

ST. CLEMENT SCHOOL

PARENT & STUDENT

HANDBOOK

2026-2027

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

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Laurie Rapp.....Grade 1 & 2
Debbie Niemeyer.....Grades 3 & 4
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Elizabeth Schroeder.....Grades 7-8
Laurie SchuckenbrockMusic / Title 1
Wendy Boenker.....PE Grades K-8

SUPPORT STAFF

Jessi Pazdera.....Aftercare Supervisor/Para
Missy Dempsey.....Para

ADVISORY COUNCIL

Matt Scherder
Amy Jo Biggs
Bradley Raney
Sarah Robinson
Georgia Hearn
Nichi Orf

CAFETERIA

Cook – Debbie Akers
Assistant Cook – Carolyn Anderson
School Lunch Bookkeeper -Susan Orf

CUSTODIAN –

BUS DRIVERS

Bob Tepen and Marcia Tepen

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 might 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 diocesan Catholic school administrator/principal, and consults the parish school advisory council. The parish school advisory council is an advisory body established to assist the pastor, school administrator/principal, parish pastoral council, and parish finance council in fostering the educational mission, goals and objectives of the 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 parish school advisory council advises the pastor to ensure the school is in harmony with the mission of the parish. The parish finance council advises in the temporal goods to ensure the mission is sustained.

Home and School Associations

DSP 1430

In fulfilling their mission, diocesan Catholic schools shall collaborate with parents/guardians. Associations of parents/guardians shall be established and held in high esteem. Each 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/guardians are to be set up and held in high esteem," Code of Canon Law, Canon 796. The home and school association fulfills its purpose by supporting the school and collaborating with faculty and personnel.

Parent Communication Agreement

DSP 1810

Enrollment in a diocesan Catholic school is a privilege, not a right. Especially in the schools, a condition of a child's enrollment is the parents/guardians support of the school, and close cooperation of the parents/guardians with the school. Should disagreements, problems, or criticisms arise, all informal efforts between the parents/guardians and school shall be used to resolve the concern. If informal efforts are unsuccessful, the diocese and the school have a fundamentally fair, formal process to resolve differences, Administrative Recourse. (See DSR 1901.) (Schools shall indicate the page number on which this is found in their parent/guardian/student handbook.) A brief summary of Administrative Recourse is: set up a face-to-face meeting with the teacher; if unsatisfied, meet face-to-face with the school administrator/principal; and if unsatisfied, meet face-to-face with the pastor; if unsatisfied, the complaint will move to the diocesan level. Parents/guardians 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 or any form of digital media. If parents/guardians 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 student of the parent/guardian who has done so. By enrolling children in a diocesan Catholic school, parents/guardians are agreeing to abide and support the school and its policies and regulations

Grievance

DSP 1901

Any serious grievance regarding a diocesan Catholic school or its personnel that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through Administrative Recourse. In its role as an advisory council, rather than a governing board, the parish school advisory council is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the council for advice on a serious issue. Administrative Recourse 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. Administrative Recourse is specifically limited to grievances as defined within the Administrative Recourse regulation.

Administrative Recourse

DSR 1901

A. Definition

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

B. Purpose

The primary purpose of Administrative Recourse shall be 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 of the formal procedures shall be considered a maximum and every effort shall be made to expedite the process. The failure of a grievant to act within the prescribed timeframes will act as a bar to any further appeal and the school administrator/principal’s failure to give a decision within the timeframes shall permit the grievant to proceed to the next step. (See procedure below.) 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 Administrative Recourse.
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 grievant shall not pursue a grievance through the formal procedures outlined in this policy unless the grievant has first engaged in informal attempts with the normal chain of authority (teacher, school administrator/ principal, pastor) to reconcile the difference beginning with the person whom the grievance is against. 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 procedures outlined below shall be observed. For complaints to be resolved through these procedures, the following shall apply: if the complaint relates to a school administrator/principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; 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 15 days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through Administrative Recourse. The school administrator/principal will hold a meeting within seven 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 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/principal's written decision, the grievant may appeal the decision in writing within five days to the pastor. If the formal procedure begins with LEVEL TWO, the grievant shall put their complaint in writing and submit it to the pastor within 15 days following the occurrence of the event. The pastor will hold a meeting within seven 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 days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

LEVEL THREE: CATHOLIC SCHOOLS OFFICE

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five days to the Catholic Schools Office. If the formal procedure begins with LEVEL THREE, the grievant shall put their complaint to writing and submit it to the Catholic Schools Office within 15 days following the occurrence of the event. The Catholic Schools Office or a designated representative of the superintendent will hold a meeting within 10 days following receipt of the appeal. The Catholic Schools Office will render a decision in writing stating findings of fact and conclusions within 10 days of the meeting and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal

LEVEL FOUR: OFFICE OF THE BISHOP

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five days to the bishop. The bishop or his designee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than 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 the bishop as well as the interested parties. The bishop will render and communicate his recommendation to the Catholic Schools Office and the grievant of his ruling. The decision of the bishop shall be final and binding

The penalty for a violation of a diocesan Catholic school or diocesan policy or regulation shall be enforced during Administrative Recourse. However, a request can be made to the pastor to speed up the procedure. Either the grievant or the person whom the grievance is against can make this request. The request, in consultation with the Catholic Schools Office, can be granted or denied

Non-Discrimination

DSP 5101

Every diocesan Catholic school shall respect the dignity of each individual and, therefore, shall not discriminate on the basis of race, nationality, sex or any other basis that is prohibited by law, in regard to enrollment.

High School Admission Priority

DSP 5107

Ordinarily, families who reside in the following communities or send students to the following diocesan Catholic elementary schools shall enroll students in the designated diocesan Catholic high school. In case of special circumstances, families may appeal this designation to the Catholic Schools Office. Families in the “Choice of School” column may attend the high school of their preference.

Designated Diocesan Catholic High School

Helias Catholic High School
Eldon, Sacred Heart
Folk, St. Anthony of Padua
Frankenstein, Our Lady Help of Christians
Freeburg, Holy Family
Holts Summit, St. Andrew
Jefferson City, Cathedral of St. Joseph
Jefferson City, Immaculate Conception
Jefferson City, St. Peter
Linn, St. George
Loose Creek, Immaculate Conception
Mary’s Home, Our Lady of Snows
Osage Bend, St. Margaret of Antioch
Rich Fountain, Sacred Heart
Russellville, St. Michael
Taos, St. Francis Xavier
St. Martins, St. Martin St. Thomas,
St. Thomas the Apostle
Wardsville, St. Stanislaus

Fr. Tolton Regional Catholic High School
Boonville, Ss. Peter & Paul
Columbia, Our Lady of Lourdes
Columbia, Sacred Heart
Columbia, St. Thomas More Newman Center
Mexico, St. Brendan
Martinsburg, St. Joseph
Montgomery City, Immaculate Conception
Moberly, St. Pius X

Choice of School Ashland California, Annunciation Fulton, St. Peter Hermann, St. George Tipton, St. Andrew With Sacred Heart, Sedalia being another option

Proof of Guardianship

DSP 5201

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

When there is a custody agreement, the schools shall obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.

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

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

The school administrator/principal shall release the student according to the court documents and visitation documents the school has on file.

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

Absence and Tardiness

DSP 5210

Absenteeism of a diocesan Catholic school student shall be determined at the local level by the pastor and administrator/principal. Suggested limits may include five days per quarter, 10 days per semester and/or 20 days overall. Excessive tardiness of a diocesan Catholic school student shall be determined at the local level by the pastor and administrator/principal. A policy addressing excessive absences and tardiness shall be included in the school's parent/guardian/student handbook.

Written Excuses

DSP 5211

When a diocesan Catholic school student has been absent, the school requires a written excuse from the parent/guardian. All notes concerning absences are kept on file until the end of the school year. If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal shall investigate or delegate someone to investigate the situation. Schools are encouraged to establish a policy requiring "Return to School" documentation from a medical professional after a period of illness (e.g., if a student misses more than three days due to illness, documentation is required for return to school).

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

Requests for Family Reasons

DSP 5220

Parent/guardians of diocesan Catholic school students may occasionally wish to take their child out of school for several days because of family plans. The school administrator/principal and teacher(s) shall discuss the child's progress and make recommendations to the parent/guardian. The school administrator/principal keeps a record of the recommendations made to the parent/guardian. The final decision, however, is the responsibility of the parent/guardian. Conditions, procedures, and time limits for making-up schoolwork shall be specified in writing.

Confidentiality

DSP 5260

Rather than strict confidentiality in regard to student and school personnel communication (verbal and written), the diocesan Catholic schools operate under a "spirit of confidentiality." Therefore, 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:

- information that concerns violation of the law;
- matters involving the health and safety of the student or any person;
- serious moral issues;
- any other matter raising serious enough concern in the mind of the employee that they believe it is important to share the information with school administrator/principal.

The school administrator/principal, after consultation with the Catholic Schools Office, may choose to disclose the information to parents/guardians, 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 diocesan Catholic schools, 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 personnel 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.

Prohibition of Corporal Punishment

DSR 5310

Corporal punishment is not used under any circumstances in any diocesan Catholic school. 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 diocesan Catholic school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, personnel and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools shall formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement.

Violence/Self Harm

DSP 5325

To maintain the health, safety, and welfare of all persons associated with diocesan Catholic schools (e.g., students, teachers, personnel, parents, volunteers, etc.), any display of violent behavior, which may include but not be limited to, the verbal and/or physical threat to do harm to one's self or to another person shall be promptly and severely addressed.

If a diocesan Catholic school student displays any violent behavior (which may include but not limited to verbal and/or physical threat to do harm to one's self or to another person), the following protocol shall be followed:

- Parents/guardians must be notified of the incident and asked to remove the child from the school until further notice. If warranted by the situation, the Missouri Department of Health and Senior Services Children's Division or local law enforcement may also be notified.
- The student must be seen by a qualified mental health professional as soon as possible.
- Return of the student to school shall not be considered by the pastor or the administrator/principal until written evaluation, from a qualified mental health professional which assures the student is not threat to him/herself or others has been provided to the school, and reviewed by the Catholic Schools Office.
- Providing a written evaluation does not guarantee readmission to the school.
- The pastor and/or school administrator/principal may require ongoing counseling, direct communication with a treating mental health professional, etc. as required for readmission into the school.
- Failure of parents/guardians or the student to follow-through with required treatment may result in dismissal from the school.

Smart Devices

DSP 5335

For all diocesan Catholic school students in pre-kindergarten through eighth grade, personal "smart" devices or any electronic device other than a school-issued device are not to be used during the school day either on campus or during school events (i.e., field trips). A smart device is any device that can be connected to the internet, including but not limited to cell phones, tablets, computers, watches, glasses, earbuds, etc..

Phones, tablets, computers, watches, earbuds, etc. used by diocesan Catholic school students on campus or during a school event on a school day will be confiscated by school personnel and held in the school office. Return of the device and student consequences will be established by local school policy.

The school is not responsible for personal devices. While school administration does strive to keep confiscated items secure, it is the responsibility of the student to follow policies and to refrain from bringing the device to school, if possible.

In the event that a parent/guardian needs to get a message to a student during the school day, such messages can be left with the school office, who will in turn communicate with the student.

For students who need their phones immediately after the school day, phones are not banned from the property, but must stay turned off and in a backpack, locker, etc. for the entirety of the school day.

Students shall be held accountable for information shared using electronic devices while on school property and during school sponsored events.

Expulsion

DSP 5360

The 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.

The term "expulsion" is:

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

In cases of serious misconduct which could lead to expulsion, the parent/guardians shall be 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 their difficulties. Careful documentation shall 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 expulsion. All expulsions must be reviewed with the Catholic Schools Office for compliance with the law and diocesan policies and regulations. A statement of expulsion shall be made in writing, including the reasons for the expulsion and a complete listing of dates and efforts made to help the student to avert expulsion.

Expulsion

DSR 5360

If an expulsion of a diocesan Catholic school student is pending, the Catholic Schools Office shall be notified immediately. The Catholic Schools Office shall review the case, consult legal counsel if necessary, and make recommendations to the school administrator/principal and/or pastor.

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 required that each diocesan Catholic school plan to have conferences at grade-reporting time at least once a year for students in grades PreK–8. These conferences provide the opportunity to discuss and explore various aspects of the student’s growth and development.

Promotion and Retention

DSP 5410

All grade-level promotions for diocesan Catholic school students (regular and special) shall be decided by the school administrator/principal in light of the teacher’s recommendation and in consultation with the parent/guardian and with the student, 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 parent/guardian and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student’s teachers and parent/guardian, 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 parent/guardian and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, shall be communicated to the parent/guardian. If the parent/guardian does not agree with the school administrator/principal’s decision, the school administrator/principal and the parent/guardian shall meet to discuss the rationale for the decision. It is ultimately the school administrator/principal’s decision whether or not 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 a parent/guardian who are aware that a special education program is not offered, the school administrator/principal and parent/guardian shall sign a written agreement concerning promotion and retention procedures for the student 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 a diocesan Catholic school in compliance with the written instructions and consent of the student’s parent/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. All drugs, whether over-the-counter or prescribed, must be kept in the school office/ nurse’s office, and NOT in the possession of a student.

Each school must have a written policy in regarding to oral drug 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 periodic review of the instructions, storing of the drugs, record keeping and 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 drugs 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.

Student Abortion

DSP 5550

If a diocesan Catholic school student has participated in an abortion, or has helped in obtaining an abortion — acts contrary to Catholic teaching — the school shall respond immediately in a Catholic, pastoral way. The hurting individual is in need of the kind of reconciliation and pastoral care that a Catholic school can provide. Therefore, school administrators/principals shall consult with the pastor, the school chaplain and/or the Catholic Schools Office for guidance in these situations.

If rumors exist or information is provided to the diocesan Catholic school about the possibility of a student abortion, the pastor, school chaplain, school administrator/principal and the Catholic Schools Office shall be

contacted immediately. The school shall use reasonable means within a student's right to privacy, to determine whether or not there is any truth to the accusation, and to contact the parent/guardian immediately to inform them and to verify facts with them.

If there is credible information that the student did participate in an abortion (whether the student be the mother or the father), the immediate response of the school —in keeping with diocesan policy — shall be to schedule a conference with the student and parent/guardian to set up a counseling program which shall include spiritual direction.

If this plan is rejected by the student and parent/guardian, and no corresponding program as agreed upon by the school is established, this lack of cooperation would indicate that the presence of the student in the school would no longer be beneficial to either party.

Student Pregnancy

DSP 5552

If a diocesan Catholic school student is found to be pregnant, the school shall respond immediately in a Catholic, pastoral way. It shall be the intent of the school to be supportive and not to interrupt the education of the student. The pregnant student and the father of the child are in need of the kind of pastoral care that a Catholic school can provide, including love and understanding.

If a diocesan Catholic school student is pregnant, the immediate response of the school is — in compliance with diocesan policy — shall be to schedule a conference with the student and parent/guardian to set up a counseling program which shall include medical, spiritual, and perhaps, psychological guidance.

It shall be a joint decision of the school and parent/guardian as to whether or not the student shall continue her education in the school, and for how long.

If the counseling plan is rejected by the student and parent/guardian, and no corresponding program as agreed upon by the school is established, this lack of cooperation would indicate that the presence of the student in the school would no longer be beneficial to either party.

If the father of the child is known and is a student in a diocesan Catholic school, the same procedure shall be followed with him.

If a current male student is fathering a child, but the mother is not a student, the policy applies to the father in a similar way.

Students with Special Needs

DSP 5701

If a student with special needs — categorized such as Educable Mentally Handicapped (EMH), exceptional educational needs (EEN), or other similar classification, or having a serious physical disability — applies for admission in a diocesan Catholic school 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 school administrator/principal shall immediately consult with the Catholic Schools Office 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 shall be made to meet the total needs of the student. A review committee can be convened by the Catholic Schools Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the Catholic Schools Office, the school administrator/principal, parent/guardian, counselor, pastor and other designated professionals. It shall be the purpose of the review committee to help the school make a decision. This review committee can also be convened or reconvened by the Catholic Schools Office, if deemed beneficial, when a parent/guardian disagrees with a local school decision.

The diocese defines an accommodation as a change in teaching, materials, assignment length, etc. that allows a student's learning needs to be met while leaving the standards being taught unchanged. Accommodations are provided to students after the student is tested to determine learning needs and a learning plan has been

established through the teachers and school administrator/principal and agreed to by the parent/guardian. Accommodations require no noting on a report card, but shall be disclosed to any subsequent school the student attends. Modifications result when a student's learning needs are such that the actual content of a class must be changed (often in addition to other accommodations). When modifications are required, it must be noted on the student's report card. Use of an alternate grading scale is considered a modification and shall be noted on the student's report card.

Harassment/Bullying

DSP 5820

Harassment is defined as any unwanted and unwelcome behavior that interferes with a 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 in diocesan Catholic schools shall be addressed using appropriate disciplinary consequences, counseling methods and parent/guardian contact and involvement in accordance with the nature and frequency of the offense. Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. Bullying behavior is repeated and habitual. One essential prerequisite is the perception (by the bully or by others) of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets.

Sexual harassment deserves special mention. 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. No student shall be subject to sexual harassment as a student. Any student or personnel who engages in sexual harassment shall be subject to severe disciplinary measures. Any student who believes that they are being sexually harassed shall immediately report such information to the school administrator/principal or other school official. Any information reported shall be treated as confidential. All claims of sexual harassment shall be immediately reported to the Catholic Schools Office and/or chancellor, and shall be thoroughly investigated by the school administrator/principal after consultation with and direction from the Catholic Schools Office.

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

Safe Environment Requirements

DSP 5825

SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS WHOSE DUTIES INCLUDE CONTACT WITH MINORS Official Policy of the Diocese of Jefferson City DSR 5825 All diocesan Catholic school volunteers whose duties include contact with minors shall comply with the following prior to volunteering: complete a Protecting God's Children (VIRTUS) workshop in-person or online; agree to a national background screening that evaluates any history related to criminal charges, and agree to automatic rescreening every three months; and read, consent to and sign the Code of Pastoral Conduct.

Effective July 1, 2021, all parents/guardians of K-8 students shall complete these requirements. In some instances, parents/guardians may be exempt from some requirements. These instances must be approved through the Catholic Schools Office and the Office of Child and Youth Protection.

School administrators/principals and pastors are responsible for ensuring all parents/guardians and volunteers are properly screened according to applicable standards of the safe environment program.

If the Office of Child and Youth Protection is alerted to an issue with a parent/guardian or volunteer's background check or screening, they shall notify the superintendent. The superintendent shall notify the pastor and school administrator/principal regarding the situation.

Working with the pastor and the school administrator/principal, the superintendent shall notify the parent/guardian or volunteer in writing regarding the level of accessibility they will be allowed in regard to the school and school

events. The school administrator/principal shall also notify the student's teacher and any necessary personnel as to parent/ guardian and/or volunteer's level of accessibility.

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 canon law.

Educational Outings, Field Trips, 8th Grade Trips and Senior Trips

DSR 6301

All diocesan Catholic school field trips and outings shall be pre-approved by the school administrator/principal. The written consent of parents/guardians must be obtained for every student participating in a field trip or outing. The consent shall include basic information about the trip, including destination, times, chaperones and mode of transportation. No student shall participate in outings or field trips unless a signed parent/guardian permission slip for the specific event is on file with the school administrator/principal. A 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

.Diocesan Catholic schools shall 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 shall accompany the students. Ordinarily, at least one adult will accompany every five students in the lower grades and every 10 students in the upper grades; some situations (e.g., travel with younger students) may require more supervision. Trips involving a great deal of travel shall be discouraged.

When appropriate, schools shall use bus transportation by an insured carrier for off-campus school-sponsored events. There are circumstances for which a school administrator/principal may determine that transportation in private passenger vehicles is appropriate (e.g., a small number of students involved in an activity, cost of commercial transportation, etc.). If a private passenger vehicle is used, the following criteria shall apply:

- Drivers must be a parent/guardian of a student; teachers and other personnel shall not drive students other than their own children on school trips of any kind.
- 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.
- Drivers must have a valid, non-probationary driver's license and no physical disability that shall impair the ability to drive safely.
- Drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (See Appendix #6305: Agreement to Transport Students.).
- Drivers must complete the diocesan safe environment training.
- The vehicle must have a valid registration and meet state safety requirements.
- The vehicle must be insured for minimum liability limits of \$100,000 per person/\$300,000 per occurrence.

All drivers shall be given a copy of the above criteria.

Volunteer drivers must provide the school with copies of a valid driver's license, 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 diocesan Catholic schools allowing students to have access to the internet, email and other technology shall have a written policy regarding usage in the parent/guardian/student handbooks. This content of this policy shall include, at a minimum, the following statements:

- Internet, email and other technology access and use in school is a privilege, not a right.
- Use of technology access shall to be consistent with Catholic teaching, doctrine, morality and values.
- Students shall not use the internet, email or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with Catholic doctrine and practices.
- Students shall not use the internet, email or other technology for the purpose of violating copyright law, including, but is not limited to, copyrighted software, text, graphics or music. Such action shall be considered theft and is in violation of Catholic and legal standards.
- Students shall not use the internet, email or other technology for the purpose of plagiarism.
- Students shall not attempt to gain access to resources belonging to others, including, but is not limited to, passwords, email, personal files, and restricted or secure internet sites. This shall be considered theft and is in violation of Catholic and legal standards.
- Students shall not use the internet, email or other technology to transmit information about the school or the school-governed facilities, other than their own email address, including, but is not limited to, school personnel names and addresses.
- Students shall not use devices or technology to record (video/audio) on school property or at school events without prior permission from administration.
- The school reserves the right to review any materials (email, files, other correspondence) sent or received via the internet, email or other technology for appropriateness in light of legal, ethical and Catholic standards.
- Any violation of this policy is also considered a violation of the school discipline code and is subject to school disciplinary action.
- The privilege of the internet, email or other technology use can be suspended or revoked at any time by administration.

In addition to the above, the school, after consultation with the Catholic Schools 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 personnel and/or students. This includes any such negative postings (verbal or pictorial) on such websites as Facebook, YouTube, Snapchat, Twitter, Instagram, TikTok and other social networking sites. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard

Athletics

DSP 6610

All athletic programs offered through diocesan Catholic schools shall reflect the values of, and be consistent with the mission and principles of the schools and the diocese. All students, parents/guardians, leaders, coaches and referees will sign a code of conduct prior to participation in any athletic event/team sponsored by a diocesan school. Additionally, schools may require all involved with an extracurricular activity (including athletics) to agree to sportsmanship training prior to the start of the activity.

Athletics

DSR 6610

All athletic programs offered through diocesan Catholic schools shall ensure their programs meet the following criteria:

1. Sports are viewed as ministry to students and families.
2. Teams are seen as moral communities.
3. Moral growth and character development are emphasized.
4. Spiritual development is expected.

All coaches and assistant coaches, whether paid or volunteer, will be expected to imitate Christ through their coaching.

School administrators/principals who participate in any athletic program shall be responsible for assuring that all coaches, physical education teachers and parents/guardians meet the behavior standards. Evaluation of coaches

and physical education teachers by school administrators/principals shall assure that these coaches and teachers are integrating these goals into their ministry of coaching/teaching.

School administrators/principals may delegate responsibility for various aspects of the program to other personnel (e.g., assistant principals, athletic directors or secretaries), but shall retain overall responsibility for the implementation of the program in their schools. Additionally, when a diocesan school facility is used for extracurricular activities (e.g., athletic games) involving diocesan schools, a designated monitor for the host school must be present. This monitor will be responsible for making sure school property is protected, and participants and attendees are behaving in ways consistent with diocesan policy. (Refer to the school facility's guidelines.).

In view of the respect for and sanctity of the celebration of the Eucharist on Sundays, holy days of obligation, and the importance of the Easter Triduum, no practices, games, or events shall be held by any diocesan Catholic school-sponsored group, team or club in the school building or playing field, or buildings the school may borrow, rent or own before noon on any Sunday or holy day of obligation, nor at any time on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday. Any games, tournaments, practices, etc. for school teams or individuals participating in a school extracurricular activity held over school holidays must have the express, written permission of the administrator/principal.

ST. CLEMENT SCHOOL PROCEDURES

ABSENCES

When a child returns to St. Clement School after an absence, a written excuse/email 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.

Absenteeism will be considered when the following limits have been reached: (5) five days per quarter, (10) ten days per semester and/or (20) twenty days overall. When these limits occur, the school will contact parents/guardians and a plan will be discussed to decrease absenteeism.

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.

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 be enrolled in the school's Aftercare Program. The program will be available from 3:15 pm until 5:30 pm, when school is in session. The fees for the program will be set each year. A snack will be provided. *Please see Aftercare Handbook and Fee schedule.*

ANNOUNCEMENTS

Announcements which concern the entire school are typically given to the oldest child of the family and may require a parent signature to show that the information was received. The school also uses the Option C system. Notifications may be sent via email, text message, and/or an automated phone call.

ATTENDANCE

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

1. Classes begin at 7:45 am. Children eating breakfast are to be at school by 7:30 am. Children who arrive after 7:30 am who have not had breakfast may be allowed to eat toast or breakfast bar, and milk. Otherwise, students will go directly to the classroom.
2. Children who arrive after the 7:45 am bell are considered tardy and may face after-school detention if late for school more than five days per month. Students arriving after 7:45 will need to be signed in by a parent or guardian. 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 pm will be counted as present for the entire day.
3. Classes will be dismissed at 3:15 pm. Typically, school will not be in session on the last Monday of every month for faculty meetings. Parents are to check the school calendar for exact dates.
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 with a written notice from 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. When it is necessary, parents are required to sign their child/ren out before they can leave the building.
6. Any change in a student's end-of-day schedule must be communicated to the school office with a written note from a parent/guardian. Unplanned situations must be communicated through email or phone call, and **acknowledged** by the school.

BOOKS

All textbooks and workbooks for classroom use are furnished by the school. All textbooks must be covered at all times. Books will be sent home to be covered as needed. The school's registration helps defray the expenses of books, classroom supplies, diocesan fees, technology support, 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 1044 student attendance hours and at least eight in-service days for the faculty. Extra hours (minimum of 36) are included in the calendar for snow days. The school principal consults with faculty and school advisory members to plan the school calendar. It is then presented to the advisory board and pastor for review.

The school day consists of approximately 7 hours of instruction, in addition to lunch and recess. If school is in session for more than 4 hours and dismissed because of inclement weather, it is considered a full school 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 send messages for the teacher with children or call the school to insure that proper instructions will be given. This will also help to minimize classroom interruption.

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 through the school's information system. Information on school closings will also be shared with the local radio station 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 dismissal. Parents are to make it clear to each child what he/she must do if school must dismiss early.

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. 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,

volunteers, 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 make mistakes and need guidance and direction. In ordinary instances this is 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 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.

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 as directed by field trip coordinators. 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. 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.

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 cell phones/smart watches/electronic devices while on field trips.

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. Children with dietary restrictions or food allergies may be allowed to bring their lunch after consulting with school administration. 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.

Unpaid Meal Policy

Any unpaid bills for breakfast/lunch may result in a meeting with the administrator and with Father to resolve the issue. All bills must be paid in full prior to the beginning of the new school year.

HEALTH AND WELLNESS

Immunizations:

The Catholic Church supports immunizations for the health of children and the common good of public health. All students attending St. Clement School must be properly immunized or be in the process of being immunized. The number of doses required will be in accordance with the regulations established by the Missouri Department of Health and Senior Services. Students may not be enrolled in school unless they are in compliance with the immunization requirements.

Screenings & Physicals:

VISION/HEARING/DENTAL- Clinics may be held during the school year to screen students for possible concerns. Prior to screening, permission forms will be sent home. Parents will be informed of screening results and possible need for referrals.

PHYSICALS- If your child has had a physical, please send a copy to school for their medical file.

Medication:

The dispensing of medication during the school day is meant for medications which cannot be given on an alternate dose schedule at home. Students may require daily medication for chronic illnesses in order to remain in school. Prescription medication must be brought to school by the parent or guardian in a pharmacy bottle and handed to the nurse (

administrator/ secretary, if nurse unavailable). The medication will be administered in accordance with the manufacturers/pharmacy label. No medications are allowed on the bus. At the end of each school year, all medication must be picked up by the parent/guardian. **Medication will not be sent home with students!** Medication that has been left at school will not be held for the next school year and must be picked up by the last day unless arrangements have been made with the nurse. During the school year, all medication shall be locked in the nurse's office.

I. Over-the-Counter Medications

- a. OTC medication may be administered to a student with completion of the "Over-the-Counter (OTC)" request form. This form may be obtained from the nurse's office. Children's chewable or adult capsule/tablet of ibuprofen/acetaminophen will be available at school for those students who have a completed OTC request form.

II. Prescription Medication

- a. The current pharmacy label will serve as the physician's order and must include the following:
 - i. Name of Medication
 - ii. Dosage
 - iii. Time of Dosage
 - iv. Method of Administration
 - v. Reason for Medication
 - vi. Length of Time to be Given
- b. The parent must also complete the "Prescription Medication Request" form that can be obtained in the nurse's office.
- c. If tablets are going to be administered, the quantity must be counted with the principal, nurse, or trained designated personnel. No more than one month's supply will be kept at school.

III. Possession and Self-Administration of Medications

A student will be permitted to possess and self-administer certain medications once the "St. Clement Contract to Self-Administer Medication" form is completed along with written consent by student's health care provider. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately; or that the student's actions may be harming his/her own health or the health and safety of other students. To possess and self-administer medications, the following requirements must be met:

- The medication was prescribed for the student by his/her physician.
- The physician has provided a care plan for the condition for which the medication is prescribed
- Authorization from the physician indicating that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician the skill level necessary to use the medication.
- The student has demonstrated proper self-administration technique to the school nurse.
- The student's parent/guardian has signed a statement authorizing self-administration and acknowledgement that the school and its employees will incur no liability as a result of any injury arising from the self-administration of such medication, unless injury is a result of negligence.

IV. Emergency Medications

- a. Emergency Epinephrine:
 - i. The school and gym are both equipped with prefilled epinephrine auto injectors. Trained employees, supervised by the school nurse, may administer in the event of a life-threatening anaphylactic reaction. Epinephrine will be administered in accordance with prescribing physician's order and guidance from current American Red Cross training. According to Section 167.621 RSMo, authorization from parent/guardian must be obtained. However, any qualified employee shall be held harmless and immune from civil liability from administering medication or medical services in good faith and according to standard medical practices.
- b. Emergency Asthma Rescue Medication
 - i. Emergency asthma albuterol inhaler and nebulizer vials are kept in the nurse's office. In the event of a life-threatening asthma episode, medication may be administered in accordance with physician's orders.

Dietary Request/Food Allergies

All dietary request or restrictions require a physician's order. This order will remain valid until a Physician's order releases student. Anaphylactic reactions will also require an "Emergency Care Plan" completed by the student's physician prior to the start of school and updated annually.

Illness During School (24 Hour Rule)

In an effort to provide a healthy learning environment, the school will follow the Missouri DHSS guidelines in determining when students should be kept home due to illness. Students with the following symptoms will be excluded from school and after-school activities until symptom free for 24 hours without fever-reducing medications:

- Fever
- Vomiting
- Diarrhea
- Persistent cough
- Rash

If a child becomes ill at school, parents are contacted, and the child is sent home. If a parent cannot be reached, the person designated on his or her "Family/Student Health Information" sheet will be called and asked to care for the student. For your child's well-being and safety, please be sure to provide the school with at least two emergency phone numbers.

Emergency Care

The "Family/Student Health Information" 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. In the event of a serious accident or illness, emergency service (911) and parent/guardian will be contacted.

Communicable Diseases

If a communicable disease is suspected, the student will be sent home and should be seen by a physician. The physician must give written permission for student to return indicating he or she is no longer contagious. This may be determined by one or more of the following: a negative test, 24 hours following last occurrence of fever or sickness, being cleared by a physician or health care agency. Examples of such diseases may include but are not limited to the following: Varicella (Chicken Pox), Conjunctivitis (Pink Eye), Ringworm, Hand-Foot-Mouth Disease, Scabies, and Impetigo.

Head Lice

Upon detection of head lice in the school, parents will be notified, and the student will be sent home, along with information regarding head lice treatment. The student will not be allowed to return to school until he/she has had treatment for lice and is nit/live lice free. Upon return to school, student will see the nurse to be checked before entering his or her classroom. If nits or live lice are still present, student will again be sent home for treatment and be reassessed when he/she returns to school. This process will continue until the student is cleared by the school nurse.

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. The child's teacher is to be notified if the amount of homework seems to be excessive. 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. 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 on certain days during the week. A rest time is scheduled every afternoon the first semester. A daily snack is also offered.

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. Students should be able to tie shoes, button, tuck and buckle independently.

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.

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 or speak with the school office, communicating 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.

REGISTRATION

Parents are to use the reenrollment form available in the Option C family portal to re-enroll students and update family information each year.

The following fees are required of each student: Book fee, lunch fee, registration 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, signed, and then returned to the teacher. Parents are invited to discuss any school problem with the teacher, preferably by appointment. Parents are to check the box provided on the envelope and call the school to schedule a conference if it is requested. Parents are also notified of student progress through mid-quarter reports.

SCHOOL ADVISORY BOARD

The school advisory 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 or June. Each member serves a term of three years.

SCHOOL PHOTOGRAPHS

A 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 request copies of 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 copies of the academic records and 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. Each student must have a book bag and use it daily-

SECURITY CAMERAS

Security cameras are installed in the main hallways on both levels of the school building, as well as outside of the school and parish center. No cameras are to be placed in areas that are not public, such as restrooms and locker rooms. Cameras are to be used as a tool to help facilitate a safe and secure school environment.

SEARCHES

Student lockers/desks are the property of St. Clement School. SCS retains the right to periodically inspect lockers and desks. Students may be asked to open their bookbag, and if they refuse, the bookbag will be placed in the
[office.<https://diojeffcity.org/wp-content/uploads/2025/04/2025-Catholic-Schools-Policy-Manual.pdf>](https://diojeffcity.org/wp-content/uploads/2025/04/2025-Catholic-Schools-Policy-Manual.pdf)

SMART DEVICES

Students are not allowed to have cell phones or smart watches at school. For students who need their phones immediately after the school day, phones are not banned from the property, but must stay turned off and in the office. for the entirety of the school day. They will then be given to the student as they are picked up or to the bus driver until they reach their destination.

Phones, tablets, computers, watches, earbuds, etc. used by diocesan Catholic school students on campus or during a school event on a school day will be confiscated by school personnel and held in the school office. Return of the device and student consequences will be a phone call to the parent and the parent will need to pick up the device. Any further transgressions will result in possible ISS. The school is not responsible for personal devices. While school administration does strive to keep confiscated items secure, it is the responsibility of the student to follow policies and to refrain from bringing the device to school, if possible.

In the event that a parent/guardian needs to get a message to a student during the school day, such messages can be left with the school office, who will in turn communicate with the student. Students shall be held accountable for information shared using electronic devices while on school property and during school sponsored events.

SPIRITUAL LIFE

Liturgy is an important part of spiritual development. The children normally attend Mass two 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 during the school year. 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. If requested by the pastor prior to the sacrament, a meeting may be held with the parents, teachers, and pastor. Students are then instructed for the sacraments by their teacher and parents. 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 in consultation with the soccer coordinator.

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.

7th and 8th 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 be 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 AND TREATS

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.

In an effort to be more health and safety conscious, St. Clement School has adopted a “No Food Treats” policy. This means no food items are to be brought into the school for birthday celebrations, holidays or other special occasion. Additionally, no food will be allowed on the bus, and limited use of food will be allowed for classroom celebrations and rewards. Our aim is to limit potential dangers of exposure to life-threatening food allergies. Alternative suggestions include pencils, stickers, small trinkets, etc.

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 earlier than 7:15 a.m. (unless parent makes arrangements with administration) and to be picked up no later than 3:30 p.m., unless staying for a school activity with supervision. Students not picked up by 3:30 p.m. will be taken to Aftercare and parents will be charged accordingly.

St. Clement cannot supervise your child, or be responsible for their safety, outside regular school hours. Your child should not be on campus alone outside of the hours school supervision is provided, as we cannot be responsible for their well-being at those times.

TECHNOLOGY

Technology facilitates the expansion of educational opportunity for teachers, administrators and students in St. Clement School. 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.)

St. Clement School students will be held responsible for any inappropriate material accessed via the Internet and will be disciplined accordingly. Parents/guardians are responsible for reading and discussing this policy with their child/ren. Parents with concerns about Internet usage are encouraged to talk with staff regarding procedures and uses of the Internet in the classroom.

Changing settings or accessing devices/Chrome books is strictly prohibited and disciplinary action will be taken. Payment for damages incurred as a result of improper use of a device will be the responsibility of the student/parents.

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 1 through 8 during the first quarter of the school year.

TITLE 1 RESOURCES

Title 1 Resources are used to provide supplemental educational services to eligible private school students who reside within a public-school district's Title I boundaries. These services, developed in consultation with private school officials, must be equitable to those provided to public school students. The availability and the amount of funds is determined based on the results of Free and Reduced applications filled out by parents. The results are entered into a formula which then determines the funding for our school.

Title I, II, and IV funds may provide:

- Resource teacher(s) to help students within the classroom and in small group instruction.
- Professional development for administration, classroom teachers and resource teachers.
- Technology resources for students and staff.

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.

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, facing forward, 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.
1. Books must be in the possession of the students, not in the aisles.
2. Nothing, other than books, is to be taken out of a book bag.
3. Any orders or direction given by the driver must be obeyed promptly.
4. No heads, hands, etc. shall be hanging out the window or in the aisle at any time.
5. No eating, drinking or gum chewing is allowed on the bus.
6. No electronic devices may be used by the students on the bus.

Possible Consequences of Infringement of Rules:

- verbal warning to the student
- written notification to parents
- student is suspended from bus

The principal reserves the right to set consequences. With the exception of Bowling Green Middle School related activities, families are to designate one stop for drop off. Students may

not get off at a different stop without a written note from the parents to the school and bus driver.

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 at Just Me Apparel.

Uniforms for St. Clement School are as follows:

Boys and Girls:

- Shirts are to be tucked in at all times and belts are to be worn with pants/shorts with belt loops.
- Appropriate undergarments are to be worn.
- Tennis shoes may be kept at school for PE.
- NO neon colors allowed on shoes
- The school will not be responsible for lost or misplaced shoes.
- NO tight stretchy pants are to be worn as uniform slacks.

The regular uniform for boys is:

- Navy uniform pants or shorts (may be worn from the start of school until Nov. 1 and from the 3rd week of March to the end of school). No pants that have jean like features (e.g. rivets)
- White oxford shirt (long or short sleeve) or white knit shirt (long or short sleeve, polo or turtleneck)
- Plain dark belt (black, brown, or navy)
- Navy or gray sweater (optional)
- St. Clement sweatshirt (optional)
- Shoes may be canvas or leather in white, navy, black, gray or brown (one accent color is allowed, but those colors must be muted and NO neon or loud colors, characters or shoes that light up will be allowed) boots may not be worn in the classroom.
- Socks: white, black, brown or navy and must be visible above the shoe line

The dress uniform for boys is:

- a solid 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, a liner, leggings or tights (white, navy, or gray) must be worn under skirts. No pants that have jean like features (e.g. Rivets), or stretchy tight “jeggings” as slacks.
- Leggings or tights must be worn with skirts from Nov. until mid-March
- Navy shorts, skorts or Capri pants (may be worn from the start of school until Nov. 1 and from mid-March 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) or white knit shirts (long or short sleeve, polo or turtleneck). Proper undergarments must be worn under shirt when necessary.
- Plain dark belt (black, brown, navy, or school plaid)
- Navy or gray sweater (optional)
- St. Clement sweatshirt/hoodie (optional) Students may wear this if they currently already own a sweatshirt that fits their child. Sweatshirt/hoodies will be phased out after 26-27 school year. A quarter zip performance top and a quarter zip heavier top not quite sweatshirt material but a little better will be available to purchase. This is an optional item, however, students may wear in the classroom when temperatures call for something extra.
- Shoes may be canvas or leather in white, navy, black, gray or brown (one accent color is allowed, but those colors must be muted and NO neon or loud colors, characters or shoes that light up will be allowed) boots may not be worn in the classroom.
- Socks: 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 in school plaid (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 mid-March (white, navy or gray)
- Navy V-neck sleeveless sweater vest (grades 3-8)
- White oxford shirt (long or short sleeves)

Students may not physically change their appearance, nor wear any items that would distract them or their classmates from study. Boys' hair may not go below the collar. Student's hair may not cover their eyes. Non-essential clothing items may be required to be removed at the discretion of the teacher or principal. These items may include, but are not limited to:

- Boots of any kind
- Artificial fingernails or nail coloring that is distracting
- Hair of unusual or unnatural coloring
- Articles of clothing that advertise inappropriate items or have inappropriate wording
- Any other hoodie or sweatshirt than St. Clement Sweatshirts worn in the classroom (exception would be jean day or birthday pizza day) If chilled in the classroom, a SCS hoodie/ sweatshirt/ or sweater may be worn.

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. 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 result in further 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. Parents may have reasons for not wishing their students to

attend a funeral. A note should be sent to school with the student and he/she may be excused from attending. Should a student forget the dress uniform, a parent will be called and asked to bring the dress uniform. On non-uniform, or blue jean days, students may wear blue jeans and a non-uniform shirt. Special St. Clement t-shirts may be worn on designated days.

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 be obligated to 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 or 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, and parents/guardians must participate in the Protecting God's Children "VIRTUS" program. Parents / volunteers will be prompted to update their Virtus education every 2-3 years.

VOLUNTEER PROGRAM

Volunteers are a necessary and important part of St. Clement School's successful operation. 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 may receive a printed copy of the Parent & Student Handbook upon request. 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.)