in the grievance procedure.
5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.
6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.

#### D. Procedure

##### 1. Informal Attempts at Resolution

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance.

Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against. The normal chain of authority is: (1) teacher; (2) school administrator/principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

2. Formal Grievance Procedures

In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply: (i) if the complaint relates to a school administrator/principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and (ii) if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

**LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL**

The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within fifteen (15) days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through the Administrative Recourse Procedure. The school administrator/principal will hold a meeting within seven (7) days following receipt of the written statement of grievance. The school administrator/principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

**LEVEL TWO: PASTOR**

If the grievant is dissatisfied with the school administrator's/principal's written decision, the grievant may appeal the decision in writing within five (5) days to the pastor. If the Formal Grievance Procedure begins with LEVEL TWO, the grievant shall reduce his/her complaint to writing and submit it to the pastor within fifteen (15) days following the occurrence of the event. The pastor will hold a meeting within seven (7) days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

**LEVEL THREE: CATHOLIC SCHOOL OFFICE**

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five (5) days to the Catholic School Office. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the Catholic School Office within fifteen (15) days following the occurrence of the event. The Catholic School Office or a designated representative of the superintendent of Catholic schools will hold a meeting on the matter within ten (10) days following receipt of the appeal. The Catholic School Office will render a decision in writing stating findings of fact and conclusions within ten (10) days of the hearing and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

**LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE**

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Diocesan School Recourse Committee (DSRC), a committee composed of three members appointed by the bishop. The committee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and

questions may be asked pertaining to the cause by committee members as well as the interested parties. The DSRC will render and communicate its recommendation to the bishop who will notify the Catholic School Office and the grievant of his ruling. The decision of the bishop will be final and binding.

Penalty Status During Administrative Recourse

DSP 1902

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the pastor to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request, in consultation with the Catholic School Office, can be granted or denied.

Non-Discrimination

DSP 5101

Every Catholic school in the Diocese of Jefferson City respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex or any other basis that is prohibited by law, in regard to enrollment.

Proof of Guardianship

DSP 5201

The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment.

In any situation where there is a custody agreement, the schools are to obtain the portion of that Agreement that stipulates custody and any other information pertinent for the school.

Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.

When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration.

The school administrator/principal will release the child(ren) according to the court documents and visitation documents the school has on file.

Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.

Absences and Tardies

DSP 5210

A. Absence

Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.)

An absence of more than two hours is recorded as one-half day absence.

B. Tardiness

Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.)

The school handbook specifies times for the beginning of the morning and afternoon sessions. Any pupil who arrives after either of the stated times is considered tardy.

If a student is regularly missing Mass because of arriving late (morning Mass) or leaving early (afternoon Mass) this may be taken into consideration of allowing the student to continue to be enrolled in the school.

Written Excuses

DSP 5211

When a child has been absent, the school requires a written excuse from his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegates someone to investigate the situation.

In addition, schools are encouraged to establish or continue procedures whereby a parent is expected to phone the school if a student will be absent. This call, however, does not replace the written excuse as a matter of record.

Requests for Family Reasons

DSP 5220

Parents occasionally wish to take their children out of school for several days because of family plans. The school administrator/principal and teacher(s) should discuss the child's progress and make recommendations to the parent. The school administrator/principal keeps a record of the recommendations made to the parent. The final decision, however, is the responsibility of the parent. Conditions, procedures, and time limits for making up work are to be specified in writing.

Confidentiality

DSP 5260

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the schools that are part of the Diocese of Jefferson City operate under a "spirit of confidentiality." This means that outside of the seal of confession between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law;
2. Matters involving the health and safety of the student or any person;
3. Serious moral issues;
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with school administrator.

The school administrator/principal, after consultation with the Catholic School Office, may chose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

Catholic Faith and Moral Standard

DSP 5305

As a condition of initial and continued enrollment as a student in the schools that are a part of the Diocese of Jefferson City, a student's conduct, both in and outside of school, must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, reputation and welfare of other students or employees and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

If a student chooses to continually profess being an agnostic or atheist or hostile to the teachings of the Catholic Church in a manner that is belligerent and harming the institution's abilities to maintain a Catholic identity and promote the Catholic faith, this student may be expelled from school.

Prohibition of Corporal Punishment

DSR 5310

Corporal punishment is not used under any circumstances in the diocesan schools. The school administrator/principal is responsible to report immediately to the superintendent of Catholic schools any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided.

### Weapons and Dangerous Instruments

DSP 5315

The possession, conveyance, use, or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, employees, and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools are to formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement.

### Dismissal and Expulsion

DSP 5360

The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the student in the process of expulsion or dismissal.

The term "expulsion" is:

Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is:

Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).

In cases of serious misconduct which could lead to expulsion, the parents are so advised immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies which can help the student with his/her difficulties. Careful documentation must be kept of all disciplinary proceedings.

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal, normally in consultation with the pastor, can immediately suspend a student until a final decision is made. (See DSP 5355.)

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor regarding the dismissal or expulsion. All dismissal and/or expulsions must be reviewed with the Catholic School Office for compliance with the law and diocesan policies and regulations. A statement of dismissal or expulsion is made in writing, including the reasons for the dismissal and a complete listing of dates and efforts made to help the student to avert dismissal.

### Dismissal and Expulsion

DSR 5360

If a dismissal or expulsion is pending, the superintendent of Catholic schools is to be notified immediately. The superintendent of Catholic schools will review the case, consult legal counsel if necessary, and make recommendations back to the school.

### Release of Individual Students From School

DSP 5370

Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.

In the case where only one parent has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school. The school personnel must follow the most recent written agreement/order regarding custody.



A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.

Parent/Teacher/Student Conferences

DSP 5405

It is highly recommended that each school plan to have conferences at reporting time at least once a year. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.

Promotion and Retention

DSP 5410

All promotions, regular and special, are decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parents and with the child, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parents, the final responsibility for a student's promotion or retention rests with the school administrator/principal.

During conferences and in a follow-up letter, the parents/guardians and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, is to be communicated to the parents/guardian. If the parents/guardians do not agree with the school administrator's/principal's decision, the school administrator/principal and the parents/guardians shall meet to discuss the rationale for the decision. While parent/guardian input is valued, it is ultimately the school administrator's/principal's decision whether to promote a student.

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education program is not offered, the school administrator/principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance.

Drug/Medication Administration

DSP 5520

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian.

Each school must have a written policy in regard to oral medication administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools are required to keep the medication in a locked cabinet.)

Alcohol Use at School Related Events

DSP 5545

No alcohol may be present or consumed at events where children and youth are the primary focus. For example: field trips, school carnivals, school picnics, school sponsored athletic events, etc.

Students with Special Needs

DSP 5701

If a student with special needs (categorized such as EMR (Educable Mentally Retarded), EEN (exceptional educational needs), or other similar classification, or having a serious physical disability) applies for admission and/or is in need of special placement and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the superintendent of Catholic schools so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee can be convened by the Catholic School Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the superintendent of Catholic schools and/or associate superintendent of schools, the local administrator(s), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the superintendent of Catholic schools or associate superintendent, if deemed beneficial, when a parent disagrees with a local school decision.

### Harassment/Bullying

DSP 5820

All Catholic schools part of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school shall be subjected to any type of harassment/bullying.

Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Sexual harassment deserves special mention.

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
2. No student shall be subject to sexual harassment as a student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the superintendent of Catholic schools and/or chancellor and/or review administrator and shall be thoroughly investigated by the school principal after consultation with and direction from the Superintendent of Catholic schools.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith.

### Sexual Abuse of Minors

DSP 5825

PASTORAL POLICY REGARDING ALLEGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY

#### INTRODUCTION

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to

address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. (1) For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.

It is the policy of the Diocese that no person with a substantiated allegation (2) of sexual abuse of a minor will serve as a member of the clergy in active ministry or hold a position working in proximity to children as an employee or volunteer in the Diocese or in any parish, school or agency of the Diocese. All priests, deacons and other church personnel who minister in the Diocese are expected to be familiar with this policy and to comply with the procedures adopted to implement the policy. The Diocese will make available the resources required to implement the policy and procedures. By following this policy, the Diocese hopes to offer spiritual and psychological assistance as needed to any victim/survivor and to respect the civil and canonical rights of the accused while seeking to assist him or her. Proceedings pursuant to this policy shall be conducted in compliance with civil law and in accordance with ecclesiastical law; in particular the *motu proprio*, *Sacramentorum Sanctitatis Tutela* of Pope John Paul II, the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* of the USCCB, and the *Code of Canon Law*.

A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the Chancery Office and asking to speak with the Review Administrator or by writing to the Chancery Office. The address and telephone numbers are as follows:

Mr. Mike Berendzen  
Review Administrator  
Diocese of Jefferson City  
Alphonse J. Schwartze Memorial Catholic Center  
2207 W. Main  
P.O. Box 104900  
Jefferson City, MO 65110-4900  
Telephone: 573-635-9127 (ext. 224)

(The remainder of this policy is available in the St. Clement School office and a copy will be sent or given to parents/guardians upon request.)

#### Non-Catholic Student Participation

DSP 6235

Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

#### Educational Outings, Field Trips, 8<sup>th</sup> Grade Trips and Senior Trips

DSP 6301

Field trips and outings are to be learning experiences; they are also privileges. Each teacher or moderator, in advance, explains to the school administrator/principal the proposed field trip, including student preparation, plans for supervision and transportation, and student follow-up activities. If approved, the teacher follows the local procedures for the distribution and return of the field trip forms with parental signatures.

A school may, but is not required to, sponsor an end of year 8<sup>th</sup> grade trip. If it does, then the school must be ultimately responsible for the planning and implementation, including the assigning of chaperones and the

establishment of rules. In addition, school personnel must be on the trip. If the school does not sponsor the trip, then DSP 6306 is to be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, then the school name is not to be used. The school tax identification number is not used in any way for this trip, and any contracts are not to use the school name.

#### Educational Outings, Field Trips, 8<sup>th</sup> Grade Trips and Senior Trips

DSR 6301

All field trips and outings must be pre-approved by the local school administrator/principal. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent is to include the basic information on the trip, such as where they are going, times, chaperones and mode of transportation.

No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator/principal. The Diocese of Jefferson City sample Field Trip Permission Slip is included in Appendix #6301.

#### Chaperones and Drivers for Field Trips, Athletic Events and Other Off-Campus School Activities DSP 6305

**Schools should take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus school activities.**

An adequate number of responsible adult chaperones are to accompany the students. Ordinarily at least one adult will accompany every five students in the lower grades and every 10 in the upper grades - but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged.

When appropriate, schools should use bus transportation by an insured carrier for off-campus school sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These circumstances could include the fact that there is a small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle is used, the following criteria shall apply:

1. drivers must be a parent/guardian of a student;
2. drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting;
3. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);
5. drivers must complete the *Protecting God's Children* program and read and sign the *Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors*;
6. the vehicle must have a valid registration and meet state safety requirements; and
7. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

All drivers should be given a copy of the above criteria. In addition, these criteria should be printed in the Parent Handbook.

Volunteer drivers must provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. The documents shall be kept on file by the school. The school shall also maintain a record of each event and date when each volunteer driver transports students.

#### Student Internet, E-mail and Other Technology Use

DSP 6425

All schools allowing students to have access to the Internet, e-mail and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

1. Internet, e-mail and other technology access and use in school is a privilege, not a right.
2. The use is always to be consistent with Catholic teaching, doctrine, morality and values.
3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Catholic mission.
4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Catholic and legal standards.
5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.
6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Catholic and legal standards.
7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.
8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Catholic standards.
9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.

In addition to the above, the school, after consultation with the Catholic School Office, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings, verbal or pictorial, on such websites as *Facebook*, *YouTube*, *Snapchat*, *Twitter*, *Instagram*, and other social networking sites, etc. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

#### Athletics

DSP 6610

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City shall reflect the values of, and be consistent with the mission and principles of the Catholic Schools and the Diocese.

#### Athletics

DSR 6610

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City (referred to collectively as “Catholic Schools”) will participate in the Play Like a Champion Today program.

**The Play Like a Champion Today program is an initiative of the University of Notre Dame focused on promoting a positive sports culture for all young people. The program focuses on:**

1. Athletics as ministry to children and families.
2. Building teams as moral communities.
3. Promoting moral growth and gospel-oriented character development on and off the field.
4. Spiritual development linking play to prayer.

All coaches and assistant coaches, whether paid or volunteer, in programs sponsored by Catholic Schools will participate in at least one Play Like a Champion today coaches workshop. Coaches will also need to actively promote the values and philosophy of the program through their coaching.

Physical education teachers in Catholic Schools will participate in the Play Like a Champion Today coaches workshop in order to foster the same values and philosophy in their teaching.

At least one parent of any student who wishes to participate in any athletic team will participate in a one-time parent training session prior to their child being allowed to participate in athletics programs. Parents will be required to participate in training only once.

Principals of each Catholic School that offers athletic programs will be responsible for overseeing the Play Like a Champion Today program, assuring that all coaches, physical education teachers and parents take part in the required training programs. Evaluation of coaches and physical education teachers by principals will assure that these coaches and teachers are integrating the goals of the program into their ministry of coaching/teaching. Principals may delegate responsibility for various aspects of the program to other employees (i.e. assistant principals, athletic directors or secretaries), but will retain overall responsibility for the implementation of the program in their schools.

The Catholic School Office will work in conjunction with Catholic Schools to provide training opportunities for coaches, physical education teachers and parents as well as to maintain a comprehensive database of coaches, teachers and parents who have participated in the training.

## **ST. CLEMENT SCHOOL PROCEDURES**

### **ABSENCES**

When a child returns to St. Clement School after an absence, a written excuse stating the date, reason for the absence, and a signature of parent or guardian is required. A telephone call, text or e-mail from the parent to the teacher or principal explaining the absence is requested on the day of the absence. Parents may be called if the school has not been notified that the child will be absent.

### **ADMISSION REQUIREMENTS**

A child must be five years of age before August 1 to enter kindergarten, and must be six years of age before August 1 to enter Grade 1. Readiness for entry into kindergarten will be evaluated by the school. Prior to admission to St. Clement School all students must be appropriately immunized for DPT, Polio, Measles, Mumps, Rubella and Hepatitis B.

When a student transfers to St. Clement School from another school, parents shall supply transcripts, immunization records, behavioral records or any other documents as required by the principal. Based on these records, if the child has an unacceptable background of substance abuse or behavioral patterns, the parents will be asked to sign a special behavioral agreement with conditions, prepared by the principal for enrollment in St. Clement School.

### **AFTERCARE**

Students may stay at school after school is out in a supplementary day care program. The program will be available from 3:10 pm until 5:30 pm, Monday through Friday. The fees for the program will be set each year. A snack will be provided.

### **ANNOUNCEMENTS**

Announcements which concern the entire school are given to the oldest child of the family in a large brown envelope or folder, provided by the school. The school may require a parent signature to show that the information has been received and returned to school the following day. The school produces periodic Newsletters which are included with the church bulletin.

## **ATTENDANCE**

To assure continuous educational growth, the school urges regular attendance.

1. Classes begin at 8:00 am. Children eating breakfast are to be at school by 7:45 am. Children who arrive after 7:45 am who have not had breakfast may be allowed to eat toast and milk. Otherwise, students will go directly to the classroom.
2. Children who arrive after the 8:00 am bell are considered tardy and may face disciplinary action if late for school more than one day per month. A student who arrives at school after 10:00 am is considered absent for half the day(DSP 5210). A student who arrives at school after 12:45 pm is considered absent for half the day and tardy for the afternoon session. A student who is present until at least 10 am will be counted as present for half the day. A student who is present until at least 1:30 m will be counted as present for the entire day.
3. Classes will be dismissed at 3:10 pm. School will dismiss at 1:00 pm on days designated for faculty meetings. Parents are to check the school calendar for exact dates (normally the last Monday of each month).
4. Parents are asked to arrange for all doctor and dental appointments on days when school is not in session. However, if this is impossible, a child will be excused to keep an appointment, but is to be in attendance the rest of the day.
5. A student is allowed to leave the school premises only with a written notice from the parents and the knowledge and permission of the principal. The school accepts no responsibility for any child who leaves the school premises without permission of the principal. Parents or guardians who pick up a student before school is dismissed will be required to sign a log form showing the date, time and purpose of the absence.

## **BOOKS**

All textbooks and workbooks for classroom use are furnished by the school. All textbooks must be covered at all times. Covers may be purchased or homemade. Books will be sent home to be covered as needed. There is a book fee to help defray the expenses of books and also classroom supplies, diocesan fees, copy paper, and testing.

## **BOOK BAGS**

Each child shall use some type of book bag for the protection of books and papers. Any book damaged or lost must be paid for by the student.

## **CALENDAR**

The annual term consists of at least 174 student attendance days and at least eight in-service days for the faculty. Extra days are included in the calendar for snow days. The school principal receives suggestions from faculty and board members, plans the school calendar, and presents it to the board for review.

The school day consists of six hours of instruction per day, in addition to lunch and recess. If school is dismissed because of inclement weather after school has been in session for four or more hours, that day shall count as a full day. If school has been in session for two hours or more but less than four hours, that session shall be counted as one-half day.

Each family receives a copy of the yearly calendar. A monthly calendar containing events and other information is sent home before the beginning of each month.

### **CLASS INTERRUPTIONS**

All persons having business in the school must report to the office. Classes are not to be disturbed at any time during the school day. In justice to the pupils entrusted to the school, it is necessary that all school time be devoted to instructional purposes. All meetings and calls are to be arranged with teachers outside of regular school hours UNLESS IT IS AN EMERGENCY. Parents are to attempt to give messages for the teacher to the child before he/she leaves for school to insure that proper instructions will be given, rather than calling during the day. This will also help to minimize classroom interruption. If plans change the parent is to call the school office during the school day and ask that a message be given to the teacher or to a student.

### **CLASSROOM SIZES**

Classroom sizes of not more than 25 students will be maintained with exceptions approved by the principal.

### **CLOSING OF SCHOOL**

Sometimes it will be necessary to call off or close school because of emergency conditions such as ice or snow. Should school be dismissed, parents will be contacted at a phone number they designate. Information on school closings will also be shared with the media and posted on the school's webpage. **Parents are asked not to call the school** as the phone must be kept free to make necessary contacts to bus drivers and arrangements for dismissing. Parents must make it clear to each child what he/she must do if school must dismiss early.

### **COMMUNICABLE DISEASES**

If a communicable disease is suspected, the student will be sent home and should be seen by a physician. Once diagnosis is made, he/she will not be admitted back to school until danger of contagion has passed and/or 24 hours following last occurrence of fever or sickness. Upon detection of head lice in the school, parents will be notified, and the student will be sent home along with information regarding treatment. The student will not be allowed back to school until he/she has had treatment for the lice, is nit free with documentation from doctor or health agency.

### **CONTROLLED SUBSTANCES**

The school has educational programs for drug and alcohol abuse prevention, including the D.A.R.E. program offered by the Sheriff's Department for grades 5 and 6. No illegal or look alike illegal drugs or alcohol are tolerated on school property or at any school functions at any time.

### **CUSTODY**

In any situation where there is a custody agreement, the school is to obtain the portion of that Agreement that stipulates custody and any other information pertinent for the school. Parents are to notify the school immediately of any change in the Agreement.

When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and that he or she consents to this action.

The school will release the child(ren) according to the court documents and visitation documents the school has on file.



## **DISCIPLINARY REGULATIONS**

Catholic education is concerned not only with the full development of the intellect, but also with the establishment of sound Christian principles and with norms of conduct derived from the teachings of Christ. Practice in SELF-DISCIPLINE is a necessary part of a school curriculum. Discipline means making disciples of. This implies that someone is following an example because one wants to rather than because one is forced to. The St. Clement School goal is that students follow the example of Jesus Christ. That means putting God first, others second, and oneself third. It means being willing to be a servant to others. It means courtesy for others. Good conduct thus is an attitude of caring and concern, of sincerity and love toward each other. Discipline also involves one's being able to control one's actions when no adult is around, as well as when a teacher or other adult is present. What a person believes and values is expressed in the way he/she lives and relates to others. Students are to follow the principles of natural courtesy as well as those of Christian charity. This calls for respect for any person regardless of age or status, but especially for those in authority—teachers, volunteer aides, bus drivers, etc. It also calls for respect and proper care of one's own as well as other persons' property and possessions. Respect is manifested not only in action but in words, gestures, facial expressions, etc.

Children will make mistakes and will need guidance and direction. In ordinary instances this will be given by the teacher. If the matter is such that the teacher deems it advisable or necessary to contact the parents, the parents will cooperate with the teacher and the principal in working through the problem. If parents feel a problem exists, they are to consult with the teacher before involving the principal, and only after both contacts fail to produce satisfactory results is the pastor to be called.

A student will normally not be suspended by the principal until there has been a conference with the parents, or preferably with the parents and student. In-school suspension is the norm except in extreme circumstances where out-of-school suspension is deemed to be necessary. For In-school suspension, the parents will be billed for any additional expense caused by hiring a substitute teacher to supervise students assigned an In-school suspension.

In cases of serious misconduct which may lead to dismissal or expulsion, the parents shall be advised immediately and in writing, and urged to take advantage of assistance from school or other social service agencies which may help the student with his/her difficulties.

## **EMERGENCY CARE**

An emergency medical care form must be completed for each child and returned to school annually. This form gives permission to the school to proceed with emergency medical care when necessary. When a student becomes ill or meets with a serious accident, the teacher or principal will contact the parent or guardian immediately. If the parent or guardian cannot be reached, and/or the child's condition demands immediate attention, the teacher or principal will call for emergency medical help.

## **EXTRA-CURRICULAR ACTIVITIES**

St. Clement School offers extra-curricular activities, including speech, and soccer. These activities teach self-discipline, good sportsmanship, and fairness. Participation, skill development, and teamwork shall be emphasized more than competition. Christian values and behavior shall be stressed. In order to give school staff maximum control and use of their valuable time, students must be picked up from events within a short time after the

activity ends. If parents are unable to pick up a child right away, some other suitable arrangements should be made to insure supervision.

### **FIELD TRIPS**

St. Clement School provides field trips and outings as learning experiences. Field trips are privileges, and are limited to those students with satisfactory class work and self-discipline. Students will ride to the place or places to be visited on the field trip in either a parish/school vehicle or in designated private vehicles driven by parents. If a private passenger vehicle is to be used, the following criteria shall apply:

1. drivers must be a parent/guardian of a student;
2. drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting;
3. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);
5. regular drivers (those transporting students three or more times in one school year) must complete the *Protecting God's Children* program and read and sign the *Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors*;
6. the vehicle must have a valid registration and meet state safety requirements; and
7. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

All drivers should be given a copy of the above criteria. In addition, these criteria should be printed in the Parent Handbook.

Volunteer drivers must provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. The documents shall be kept on file by the school. The school shall also maintain a record of each event and date when each volunteer driver transports students.

A parent or guardian may take his/her child(ren) home from the field trip, provided that a written note is presented to the teacher.

Students who are transported on field trips in private vehicles may not view movies or videos unless prior approval has been given by the principal. Students may not use or possess any electronic devices or games while on the field trip unless the teacher has reviewed and approved all music and games that are accessible on the electronic devices. Cell phones will be allowed at the teacher's discretion.

### **FOOD SERVICE PROGRAM**

A lunch and breakfast program is offered at St. Clement School for all students. Students may choose whether they wish to eat breakfast at school; however, all students are to purchase the lunch the school provides. Eligible families may receive free or reduced price meals. All families will receive an application at the beginning of the school year. Families are encouraged to apply to determine if they qualify. All families should return the application form even if they don't qualify or don't wish to be included.

### **HEALTH**

All students attending St. Clement School must be properly immunized. The County Health Department's office may provide an immunization clinic at the school during the school year. Clinics may also be held for vision, hearing, and scoliosis screening. The Missouri Department for Dental Health may offer a dental examination during the year. Parents will be informed of screening results and are encouraged to seek professional care as results indicate. Student immunization records are kept on file in the school office.

### **HOME AND SCHOOL**

Parents of St. Clement School students are asked to participate in the St. Clement Home and School Association. This organization is neither a policy-making body nor primarily a fund-raising body; however, funds are generated throughout the year to provide for many needs of the school. The St. Clement Home and School Association normally meets four times per school year. Parental help during the school year is requested and expected.

### **HOMEWORK**

Students will ordinarily have homework. This may be written work or study. The purpose of homework is to give the child some responsibility in developing good habits and study skills, and also help the parents to be aware of what the child is learning. The approximate time that should be devoted to homework on a daily basis is as follows:

Kindergarten .....	10 to 20 minutes
Grades 1 & 2 .....	15 to 30 minutes
Grades 3 & 4 .....	30 to 45 minutes
Grades 5 & 6 .....	45 to 60 minutes
Grades 7 & 8 .....	60 to 90 minutes

Parents should make an inquiry of their child each evening regarding homework. A certain time and place should be set aside. There is a lack of application if the child consistently denies having any homework, and the parent may need to request a conference with the teacher. The child's teacher is to be notified if the amount of homework seems to be excessive for the child. If an emergency arises and homework cannot be completed, send a note with the child telling the teacher the reason. The child will then be given an extra day to complete the work. Assignment notebooks are required in grades 3-8 and are to be purchased at school. Parents should check assignments. Some teachers ask for parents to initial tests and assignment notebooks.

Homework may be assigned over a weekend, but it should follow the time guidelines above. Homework should be reduced when a test is scheduled for the next day.

### **HUMAN SEXUALITY**

It is diocesan policy that the schools include the teaching of human sexuality as part of the curriculum. Parents are informed of topics and discussion papers are sent home. Parents are encouraged to use these in discussion with their child(ren). Parents as primary educators should take an active part in the teaching of sexuality. All materials and videos are available for screening at the school.

### **KINDERGARTEN**

St. Clement School offers an all-day kindergarten program. The teacher provides for individualized and small group instruction, which helps to diagnose each child's needs and interests. The curriculum includes reading readiness, math, language arts, creative activities and religion, which are scheduled daily, with science, social studies, physical education, art and music being taught several days a week. A rest time is scheduled every afternoon the first semester. A snack and juice or milk is offered in the afternoon.

All clothing for a kindergarten student is to be marked. This includes boots (mark both), mittens, sweaters, tennis shoes, etc. The child should be shown the markings in his/her clothing so he/she will be able to identify his/her own clothing. Boots are to be large enough to slip on easily. Boots may be worn to and from school only. Tennis shoes or dress shoes are to be worn in the classroom. It is most helpful if a child is able to put on his/her own coat or sweater.

Additional information regarding kindergarten may be found in Bridging Home And School, an informational booklet for families of kindergarten students.

### **LIBRARY**

The school library is available for the use of the children. It is staffed by volunteers. Books are checked out for one week. It is possible to renew a book for a second week. For lost books, the borrower will be charged a minimum of \$5 for soft cover and \$10 for hardcover books. Should the lost book be returned to the school, a portion of the charge will be refunded.

### **MEDICATION**

Prescription drugs must be brought to school with a note from the parent explaining the administration of the drug and consenting for the drug to be kept at school and administered by school officials or by the child. Children who are on long-term drug medication will need to provide written information and permission at the beginning of each school year. Prescription drugs must be kept in a locked cabinet.

Non-prescription drugs must be brought to school in an original container with the child's name on the container. Written directions for the administration of the non-prescription drug must be provided by the parent/guardian. St. Clement School will not provide non-prescription drugs for students.

### **OUTDOOR PLAY**

Children should be encouraged to play outdoors when weather permits. Fresh air and exercise are essential to maintain good health. If a parent wishes to have the child remain inside due to health reasons, the parent must send a note to the teacher, stating the reason why the child may not play outdoors. Children must have suitable clothing for the weather.

### **PARISH COMMITMENT**

School families have a moral responsibility to support the parish. Non-Catholics are to pay a set amount per month (per family) for the 9 months of the school year. All school families are expected to participate in school fund raisers and other school events.

### **PHONES**

No teacher or child will be called from class to take a telephone call except in case of emergency. Messages, however, will be delivered to teachers and students. Return calls will be made at the earliest convenience. Students must pay for long distance calls unless such calls are requested by the teacher or the principal. Students are not allowed to have cellular phones on their persons or in their desks while at school, unless they are being used for a specific educational purpose as directed by a teacher. All calls directed to the principal will be answered immediately, if the principal is available; otherwise, they will be returned at the earliest opportunity. All calls from parents during school hours are to be made to the school office.

## **REGISTRATION**

Students attending St. Clement School are automatically registered for the next school year. Parents are asked to inform the school office by May 1 if the child will not be returning. Payment of one-half of the book and technology fee is due on May 1. The second half is due on the first day of school. Fees are nonrefundable.

The following fees are required of each student: Book fee, lunch fee, technology fee, snack fee (kindergarten students only), breakfast fee (if applicable), and a bus fee (if applicable). Fee amounts are set each year and may be adjusted during the school year if necessary.

## **REPORT CARDS**

Report cards are issued to the students approximately every nine weeks. Report cards should be carefully studied by the parents and then returned to the teacher. The parents are invited to discuss any school problem with the teacher, preferably by appointment. Parents are to check the box provided on the card if a conference is requested and to call for an appointment. Parents are also notified of student progress through mid-quarter reports.

## **SCHOOL ADVISORY BOARD**

The school board is a consultative body, advisory to the pastor and principal, and subject to regulations from the diocesan superintendent of schools. The school advisory board is responsible for formulating and communicating policies for the school.

Members of the school advisory board consist of the pastor, the principal, and six or more members elected by members of St. Clement Parish and non-parishioners whose children attend St. Clement School. Elections are held at Mass one weekend in the month of May. Each member serves a term of three years.

## **SCHOOL PHOTOGRAPHS**

A professional photographer is scheduled to be at school during the first semester, usually in August or September. Students will be informed of the date. Group pictures will be taken in spring.

## **SCHOOL RECORDS**

Parents can access records for their child. School records consist of academic transcripts, academic testing, and an emergency sheet. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The school needs custody information and arrangements readily accessible on file in the school office.

## **SCHOOL SUPPLIES**

A list of supplies needed will be provided to the parents. Paper for grades K through 3 is furnished by the school. NOTE: When purchasing paper for grades 4 through 8, take care to get the standard-size 8x10½ wide-ruled. The use of spiral paper is restricted to notebook assignments.

Clipboards and large loose leaf binders (trapper keepers) are generally not allowed in all classrooms. Refer to the supply list for specific grades. Children's papers are to be kept in folders. Each student must have a book bag and use it daily. Assignment notebooks are required for grades 3-8.

## **SPIRITUAL LIFE**

Liturgy is an important part of spiritual development. The children normally attend Mass three days each week. Students in grades three and above prepare liturgies regularly. All students are expected to attend school liturgies. **All families are expected to attend Sunday liturgy with their children.**

Reconciliation is to be encouraged by the parents. Students are given opportunities for reconciliation as often as once each month. The children should continue to receive this sacrament regularly during the summer. The cooperation of the parents is required to instill in the children a love for the sacraments, and to build up the habit of frequent reception.

Sacramental preparation for First Confession and First Communion begins in second grade. Prior to preparation, a meeting is held with the parents, teachers, and pastor. Students are then instructed for the sacraments by their teacher and parents. The children meet with the pastor to determine readiness. Reception of the Eucharist is scheduled with the group during the Easter Season, or if parents so desire, the child may receive the sacrament individually when ready.

All students, both Catholic and non-Catholic, participate in religious education classes and attend Mass.

## **SPORTS**

Participation in sports is an extra-curricular activity provided for the students as part of the total development of the parish. Participation is a privilege earned by the fulfillment of the requirements set forth by the school.

The sport of soccer shall have a specific length of season, from the first allowed practice to the final game. Soccer season shall not exceed twelve (12) weeks. Starting and ending dates shall be determined by the school administrator.

Coaches for teams shall be provided by the school, whether on a paid or volunteer basis, and shall adhere to all rules and regulations of the school and any governing bodies of the sport being played. All coaches shall be under the supervision of the school administrator or the administrator's duly appointed representative.

7<sup>th</sup> and 8<sup>th</sup> Grade students may participate in extra-curricular activities at Bowling Green Middle School. Parents will be responsible for getting the students to practices and to games. Students will be expected to represent St. Clement School well in these activities and must maintain acceptable behavior while at Bowling Green Middle School or while participating in these activities. The student must meet all academic requirements to participate and must follow all guidelines and rules of the Missouri State High School Activities Association.

The following are requirements for eligibility to participate in extra-curricular activities:

1. The student must be enrolled at St. Clement School or an active member of St. Clement Parish to be eligible to practice with and play on a St. Clement School sponsored sport.
2. The student must display satisfactory progress in all subject areas and conduct. Standards for satisfactory progress and any disciplinary time periods are determined by the principal and faculty.
3. Students normally shall compete at their appropriate grade levels only. In the case of insufficient numbers of participants at a higher grade level, students in the next lower grade may be moved up to compete at the next higher grade level. If a

- team has enough players, students will not be allowed to move up more than one level.
4. Students are required to be in school the day of the activity in order to participate.

### **STUDENT PARTIES**

The school does not sanction or approve of birthday parties that are not all-inclusive. Permission must be obtained from the teacher before invitations to parties may be given out at school. The school assumes no responsibility for parties involving students outside of school hours.

### **SUPERVISION**

Children are supervised by an adult both inside and outside the building. It is the school's policy for students to arrive at school no sooner than 7:15 a.m. and to be picked up no later than 3:30 p.m., unless staying for a school activity with supervision. The school will not be responsible if a child is injured on school property during an unsupervised time.

### **TECHNOLOGY**

Technology facilitates the expansion of educational opportunity for teachers, administrators and students in St. Clement School. Instruction in the use of computers provides students with skills and practice time to help them make the best use of technology as a tool for increased learning and productivity. Use of technology is inclusive of all students and integrated into all curricular areas. It is used as a vehicle of analysis, research, creativity and communication in the light of the values and teachings of the Catholic Church.

Devices are available for use by all students, under the direction and supervision of their teacher and the principal. Students are allowed to use the internet only with the supervision of a teacher, and must follow the school policy for internet use. (See DSP 6425 on page 10-11 of this handbook.)

### **TESTING PROGRAM**

The complete testing program for an elementary school child in the diocese of Jefferson City consists of the following:

1. A pre-screening test is given to children registering for kindergarten.
2. Kindergarten students are given a school-readiness test at the end of the year.
3. Achievement Tests are given to students in grades 3 through 8 during the first quarter of the school year.

### **TRANSFER STUDENTS**

The school office will request a student's cumulative record or will forward records to any parochial school in the diocese of Jefferson City. If transfers are being made to a public school or to a school outside the diocese, a copy of our cumulative record will be sent upon the signed request of the parent. The transfer of records may be delayed if there are outstanding fees that are unpaid.

Children entering school are to present report cards from the last school attended. Children leaving school will be given report cards and any partially used workbooks.

### **TRANSPORTATION**

Bus transportation is available for most families who wish to use this service. Those who ride the bus are to pay a monthly bus fee per family. Payment is to be paid monthly in advance, due on the first day of the month. If payment is not made or adequate arrangements made, service will be suspended until all bus fees are brought current.

Students are to obey the following rules and regulations while on the bus:

1. Every student must be seated at all times. Seat belts are to be worn and properly adjusted while students are riding the bus.
2. No abusive language, rowdiness, fighting, etc.
3. Books must be in the possession of the students, not in the aisles.
4. Nothing other than books is to be taken out of a book bag.
5. Any orders or direction given by the driver must be obeyed promptly.
6. No heads, hands, etc. shall be hanging out the window at any time.
7. No eating, drinking or gum chewing is allowed on the bus.
8. No electronic devices may be used by the students on the bus.

Normal Consequences of Infringement of Rules:

- 1<sup>st</sup> complaint – a verbal warning to the student
- 2<sup>nd</sup> complaint – a written notification to parents
- 3<sup>rd</sup> complaint – the offender may not ride the bus for one day
- 4<sup>th</sup> complaint – the student is off the bus for one week

The principal reserves the right to set consequences. Students may not get off at a different stop without a written note from the parents to the teacher. The teacher will then give the note to the office.

If the child will not be riding the bus in the morning, he/she is to notify the person getting on the bus ahead of him/her or call the driver, so that the driver does not stop and wait.

Students not riding buses after school must be picked up by parents upon dismissal. Students are not to remain after school to play on school grounds unless they are enrolled in the AfterCare program.

## **UNIFORMS**

It was decided many years ago to require school uniforms at St. Clement School. Their purpose was two-fold, to remove the socio-economic pressures on students to have the latest “status” clothing and to identify the students as members of St. Clement Parish and School. Uniforms may be purchased from a variety of manufacturers but the skirt for the girl’s uniform is available Famously Yours Uniform Company, which is the company the school has been using for many years.

Uniforms for St. Clement School are as follows:

The regular uniform for boys is:

Navy uniform pants

Navy uniform shorts (may be worn from the start of school until Nov. 1 and from March 16 to the end of school)

White oxford shirt (long or short sleeve)

White knit shirt (long or short sleeve, polo or turtleneck)

Plain dark belt (black, brown, or navy), must be worn with any pants/shorts with belt loops

Navy or gray sweater (optional)

St. Clement sweatshirt (optional)



Shoes may be canvas or leather in white, navy, black, gray or brown (small amounts of other colors are allowed, but those colors must be muted and no neon or loud colors will be allowed), shoes that light up or have characters on them are not allowed  
Socks may be white, black, brown or navy and must be visible above the shoe line

The dress uniform for boys is: a navy tie with an oxford shirt and navy pants, dress shoes are suggested

The regular uniform for girls is:

Navy pants or pleated skirts-shorts or a liner or leggings or tights (white, navy, or gray) must be worn under any skirts

Leggings or tights must be worn with skirts from Nov. until March 16

Navy shorts, skorts or Capri pants (may be worn from the start of school until Nov. 1 and from March 16 to the end of school) (skirt, skort or short lengths may not be shorter than three inches above the knee when measured from a kneeling position)

White oxford shirt (long or short sleeve)

White knit shirts (long or short sleeve, polo or turtleneck)

Plain dark belt (black, brown, navy, or school plaid), must be worn with any clothing that has belt loops

Navy or gray sweater (optional)

St. Clement sweatshirt (optional)

Shoes may be canvas or leather in white, navy, black, gray or brown (small amounts of other colors are allowed, but those colors must be muted and no neon or loud colors will be allowed) boots may not be worn in the classroom

Socks may be white, black, brown or navy and must be visible above the shoe line

Hair accessories are to be of school colors (navy, white, or gray), black or school plaid.

The dress uniform for girls is:

Jumper (grades K-2) skirt (grades 3-8)

May wear pantyhose, nylons, ankle/knee socks or footies

Leggings or tights must be worn from Nov. 1 until March 16

Navy V-neck sleeveless sweater vest (grades 3-8)

White oxford shirt (long or short sleeves)

Hair accessories are to be of school colors (navy, white, or gray) or black, or the school plaid.

The purpose of a uniform is for all student clothing to look the same, or uniform. Students may not physically change their appearance, nor wear any items that would distract them or their classmates from study. Non-essential clothing items may be required to be removed at the discretion of the teacher or principal. Some items that are not allowed are:

No sandals or shoes with cartoon characters or lights

No boots of any kind

No hair of unusual or unnatural coloring

No article of clothing may be worn that advertises inappropriate items or that has inappropriate words

Only St. Clement Sweatshirts may be worn in the classroom

If a student wears a non-uniform article to school he/she will be informed that the item does not conform and may not be worn again. School personnel may ask that the item be removed or may offer a replacement article that is acceptable and ask the student to change. In the case of unavoidable necessity, a parent may send a note explaining the situation and

the student may be excused for that day. A second or repeated violation of the uniform code may disqualify the student from participating in the next blue jean day and/or may have other consequences.

Dress uniform and non-uniform days are announced on the monthly calendar, by email, Facebook, and Option C. Students will wear the dress uniform when attending a funeral Mass (grades 3 through 8). Notes and alerts are given when there is a funeral Mass, and teachers remind the students. Should a student forget the dress uniform, a parent will be called and asked to bring the dress uniform. Several days throughout the year are designated as blue jean days. Students may wear blue jeans and a non-uniform shirt. Special St. Clement t-shirts may be worn on Fridays. **Shirts are to be tucked in at all times.**

Used uniforms are kept in the school basement for sale during the year. Parents are welcome to come and pick out any used uniforms that they can use. Donations are accepted but not required.

### **VACATIONS**

We encourage parents to take vacations during the summer months to avoid excessive absences and to help the child to keep up with school work. If families choose to take a vacation during the school year, the school will not prepare any work to be taken along on the vacation. Homework and classwork will be collected during the absence and given to the student upon the child's return to class. All work to be completed and counted for a grade must be turned in to the teacher one week after the return to class. Any work not completed by that time will not be made up and cannot be made up to be graded. Exceptions to this limit may be made if both the teacher and principal approve but under no circumstances will the time be extended beyond two weeks after the child returns to class.

### **VIRTUS—PROTECTING GOD'S CHILDREN**

In conformity with the U.S. Catholic Bishops' *Charter for the Protection of Children and Young People*, all school personnel, paid or volunteer, must attend the Protecting God's Children "VIRTUS" program.

### **VOLUNTEER PROGRAM**

Volunteers are a necessary and important part of St. Clement School's successful operation. A form is available for parents to volunteer their time and talents in various capacities. These indispensable volunteers perform various functions.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

The possession of a weapon or other dangerous instrument by a student is strictly prohibited. If, in the judgement of the principal, the weapon or instrument is capable of seriously injuring any other person, a report will be filed with law enforcement. Possession of a weapon or other dangerous instrument by a student will result in disciplinary action ranging from suspension from school or from riding the bus, to expulsion from school.

### **WELLNESS PLAN**

St. Clement School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Students will have access to healthful foods and opportunities to be physically active to combat obesity, prevent unhealthy eating habits, and control risk factors for diseases caused by those habits. St. Clement School has adopted a Children's Wellness

Plans to achieve those goals. Parents are encouraged to also follow nutrition guidelines and recommendations

## **ST. CLEMENT SCHOOL'S HANDBOOK AND COVENANT AGREEMENT BETWEEN PARENTS, STUDENTS, AND ST. CLEMENT CATHOLIC SCHOOL**

The Church identifies three authors of education: parents, the community, and the Church. Parents have the most serious obligation, provide the first knowledge of God, and lead their child to knowledge of the wider community. The community has certain rights and obligations in the education of youth for the common good of society and so provides schools. The Church has a duty to educate so that they “promote for all people the complete perfection of the human person, the good of earthly society and the building of a world that is more human.” (Declaration of Christian Education, 3.)

At Baptism, parents accept the responsibility of training their child in the practice of the faith. Godparents promise to assist them, and the whole community also promises to assist with the responsibility. “Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children...” (Canon 793.1)

Catholic schools are in partnership with the family in proclaiming and witnessing to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. This partnership works best when parents respect the beliefs of the Church and live lives in a manner that reflects these beliefs. If parents reject the beliefs of the Church or live lives in conflict with these teachings, catechizing young people becomes very difficult.

“Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly...” (Canon 796.2)

Parents at St. Clement Catholic School, aware then, of the dignity of the holy parental call, and with a reverent awe for that responsibility which is theirs, commit themselves to be, in word and example, the first and best teacher of their children in the faith. Practically, this means they will:

- Understand the authentic teachings of Jesus as taught by the Catholic church will be part of their child’s education and formation;
- To the best of their ability respect the teachings of the Church and help their children respect the Church and its teachings;
- Regularly participate in the Sunday Eucharist with their family (if not Catholic, support their children’s participation in the Church of Baptism), include prayer in their daily life and form their children in the faith;
- Commit to speaking frequently with their children about God and to include prayer in their daily home life;
- Participate in and cooperate with St. Clement Catholic School in programs that enable them as parents to take an active role in the religious education of their children, including sacramental preparation for Catholic children;
- Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school;
- Teach their children by word and example to have a love and concern for the needs of others;

- Practice stewardship of time, talent, treasure, and meet their financial responsibilities in support of the school and parish.

St. Clement Catholic School enters into a relationship of trust with each school family. This handbook provides the school’s framework for this trust relationship, setting out policies and regulations for the orderly, safe, and effective spiritual and academic formation of children.

*I hereby acknowledge that I have read the St. Clement School Handbook and will abide by these regulations, that I have had an opportunity to ask questions about its contents, and that I will fulfill my responsibilities as the primary educator of my child as outlined in this covenant of trust.*

Parent Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*I will fulfill my duties as a student at St. Clement Catholic School and abide by the regulations in this handbook.*

Student Signatures:

\_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

***(A copy of this Parent Handbook and Covenant Agreement is to be signed and returned to St. Clement School.)***

(Families that are new to St. Clement School will receive a printed copy of the Parent & Student Handbook. A complete electronic version of the current handbook can be accessed via the school website or by requesting it with a written or electronic request.)