

SAINT CLEMENT OF ROME

SCHOOL HANDBOOK FOR PARENTS AND STUDENTS

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Welcome to the Saint Clement of Rome Parent and Student Handbook

This Handbook has been compiled in accordance with the guidelines of the Catholic Education Office, Archdiocese of Saint Louis. Its purpose is to provide a reference to the policies, procedures, and practices of Saint Clement of Rome School, Des Peres, Missouri.

This Handbook contains established policies and procedures for the 2017-2018 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

Policies at a Glance

Uniform – Winter uniform begins on November 1st and runs through April 1st. (See pages 48-52 for detailed policy.)

Arrival – Student supervision begins at 7:30am. Late bell is 7:50am. (See page 32 for detailed policy.)

Dismissal – Students are released at 3:00pm. (See page 32 for detailed policy.)

Half-Day – Refer to the school calendar for half-day dates. Students are released at 12:00pm. (See page 38 for detailed policy.)

Communication – Call 314-822-1903 for office communications. (See page 37 for detailed policy.)

Email Communication – To email a faculty member, use the following:

1. Type first initial of your child's teacher
2. Followed by teacher's full last name
3. Followed by @stclementschoo.com

For Example:

Susan Cunningham – scunningham@stclementschoo.com

Nurse Natalie – nmayer@stclementschoo.com

Karen Kornfeld – kkornfeld@stclementschoo.com

INTRODUCTION

ALIVE IN CHRIST

On March 24, 2011, Archbishop Carlson held a summit for the leaders of Catholic Education. During his summit, he released his Pastoral Letter titled “Alive in Christ”. In his letter he states, “Jesus Christ left his disciples with this mandate: “Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you” (Mt 28:19-20). Forming children in the Catholic faith is a crucial task if the Church is going to have the ever-fresh energy needed to fulfill that mandate from Christ.”

Thank you for inviting us to assist you in the formation of your children in their Catholic faith. Our St. Clement students have a strong Catholic Identity, and it is obvious to all whom visit our school or witness our students or parents in the community. We are Alive in Christ! Please continue to model this message as Disciples of Christ throughout this school year, and in years to come.

ST. CLEMENT OF ROME EDUCATIONAL PHILOSOPHY

The educational mission of the Catholic Church seeks to prepare her members to hear, live and proclaim the Gospel Message. St. Clement of Rome School is committed to the instruction of the whole Christian person in both formal and informal educational settings which develop Catholic virtues and the skills and knowledge needed for life.

Parents are called as first educators of their children in faith and knowledge. Parents and teachers, through evangelization and in partnership, share principles of the Gospel, promote authentic Christian engagement in the world, and help to strengthen Catholic identity. The faculty and staff are lifelong learners, dedicated to faith formation and excellence in academics and communication. The individual needs of students are met, while nurturing each student’s God given talents and gifts. The curriculum maintains high academic standards and nurtures the development of a lifetime love of learning. Students are actively engaged through the use of a variety of instructional methods and emerging technologies that promote collaboration and higher-level thinking skills in an ever-changing world. Students are made aware of their role as members of the Catholic community through celebration of the Eucharist, teaching of Catholic doctrine, Catholic teaching on social justice, participation in liturgy and worship, preparation for the sacraments, and involvement in service.

The parish generously shares responsibility for creating a community of faith and provides Christian witness, resources, and leadership which support the educational mission.

ST. CLEMENT OF ROME MISSION STATEMENT

St. Clement of Rome School will successfully meet the spiritual, academic, social and emotional needs of each individual student in our care.

We Nurture the Whole Child

HANDBOOK DISCLAIMER

This Parent and Student Handbook has been compiled in accordance with the guidelines of the Catholic Education Office, Archdiocese of Saint Louis. Its purpose is to provide a reference to the policies, procedures, and practices of Saint Clement of Rome Catholic School, Des Peres, Missouri.

This Student/Parent Handbook contains established policies and procedures for the 2018-2019 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

SPIRITUAL

CATHOLIC IDENTITY

While the Catholic school is like any other school, there is one essential difference; it draws its inspiration and its strength from the Gospel in which it is rooted.

The educational process is not simply a human activity; it is a genuine Christian journey toward perfection. Our goal is to guide our students on their journey. We can help them to be happy, functioning members of their family and their school community by setting a Christian example and setting reasonable limits.

The religious dimension of the school in partnership with families strengthens the formation process. Close cooperation with parents is extremely important for the goals of the school to be achieved.

Resource document: The Religious Dimension of Education in a Catholic School.

Monsignor Michael Butler
Pastor

Mrs. Susan Cunningham
Principal

Mrs. Barbara Yoffie
Coordinator of Religious Ed.

MASS/PRAAYER SERVICES

Students attend mass regularly. Masses are scheduled through use of the liturgical calendar. Mass attendance, prayer services and special blessings may be celebrated on special feast days or during liturgical seasons.

SERVERS

It is a privilege and an important part of who we are as Catholics to participate in this ministry. Any Catholic student in grades 5th through 8th grade is eligible to become a server. Servers are expected to serve the Masses for which they are scheduled. If they cannot make it, they should arrange for a substitute. Serving appointments are made by the associate pastor who directs all aspects of this program. Please contact the rectory (965-0709) regarding this program. Servers are trained in the spring of sixth grade year or when a special request is made by an individual.

WITNESS STATEMENTS

PARENT WITNESS STATEMENT

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor...You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- **Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family**
- **Commit to speak more with my children about God and to include prayer in our daily home life**
- **Participate in and cooperate with school programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children**
- **Support the moral and social teachings of the Catholic Church to ensure consistency between home and school**
- **Teach my children by word and example to have a love and concern for the needs of others**
- **Meet my financial responsibilities in supporting St. Clement of Rome School**

*Each year parents are asked to review the Witness Statements with their child/children. Signing and returning the form(s) indicates you have reviewed and support of the Policies stated in the Parent & Student Handbook.

PARENT SIGNATURE

PARENT SIGNATURE

PRINTED NAME

PRINTED NAME

STUDENT WITNESS STATEMENT

WITNESS STATEMENT: CALLED TO BE CATHOLIC – FOR STUDENTS WHO ATTEND CATHOLIC SCHOOLS

KINDERGARTEN

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Clement of Rome School will help me grow in the Catholic Faith. I believe that:

**GOD LOVES ME. I LOVE GOD. GOD MADE EVERYTHING GOOD. I WILL PRAISE AND
THANK GOD. GOD MADE ME PART OF HIS FAMILY. I WILL BE KIND TO ALL OF
GOD'S FAMILY**

GRADES 1-2

Grace and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Clement of Rome School will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME. I PROMISE TO LOVE GOD BY:

- **LEARNING ABOUT JESUS AND HIS LOVE FOR ME**
- **PRAYING EVERY DAY**
- **SPEAKING GOD'S NAME WITH RESPECT**

GOD CREATED ME. I PROMISE TO LIVE AS A CHILD OF GOD BY:

- **OBEYING MY PARENTS/GUARDIANS AND TEACHERS**
- **BEING HONEST AND TRUTHFUL**
- **DOING WHAT IS RIGHT**

GOD MADE ME PART OF HIS FAMILY. I PROMISE TO LOVE OTHERS BY:

- **BEING RESPECTFUL OF OTHERS**
- **HELPING OTHERS IN NEED**
- **BEING KIND AND INCLUDING OTHERS WHEN I PLAY**

Student Signature _____

Parent Signature _____

GRADES 3-4

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Clement of Rome School will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME. I PROMISE TO LOVE GOD BY:

- **PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST**
- **SPENDING TIME PRAYING EACH DAY**
- **LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE TEACHINGS OF JESUS**
- **RESPECTING GOD'S NAME AND HIS CHURCH**

GOD CREATED ME. I PROMISE TO LIVE AS A CHILD OF GOD BY:

- **LEARNING WHAT JESUS EXPECTS OF ME**
- **RESPECTING MY BODY AS A GIFT FROM GOD**
- **BEING A PERSON WHO IS TRUTHFUL AND FAIR**
- **BECOMING THE BEST PERSON THAT I CAN BE**

GOD MADE MY PART OF HIS FAMILY. I PROMISE TO LOVE OTHERS BY:

- **HELPING OTHERS WHEN I KNOW THEY ARE IN NEED**
- **GIVING GOOD EXAMPLE AS JESUS DID**
- **PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENTS/GUARDIANS, TEACHERS AND CHURCH**
- **BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM**
- **INCLUDING OTHERS IN THE CLASSROOM AND ON THE PLAYGROUND**

Student Signature _____

Parent Signature _____

GRADES 5-6-7-8

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Clement of Rome School will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME. I PROMISE TO LOVE GOD BY:

- **STUDYING ABOUT GOD - FATHER, SON, AND HOLY SPIRIT - AND HIS CHURCH**
- **PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALY SUNDAY EUCHARIST**
- **DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY PRAYER**
- **FOLLOWING THE COMMANDMENTS AND BEATITUDES**
- **READING SACRED SCRIPTURE TO HELP ME UNDERSTAND GOD'S PLAN OF SALVATION**

GOD CREATED ME. I PROMISE TO LIVE AS A CHILD OF GOD BY:

- **TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT**
- **BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER OF JESUS CHRIST**
- **TAKING MORE RESPONSIBILITY FOR MY LEARNING AND BEHAVIOR**
- **VALUING MYSELF AND DEVELOPING MY GIFTS**
- **LIVING THE GIFTS OF THE HOLY SPIRIT**

GOD MADE ME PART OF HIS FAMILY. I PROMISE TO LOVE OTHERS BY:

- **SHARING MY CATHOLIC BELIEFS WITH OTHERS AND HELPING THEM LIVE RESPONSIBLY**
- **RESPECTING ALL PERSONS, PLACES AND THINGS AS GIFTS FROM GOD.**
- **GROWING IN COMPASSION BY SERVING THOSE IN NEED**
- **BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE**
- **WORKING WITH OTHERS TO HELP MAKE ST. CLEMENT SCHOOL AND PARISH A BETTER PLACE**

Student Signature _____ Parent Signature _____

ACADEMIC

CURRICULUM

Great care is given to the curriculum. Teachers spend time adapting to the needs of student groups as they transition from one grade level to the next. Faith development, leadership and communication skills receive top priority at each level. The faculty reviews the curriculum guide annually and adjusts as needed. **The school curriculum is available on our school webpage, under “About Us.”**

JUNIOR KINDERGARTEN and KINDERGARTEN

Our Junior Kindergarten and Kindergarten program provides a systematic approach to teaching basic religious, physical, social and intellectual skills at the pre-primary level. This program emphasizes language development, counting and measuring, music, art, social studies, science, physical education and basic thinking and listening skills as well as presenting the more traditional Kindergarten activities in new depth and variety. Kindergarten students receive instruction from our Physical Education, Music, STEM, Art, and Spanish teachers.

PRIMARY 1 through GRADE 4

These grade levels involve self-contained classroom teaching of most subjects. Instruction is provided in study skills, religion, art, music, STREAM, physical education, Spanish and all the basic academic areas. We believe that at this age level, interaction with a relatively limited number of teachers is most beneficial for the student.

GRADES 5 through 8

The departmental system followed in these grade levels enables students to receive quality instruction in all the basic areas: Religion, reading/literature, English, mathematics, geography/social studies, science, Spanish, art, music, and physical education. In practice it means that a child, although assigned to a specific homeroom, will be taught by several teachers during the school day.

ART PROGRAM

A full spectrum of art experiences is provided at Saint Clement School. Our program meets all recommendations of the National Art Education Association and the State of Missouri “Key Skills for Art.” Activities include art shows, painting and drawing, sculpture (including ceramics), graphics and computer technology. Eighth grade students create morning video broadcasts.

CHASTITY PROGRAM

(Formerly called Human Sexuality Program)

Policy #5103.17 of the Elementary Administrator’s Manual states that parents are the primary educators of their children in human sexuality. The elementary school supports the parents in this role by incorporating within its regular religion curriculum a chastity education program approved by the Archdiocese of St. Louis which emphasizes the moral teachings of the Church.

MUSIC PROGRAM

St. Clement School has a full-time music teacher. Students receive a comprehensive music education in line with the National Standards. The Silver Burdett and McGraw Hill music series are used.

PHYSICAL EDUCATION PROGRAM

Saint Clement of Rome School has a full time physical education teacher. Students from kindergarten through grade 8 participate in physical education twice a week. Students are given the opportunity to qualify for the President’s Physical Fitness Award Program.

SPANISH PROGRAM

Saint Clement offers a Spanish program for grades 1-5 twice a week and grades K, 6-8 once a week. This course enriches the children in foreign language study by developing speaking, writing, and listening skills. They will also learn and appreciate Hispanic culture by studying special holidays, events and traditions. The EMC Publishing series are used.

FILMS

Movies and films are used to enhance our curriculum. Only “G” rated movies will be shown.

HOMEWORK

1. Homework assignments are valuable for student learning and mental discipline. The students usually have weekday homework. This may be written or study work. The approximate time that should be devoted to homework is as follows:

Primary 1 and 2	15 to 20 minutes
Primary 3	30 to 45 minutes
Grade 4	45 to 60 minutes
Grades 5 and 6	60 to 75 minutes
Grades 7 and 8	75 to 90 minutes

2. Parents should provide the child with a suitable atmosphere in which to study. The child may be helped, but too much help may destroy the spirit of independence which is necessary for a child’s academic preparation.
3. Parents should realize that some students work more rapidly than others and may complete more assignments in school.
4. Assignments are to be complete and handed in on time to receive full credit. Incomplete work and late assignments will lower a student’s grade. Teachers may specify the due date of missed assignments (usually within two days after returning to school).

- The school provides assignment notebooks for students in Grades 3-8. It is the student's responsibility to write their assignments in their assignment notebook. Assignments for grades 5-8 are posted on teachers' homework pages.

HOMEWORK REQUEST FOR AN ABSENT STUDENT

Necessary textbooks and a list of assignments will be placed on a table outside the health room at 3:00 P.M. ONLY when requested by the parent of an absent child. This request must be made between 7:45 A.M. and 9:00 A.M. when reporting the student absent for the day. Arrangements must be made by the family of the absent student to pick up the requested materials.

SCHEDULES

JUNIOR KINDERGARTEN

Half-Day Session	7:50A.M. - 12:00P.M.	(M-F)
Extended Day Session	7:50 A.M. - 12:00 P.M.	(M-W-F) Half-Day
	7:50A.M. - 3:00P.M.	(T-TH) Full-Day
Full Day Session	7:50 A.M. - 3:00 P.M.(Daily)	

KINDERGARTEN THROUGH GRADE 8

7:40 A.M.	School doors open
7:50 A.M.	Homeroom/Tardy Bell/Class Begins
8:00 A.M.	Mass on scheduled days
11:15 A.M. - 11:50 A.M.	Lunch period and recess for Primary Grades JK, K, 1
11:45 A.M. - 12:20 P.M.	Lunch period and recess for Departmental Grades 2, 3, 4
12:10 P.M. - 12:45 P.M.	Lunch period and recess for Departmental Grades 5, 6, 7, 8
3:00 P.M.	General Dismissal

FIELD TRIPS (5202.8-5202.9) – REVISED 5/01, 5/06

The administration and faculty determine the appropriateness of school sponsored field trips:

- At least one teacher or designated faculty member will accompany students on a field trip other than with Helping Hands.
- Written consent from parents/guardian must be obtained for every child participating in a field trip. Consent forms must include the following:
 - name, location and date of the event
 - cost to student
 - mode of transportation to be used
 - name of supervisor overseeing the event

- e. parent/guardian responsibilities
- 3. Emergency procedure cards, medications and instructions for administering the medications will be sent with the teacher on the field trip.
- 4. Transportation will be by bus or private passenger vehicle. If by private passenger vehicle, the driver and vehicle must meet required criteria.

FIELD TRIPS

1. Field trips should be safe, well-planned, educational experiences that coordinate with the subject matter being taught. To insure the desired outcome of such trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purposes(s) and the goal(s) of the trip. Activities related to the field trips are encouraged upon the students return to school in order to connect the purpose of the field trip to the curriculum. An advance trip by the teacher or parent volunteer is suggested when possible.
2. Field trips are privileges. No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.
3. Supervision during the field trips is overseen by the teachers. The assigned adults accompanying the students are to assist the teachers with the supervision. Supervision of at least one (1) adult per ten (10) students is recommended. A smaller supervisory ratio may be necessary for younger children. The administration will approve the appropriate ratio after consultation with the moderators of the trip. No children are to be on a class trip except those students in the designated class. The primary responsibility of every adult supervisor is to be actively involved with the activities of the students. Adult supervisors are to help the students receive full benefits of the educational aspects of the trip. Therefore, socializing between supervisors should be minimal.
4. The selection of the field trip will be made by the homeroom teachers. Care should be taken that different grade levels do not plan identical events.
5. One half-day field trip may be planned for students in kindergarten through grade 6 per semester. Field trips may not involve leaving the metropolitan area. A full day field trip may be planned for students in Grades 7 & 8 (other grades upon approval by the principal).
6. Teachers must check with the principal for available field trip dates. All first semester field trip dates should be secured by September 30th. All second semester dates should be secured by January 30th. Approved dates are to be forwarded to Hot Lunch and Pizza coordinators.
7. Verbal permission is not acceptable. For a child to accompany his/her class on a field trip, a signed permission slip must be on file in the health room.

8. Whenever possible, bus transportation by an insured carrier should be provided. If there is not a sufficient number of students attending an off-campus school sanctioned event to warrant a bus, a private passenger vehicle may be used. If a private passenger vehicle must be used, the following criteria are recommended:
 - a. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
 - b. The vehicle should have a valid registration and meet state safety requirements.
 - c. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 for occurrence.
 - d. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
 - e. Every person in the private vehicle must have a seat belt.
 - f. Twelve passenger vehicles may not be used.
 - g. Children younger than four years of age, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 lbs. regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and who weigh at least 40 lbs. but less than 80 lbs. and are less than four feet nine inches tall must be secured in a child passenger restraint system for booster seat appropriate for the child. Children who weigh at least 80 lbs. or children taller than four feet nine inches must be secured by vehicle safety belt or booster seat appropriate for the child. (Missouri SB 872)

****Drivers should be given a copy of the above criteria. If cars are to be used, directions to the destination are to be clear, the entire group should leave at the same time, the local speed limit should be adhered to, and **no stops are to be made – going or returning – between school and destination.** All the passengers in cars must wear seat belts. **Prior to leaving, teachers are to give verbal directions to the group (parents and students) regarding the expectations of student behavior.****

LIBRARY

Library books may be checked out for one week. A borrower will be fined for overdue books. If books are not returned by the end of the school year, the student will be charged the cost of replacement.

HOMEROOM PLACEMENT

The assignment of each child to a homeroom is a process which is given great care and consideration. Our goal is to achieve a balance in each of the homerooms regarding academic ability, social and emotional needs, and an even distribution of girls and boys.

EVALUATION OF STUDENT PROGRESS

Parents may access student scores at any time through our on-line Fast Direct service. Parents and students are encouraged to use this program on a regular basis to check scores on Grade Book. As we believe student progress to be on-going, the communication between parents/teachers is not bound by specific reporting dates.

Summative e-reports are issued to indicate each student's growth and progress. We have developed specific report cards for grade levels based on developmental needs. Our reporting system includes spiritual growth, academic knowledge, social growth and study habits.

At the mid-point of each grading period, parents are encouraged to review their child's progress on-line. Teachers will also communicate each child's progress in "Work Habits", (study/organizational skills) and "Conduct", (social behavior).

GRADE LEVEL PLACEMENT

Occasionally, situations occur in which it is to the child's advantage to repeat a grade. The principal, faculty and parents will conference in this type of a situation. Students academically falling below grade level expectations may be asked to attend summer school or utilize private tutoring.

PARENT /TEACHER CONFERENCES

Parents are given opportunities to conference with their child's teachers. General conferences will be held in the fall. Optional conferences will be held in the spring. It is desirable that parents and teachers arrange for additional conferences whenever necessary. Fifth, sixth, seventh and eighth grade students attend conferences with the parents.

Appointments must be made for all conferences. If you wish to see a teacher or the principal, email or fast direct the teacher or principal directly. This will provide the opportunity for an uninterrupted session and demonstrates the mutual respect of the interested parties. **Parents are encouraged to talk with the teachers before making an appointment with the principal.**

TESTING

Students in Grades 3 through 8 will participate in the Iowa Tests of Basic Skills. This testing series will be administered to students in September. It will provide a report of individual student achievement and includes the results of a separate ability test administered to Grades 3, 4, 5, 6, 7 & 8. Individual student results will be given to parents as they become available. Faculty will review school scores to assess strengths and weaknesses of the school program.

- A kindergarten screening will be given to those children seeking enrollment into our kindergarten.
- Transfer students are screened for placement.

TRANSCRIPT REQUEST/STUDENT TRANSFER

Parents are required to sign an authorization form before student records may be sent. The faculty and administration will report the status of students on both academic and behavioral matters. Progress and report cards reflect the academic and behavioral standards of St. Clement of Rome School. There is a \$10.00 fee for the transfer of records service. Student record information will be mailed within ten working days and cannot be hand-carried.

Please notify the school office of your intention to take entrance tests to private schools if the student is below Grade Eight. An exit survey will be given to parents whose children leave our school before graduation.

SOCIAL AND EMOTIONAL

CELL PHONES/HAND-HELD COMPUTERS

Students who bring cell phones or handheld computers to school are required to leave them turned off and in their backpacks in the locker. They are NOT to be used until students are off the premises or given permission by a teacher. If a cell phone rings or is being used by a student during the school day, the child and the phone will be sent to the principal's office. Parents will be called and asked to pick up the phone from the principal. A \$10 fee will be charged.

DISCIPLINE POLICY – REVISED 5/01, 2/09

A positive, Christian climate for successful learning and the safety of students, faculty and staff are to be given paramount consideration when making decisions regarding discipline.

Students, parents and faculty sign Witness Statements and are expected to comply with all school regulations and to conduct themselves during the school day in a manner which reflects Gospel values by means of Christian behavior based upon respect and responsibility.

The principal and/or pastor is the final recourse in all disciplinary situations and may waive any or all regulations for just cause at his or her discretion.

VIRTUE BASED RESTORATIVE DISCIPLINE PROGRAM

St. Clement School has adopted the Archdiocese of St. Louis sponsored Virtue Based Restorative Discipline Program. This program is led by Lynne Lang, Director of School Climate with the Archdiocese of St. Louis. The program is described as, "*Virtue-Based Restorative Discipline offers teachers, parents, students, and schools, a way to cultivate virtue while repairing harm from bullying and other hurtful behaviors.*" There are several components of the VBRD Program. One component of the VBRD Program is to focus on a virtue for an entire marking period. The school-wide virtue of focus is discussed during weekly class meetings, highlighted weekly during a VBRD announcement, and discussed when conflict among the students occurs. Additionally, individual students, individual teachers and 3 homerooms are recognized weekly for modeling the virtue of focus.

BEHAVIOR PLAN

The success of the students at St. Clement of Rome School depends upon consistent and fair rewards for good behavior, and consistent and fair consequences for misbehavior.

The faculty and staff of St. Clement of Rome School will complete the following steps to maintain a learning environment that is both safe and conducive to learning;

Step 1: The teacher will review classroom expectations. The expectations will be specific.

Step 2: The teacher will review behaviors that are not acceptable in the school setting.

Step 3: The principal and the teacher will explain the Behavior Plan process to the students.

BEHAVIOR PLAN

1. If a student acts in an inappropriate manner, a **Warning** will be given.
2. If the misbehavior continues, the student will move to the **Safe Seat**. (If the student is sent to the Safe Seat, the teacher will place a **Mark** on his or her Student Calendar – grades 3rd – 8th only.)
3. If the misbehavior continues when the student is in the Safe Seat, the student will move to the **Buddy Room**. (Student will serve a Tuesday morning detention if sent to the Buddy Room)
4. If the student disrupts the Buddy Room, he or she will report to the **Office**.

Parents will be notified if the student is sent to the Buddy Room or Office.

Teacher is authorized to assign additional consequences for misbehavior in the school setting, such as loss of recess, delayed admittance to cafeteria for lunch, denial of attendance for school functions, etc.

SERIOUS DISCIPLINARY CONSEQUENCES (4302)

The principal, with the approval of the pastor, may determine specific reasons for administering serious disciplinary consequences of a student. The following conduct may lead to serious disciplinary consequences:

1. an individual infraction of a major school rule
2. disrespect of authority
3. repeated truancy
4. repeated infractions of school rules
5. disruption of the learning environment
6. theft, vandalism, and/or destruction of school property or the personal property of students, staff or others
7. harassment, threats, or physical acts against others
8. out of school conduct which seriously detracts from the reputation of the school

SUSPENSION (4302.1)

Suspension is the removal of a student from all classes for a specific period.

Should a student choose to disregard school regulations, the principal can suspend a student from school temporarily for any threat or action harmful to the school, individual students, faculty, staff or administration such as, but not limited to:

1. Disregard of authority
2. Disregard for the rights and possessions of others/vandalism
3. Abusive language verbally, electronically and in written form.
4. Stealing/cheating/dishonesty
5. Fighting
6. Truancy
7. Carrying of cigarettes and/or smoking
8. Possession or distribution of harmful/obscene reading material
9. Possession, use or distribution of alcohol or drugs
10. Possession of a weapon, concealed or otherwise
11. Offensive use of telecommunications
12. The forwarding of inappropriate messages/material

The suspended student must complete all daily assignments and take all tests to be readmitted to his/her classes. Credit for assignments and tests will be determined by the teacher and principal. Regarding instances of in-school suspension, parents will be charged a fee of \$85.00 per day to cover the cost of individual supervision.

HARASSMENT (4303.7)

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

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 conduct that is verbal, physical, visual or through electronic communication.

Each Catholic school investigates every harassment complaint thoroughly and promptly. The investigations and all actions taken will be shared only with those who have a need to know.

HONESTY POLICY (2013)

Our goal is to help the students realize the importance of honesty and to have them reap the rewards by attaining a true sense of integrity.

We expect students to do their own work. A student should never put a classmate in the awkward position of asking to copy homework. Copying is cheating. Sharing answers on tests will not be tolerated, nor will changing answers when correcting graded assignments. If one is caught cheating on a test, he or she will receive a 0% as the test grade. Plagiarism is an aspect of the honesty policy that is regarded as a serious offense. What plagiarism is, and how to avoid it, is specifically taught in grades six, seven and eight. Plagiarism is defined as:

- Copying of another person's ideas and/or words, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- In-text documentation that is not reflected in the Works Cited page.

If a teacher has sufficient reason to believe that a student has plagiarized, the teacher must determine the level of plagiarism according to the criteria below, and then must take into account if this is a first offense or a repeated offense. All repeated offenses will be considered more serious offenses and will incur more serious consequences. The teacher will, with the approval of the principal, determine what actions will be taken. Possible actions include the following: points deducted for the plagiarized portion of the work, a zero on the assignment, or lowering of the conduct grade on the report card. In every case of plagiarism, the parents will be notified. In serious cases, the parents, teacher and principal may need to meet with the student.

Degrees of Plagiarism

1. A first-degree violation may involve a student using a paragraph or a few lines of text without citing the material properly; however, most of the paper is the student's own work.
2. A second-degree violation is considered a more serious plagiarism offense. Examples of this violation include use of one or more paragraphs of another's ideas and/or words without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and is not referenced.
3. A third-degree violation is a severe case of plagiarism and indicates that virtually all the student's work has been taken from another source or sources and not referenced. An example may be the use of a purchased product, paper, or other materials as one's own. This violation may also involve improperly acquiring information and/or intentionally altering it, i.e., citing sources that are not actually sources.

NOTE WRITING

Any note writing during class will result in a calendar mark for behavior. Notes which contain particularly hurtful or inappropriate wording will not be tolerated, and the student will suffer the following consequences:

First Offense

- The note will be copied for the parents to sign

- The signed note is to be returned to the principal the next day of school
- The conduct grade will be lowered ½ letter grade

Second Offense

- The student will be sent immediately to the principal
- The student will phone his/her parent(s)

Third Offense

- In-school suspension (length, time, and grading to be determined by the principal)

SEARCH AND SEIZURE (4303.5)

School officials with sufficient reasons to do so may search a student's locker or desk. With good reason school officials could request that a student empty the contents of pockets, purse or backpack. If a student refuses, serious disciplinary consequences could be taken based on the refusal. For safety purposes we reserve the right to check lockers and book bags. If drugs/weapons/alcohol are found, the parents and the proper authorities will be notified.

VIOLENCE OR THREAT OF VIOLENCE (4303.3)

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of the Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

To provide a safe, Christian learning environment, violence is not tolerated at St. Clement of Rome School; by this we mean:

Violence consists of words, gestures and actions that result in or have the potential to result in hurt, fear or injury. Violence includes threats of injury, harassment, assault, theft or vandalism of property and possession and/or use of a weapon (anything used or intended to be used to threaten, intimidate and/or harm persons).

All reported or observed instances of violence and threats of violence shall be addressed in a timely, serious and appropriate manner according to the requirements of state and local laws and accepted educational practice in line with our Educational Direction Statement. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, expulsion and legal action depending on the severity of the incident.

WITHDRAWAL FOR CAUSE (4302.3) – 5/06, 2/09

Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school. Withdrawal for Cause may also be the result of a parent's non-compliance with school policy or procedures.

RECESS/PLAYGROUND

INDOOR RECESS RULES:

1. Students will use the restrooms immediately before or after lunch as directed by their homeroom teacher. Students are not to socialize in the restrooms.
2. Students must finish their lunch in the cafeteria. No food or drink may be taken out of the cafeteria and no eating will be allowed in the hallways or restrooms.
3. Students are to return to their own homerooms quietly following lunch.
4. Students are to remain in their homerooms for the recess period.
5. Students are not to write on whiteboards, chalkboards or use networked computers at recess time.
6. Students may talk quietly, work independently on his/her assignments or read or play board games. NO running or chasing in the classrooms.
7. Students should respond in a respectful manner to the directions given by the adult supervising the indoor recess period.

OUTDOOR RECESS RULES:

1. Be kind and include others when playing.
2. No rough play allowed. No rugby or games involving tackling, wrestling or climbing on others. Never carry another student.
3. Disrespectful, abusive or vulgar language or gestures toward anyone will not be tolerated.
4. Respect the property of the school and your classmates.
5. Stay in your assigned play area. No playing on the Adoration Chapel's front lawn or adjacent hill.
6. Each class is responsible for their own equipment and is expected to share it with classmates. Items provided by the school are the only ones allowed out at recess. Students are asked not to bring toys from home.
7. No super balls.
8. No food or drink may be taken outside the cafeteria during lunch recess. Gum or hard candy is not allowed.
9. Toys/balls are not allowed on the playground area with Rubberific.
10. Bleachers are off limits for play of any kind. Please stay away from windows.
11. Students are to be respectful to playground supervisors.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR:

STEP I - Remind student of appropriate behavior and the rules of the cafeteria and play areas. It is important to listen to the student.

STEP II - If the behavior is observed again, the child should be reported to the teacher on duty. The student is removed from the group for five minutes of “time out.” Before student rejoins peers he/she must state why he/she had “time out” and state how he/she should behave or come up with alternative ways to deal with a problem or situation more appropriately.

STEP III - If behavior continues the student is escorted to the principal’s office.

RESOURCES

CARE TEAM

Chaired by the Care Team Director, the Care Team will monitor identified students’ status socially, emotionally, and academically. The team will work with the teacher(s) and parents to develop a plan that will offer support for the student.

COUNSELING

St. Clement of Rome School has a school counselor on its faculty. The school counselor meets with students as needed or during scheduled visits. The counselor also plans and presents monthly classroom meetings with each homeroom, and she plans age appropriate parent meetings. Administration reserves the right to require parents to seek outside professional assistance for a student when there is a behavioral or academic concern. Students may be asked to leave the school if parents fail to comply and follow through with the request. The school counselor and principal are available to consult with parents regarding child/school issues.

LEARNING CONSULTANT MODEL

St. Clement of Rome School utilizes the Learning Consultant Model in grades K-8 to provide the maximum amount of support for the greatest number of students. Children in grades K-4 receive class within a class and some “pull-out” support services to strengthen areas of weakness that have been identified by the teacher and/or through outside agencies. Teachers engage in ongoing communication regarding student progress and plan ways to adjust instruction and assessments that would allow the students to be more successful. Children in grades 5-8 that maintain a current diagnosis with an outside agency receive support indirectly. The Learning Consultant’s goal is to enhance the academic success of the student by strengthening the ability of the teachers to make appropriate adjustments to instruction and assessment as well as to help the students learn to advocate for themselves to prepare for their high school experience. Referral to the Learning Consultant is initiated after homeroom teacher and parent communications.

PARENT EDUCATION

Recognizing that parenting poses challenges at the various stages of child development, the school will provide workshops/speakers. It is our hope that parents will take advantage of these opportunities.

STUDENTS WITH SPECIAL NEEDS POLICY (5204) – REVISED 5/01, 5/06

Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school’s financial and human resources.

St. Clement of Rome School will comply with Archdiocesan policy and guidelines regarding students with special needs.

STUDENT ACTIVITIES

EXTRA CURRICULAR ACTIVITIES

Our students are given the opportunity to participate in various extracurricular activities throughout the year. These include Art Exhibits, Serra Club Essay Contest, Knights of Columbus Essay and Poster Contests, Missouri Mathematics League (Grades 6-8), Academic Fitness Awards Program, Post-Dispatch Spelling Bee, Archdiocesan Music Festival, Pro-Life Essay, National Geographic Society, Geography Bee, Band, Servers (Grades 5-8), and Student Leaders - YESS Club, *Youth Encouraging Service & Spirit* (Grades 1-8), and Children’s Choir (Grades 4-8).

CLASSROOM PARTIES

The individual homerooms in our school will have classroom parties provided by the room mothers in conjunction with the teacher. Materials for the party are purchased from the annual activity fee charged for each student or donated. Supervision of students during classroom parties is the responsibility of both the homeroom teacher and the room parents. Appropriate behavior during the party must be maintained at all times. Please remind all students that the classroom environment must be treated respectfully during their party. The same drink and snack should be provided for both classrooms of the same grade.

Junior Kindergarten through Grade 4 will have Halloween and Christmas parties. Grades 5 through 8 will have snacks/drinks only.

Parents provide snacks/drinks for JK-8 on Valentine’s Day.

Other class parties may be conducted with the permission of the principal.

CELEBRATION OF BIRTHDAYS

Students who wish to celebrate their birthday at school may bring in a gift for the classroom. Parents may contact homeroom teachers for ideas. Primary age children often bring in a wrapped item that is a “surprise” to them (indoor recess games, books, markers).

Party invitations are not to be handed out at school unless all in the class are invited. To avoid hurt feelings, we also request that birthday party plans provide transportation from home rather than school.

SCHOOL PICTURES

Individual and class pictures are taken annually in the fall by McCarty Studios, 8901 St. Charles Rock Road, 314-428-5090/314-432-1221. Photographic proofs will be provided to each family. It is the parent’s option to purchase any pictures.

SPORTSMANSHIP

Catholic schools should strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, teachers, coaches and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans.

Interscholastic activities should foster good relationships between schools. Students represent their school when participating in or attending interscholastic events. Breaches of Christian behavior and sportsmanship should be addressed promptly and appropriately.

STUDENT/PARTICIPANT ISSUES

FADS

Decisions regarding fads will be made at the discretion of the principal.

FINES

The approximate value of each child’s texts exceeds \$300.00. We encourage the use of a book bag or backpack to protect this investment. A fine will be imposed for:

1. Damaging books beyond ordinary usage
2. Losing a book
3. Overdue or lost library books

An individual who damages the school property, whether accidentally or otherwise, will be responsible for its replacement or repair and will be required to pay the full cost. Fines will be enforced for misuse of **all** school property. Report cards/transfer of records may be held until fines are paid.

GIFTS/FLOWERS

We ask that parents/relatives refrain from sending flowers or individual gifts to school for their children.

WELLNESS PROGRAM STATEMENT - ARCHDIOCESAN POLICY

There is no doubt that children need access to healthy foods and opportunities to be physically active in order to grow, learn, and to become all that God intended them to be. It has also been proven that good health fosters student attendance and effective learning. The Catholic Education Office of the Archdiocese of St. Louis recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive archdiocesan wellness program. Therefore, the Catholic Ed. Office has developed a Wellness Program to achieve the following goals:

- Students will have access to a variety of affordable, nutritious and appealing foods in the school setting.
- Students will be physically active in the school setting.
- Students will be provided with health and nutrition education and physical education to foster lifelong healthy eating and physical activity.

INSTITUTIONAL

SCHOOL INFORMATION

Current Enrollment	317 JK-8 th Grade Students
2018-2019 Faculty Data	22 Full Time Teachers 1 Administrator 1 Part-time Assistant Principal 1 CRE (Coordinator of Religious Education) 1 Catholic Identity Assistant 1 Instructional Technology Specialist 1 STEM Teacher/Librarian 1 Learning Consultant 1 Resource Teacher 1 Spanish Teacher 1 each Art, Music, and PE Teachers 1 Secretary 1 School Nurse 2 Guidance Counselors 2 Teacher Assistants

A significant number of our staff has received advanced education degrees at the Master's level. Several members of the faculty are currently working on graduate programs in education. All religion teachers have updated Paul VI certification or are currently working toward this certification.

ADMISSION POLICY (4100) – REVISED 2/09

The principal, with proper consultation with the pastor and/or the board, will admit students to the school according to the norms set by the archdiocesan Board of Education and accepted educational procedure. Cooperation of parents with their church and school may be an important criterion in determining the acceptance for admission.

1. For admission, a family must show evidence of the following:
 - a. participation in the spiritual and social life of the parish
 - b. support of the concepts upheld in the Parent Witness Statement
 - c. assistance in the financial support of the parish
 - d. agreement to follow the policies and procedures of St. Clement of Rome and those of the Archdiocese of St. Louis
 - e. willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, intellectual and academic development of their children

2. A student entering St. Clement of Rome School is accepted the first year on a conditional basis that may be extended to further years should conditions warrant.
3. Families who wish to register with St. Clement Parish must contact the pastor.
4. To aid in the implementation of the admissions policy, a list of priorities has been established:
 - a. Registered, practicing Catholics*, with another child enrolled at St. Clement of Rome School
 - b. Registered, practicing Catholics*, living within the boundaries of the Parish
 - c. Registered, practicing Catholics*, living outside the boundaries of the Parish
 - d. Registered, non-practicing Catholics
 - e. Non-registered, non-practicing Catholics
 - f. Non-Catholic

*A practicing Catholic is defined as:

- Faithful attendance at Sunday Mass
- Regular reception of the Sacraments
- Financial support to the Parish

The administration is responsible for the acceptance of new or transferring students. The longevity of parish family registration will override newer registrations. Space must remain available in grade levels for the children of new parishioners moving into the parish before accepting non-Catholics. Non-Catholics are expected to follow the religion curriculum.

ADMISSION PROCEDURE (4100)

1. The PRINCIPAL will place the student in the class which best satisfies his/her needs. Grade placement will be assisted by using the results of standardized achievement test results as directed by the Archdiocesan School Office and/or the complete student transcript from the previous school(s). The student will be considered probationary until a complete and current transcript is received.
2. The STUDENT will be expected to comply with all school regulations and to conduct him/herself during class time and recess time in a manner which is conducive to good learning and Christian behavior.
3. The PARENTS will be expected to show an interest in the education of their children by cooperating with the Principal and faculty in all school matters.

CLASS SIZE

The class size limit for grades K-8 is a maximum of 30 students. JK, the class size is limited to 20 students. In general, the school will maintain two classes per grade but may adjust to one

class per grade when enrollment or financial constraints warrant this change. The change to one class per grade may be considered if the enrollment is 28 students or less and is still comprised of two classes. This number is a guideline and may be implemented at the discretion of the pastor and principal with consideration for the class make up and current financial status of the school. The school community will be informed of such decision when it is made.

CHANGE OF ADDRESS

A change of emergency telephone number or address of the parent or guardian should be reported promptly to the school's administrative assistant via email or phone call. In addition to informing the school's administrative assistant, parents should update information on Fast Direct.

POLICY OF NON-DISCRIMINATION (4101) STATES

All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color or national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at these schools.

REGISTRATION PROCEDURE

- Registration for a new school year will be held each year in the spring. All children must register each year. There is a yearly registration fee.
- New families who are moving into the parish and wish to enroll their children into the school must first register in the parish at the Rectory Office. Parents will then be directed to schedule an appointment with the principal who will request to see the child's birth certificate, Baptismal record, report cards from his/her previous school(s) and supply other pertinent information relative to the registration process.
- Registration for Kindergarten: According to Archdiocesan policy a child must be five (5) years of age before August 1. A pre-screening will be given in the spring prior to kindergarten to all children who will attend St. Clement kindergarten in the next school year.
- Primary one students must be six (6) years of age before August 1.
- To attend classes, all children entering Saint Clement School must have a complete physical examination. A record of this examination must be on file before the first day of school.
- In cases in which the parents of a student are divorced, a current copy of the portion of the divorce decree which verifies custody arrangements as they pertain to school must be provided to the school office.

ARRIVAL AND DISMISSAL PROCEDURE

To provide a safe arrival and dismissal, every family will receive a parking lot procedure direction sheet. Please make sure all drivers are made aware of this plan.

PLEASE BE PROMPT IN PICKING UP CHILDREN AT DISMISSAL TIME. THE SCHOOL IS NOT RESPONSIBLE FOR THE SUPERVISION OF CHILDREN AFTER DISMISSAL UNLESS THE STUDENT IS STAYING AT THE REQUEST OF A TEACHER.

SAFETY PATROL

Seventh and Eighth graders make up the safety patrol of the school, which is provided to ensure the safety of all. It is imperative that parents and students follow arrival and dismissal procedures. It is necessary for all to comply with the directions of the Safety Patrol and faculty.

- Students must be at their posts at 7:25 A.M. each morning which means they should arrive at school at around 7:20 A.M.
- Teacher supervisors will check to see that students are at their posts on time. A student who is repeatedly late will see it reflected in his/her conduct grade.
- Students are responsible for getting their own subs if they are going to be absent
- All students have received a copy of the patrol schedule for the year. Please put these dates on your calendar.
- **When the temperature/wind chill is 20 degrees or below or during heavy rain or threatening weather, we will not send patrol outside.**

ATTENDANCE (4200) – Revised 5/01 – Reviewed 5/06, 2/09

Students are expected to attend all classes and school activities (including but not limited to standardized testing, field day, camp, field trips, etc.) on days scheduled by St. Clement School as days of student instruction. A student who is not present at the appointed times is designated “absent.”

1. Teachers will keep daily records of attendance.
2. It is the student’s responsibility to obtain and complete any work that he/she missed during their absence.
3. Parents of students with excessive absences will be contacted by the principal.
4. Parents are to notify the school office if students will be absent by phone, voicemail, note or email.

If satisfactory progress is to be made by a student, regular and prompt attendance at school is necessary. The school day begins with student arrival at 7:40 A.M. Children in JK through Grade 8 are expected to be present by 7:50 A.M. or they will be marked tardy. **Parents are requested to notify the school office (822-1903) by telephone, voicemail, e-mail or note between 7:45 A.M. and 9:00 A.M. when a child is absent.**

***Students arriving after 7:50 A.M. must come to the office and “sign in” before going to the classroom. If the child’s absence has not been reported by 9:00 A.M., a parent will be called to check on the status of the child.**

ABSENCE (4201)

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, a written notice, email or phone call should be directed to the school’s administrative assistant or homeroom teacher in advance by a parent/guardian stating the time, length, and reasons for absence. The note is to include:

- **The student’s name**
- **Date of absence**
- **Reason for absence**
- **Parent signature**

DUAL ENROLLMENT (4204)

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools to participate in specialized programs or to receive special education or remedial reading and mathematics services.

Guidelines for applying the policy:

1. Dual enrollment is possible only in another accredited school.
2. The Catholic school is the primary educational provider. The other school is a supplemental provider.
3. The Catholic school is responsible for instructing the student in the core curriculum (religion, language arts, mathematics, science and social studies).
4. A student is not considered absent from the Catholic school when in attendance at the other school when the Catholic school is provided documentation from the other school.
5. In determining whether dual enrollment is a viable option for meeting a student’s educational needs, consideration should be given to the impact of the student’s absence to attend the supplemental program on the student’s learning the core curriculum in the Catholic school.

6. A written plan should be developed whenever a dual enrollment is established and placed in the student's cumulative file. This plan should include specific information regarding:
 - a. the educational purpose the dual enrollment arrangement is intended to achieve
 - b. the amount of time the student will be away from the Catholic school
 - c. the mechanism by which the Catholic school will receive information from and provide information to the supplemental program, including attendance/absences
 - d. transportation to and from the Catholic school

HIGH SCHOOL VISITS

When 8th grade students plan to visit prospective high schools, they should do so on school holidays or on noon dismissal afternoons. No more than two visits will be allowed. Suggested dates are listed on the school calendar.

RELEASE FROM SCHOOL (4203) – Revised 5/01-Reviewed 5/06, 2/09

Students shall not be released from school without the knowledge and consent of parents or guardians.

1. Parents are expected to inform their child and write a note to the teacher (with time of release and reason for release) any time that the child will need to be released from school during school hours.
2. Upon returning to school, it is the child's responsibility to "sign in" at the school office and inform them that he/she has returned.

For the safety of the child, no student will be released from school without permission from the parent. In order to avoid unnecessary classroom interruptions, parents are expected to inform their children of carpool plans, appointments, etc., before they come to school.

TARDINESS (4202) – Revised 5/01- Reviewed 5/06, 2/09

A student is tardy who arrives after the time fixed by school policy for the start of the school day.

1. A student not present for 90 minutes of either morning or afternoon session will be marked ½ day absent.
2. Parents of students with excessive tardiness will be contacted by the principal.

It is the duty of the parents to see that their child attends school regularly and on time. **LATE ARRIVALS ARE VERY DISRUPTIVE TO ALL THE STUDENTS OF THE CLASS AND**

TO THE SCHOOL ROUTINE. PARENTS OF STUDENTS WITH EXCESSIVE ABSENCES OR TARDINESS WILL BE CONTACTED BY THE PRINCIPAL. A PLAN TO ALLEVIATE THE PROBLEM WILL BE DISCUSSED. (Be aware that when application is being made to local Catholic high schools, they take into account a student's number of days absent and the number of times tardy.)

If a student is tardy, he/she should go to the school office to sign in and receive a pink slip.

VACATION POLICY

St. Clement School does not give permission for students to take vacations during scheduled class time. Parents are encouraged to schedule family vacations during breaks with the school year.

Should parents elect to take their child/children out of school the responsibility for making up missed assignments belongs to the student. Students are encouraged to contact a reliable classmate for assignments. Teachers may specify the due date of missed assignments (usually within two days after returning to school).

Great care is given to have our schedule conform to the recommended number of days. Lengthy absences can interfere with a child's academic progress. Consideration should be given to any time a student is taken out of school by parents. It is the responsibility of the student to obtain and make up any work that he/she has missed. Instructional planning is done on a weekly basis and long-range assignments are not available prior to a student's absence. Most homework assignments are posted on our website (Grades 5-8).

SCHOOL BOARD

Saint Clement's School Board acts in an advisory capacity to the pastor and principal. Our Board brings together the education and administrative talents of the principal, the spiritual leadership of the pastor, and the experience, knowledge and insights of the laity in a collegial effort to create for the children of our parish a truly Christian educational community.

The Board meets regularly during the school year and all such meetings are open to interested parents and parishioners.

Although the School Board wishes to assist the parents and the school in every possible way, it is strongly recommended that any questions or concerns be brought to the attention of the teachers or principal before approaching the School Board. Items to be placed on the agenda at board meetings should be arranged two weeks in advance. For items to be placed on the school board agenda, please contact the School Board President prior to the scheduled meeting.

MEMBERS OF THE SAINT CLEMENT OF ROME SCHOOL BOARD

Pastor:	Msgr. Michael Butler
President:	Mrs. Julie Foshage
Principal:	Mrs. Susan Cunningham
Coordinator of Religious Education:	Mrs. Barb Yoffie
Faculty Member:	Mrs. Lois VanBoening
Secretary:	Mrs. Erin Stack
Members:	Mrs. Lisa Crissman
	Mr. Tom Eskridge
	Mr. Giuseppe Giardina
	Mrs. Karla Kramer
	Mrs. Jennifer Sievers
H&S Members:	Mrs. Natalie Mayers
	Mrs. Kate Sanders

HOT LUNCH PROGRAM

A nutritional hot lunch program is offered five days a week. On days when the hot lunch program is not operational, the children are expected to bring their own lunches, labeled with their names, which are to be eaten in the cafeteria. Milk, ice cream and other snack items will be sold. The lunch time and noon recess will be thirty-five minutes in length for each of our three lunch periods.

Playground/duty workers supervise the cafeteria and playground from approximately 11:10 A.M. to 1:00 P.M. each school day. Children may not run a charge account in the lunch room. Children are not permitted to go home for lunch. Table manners are required of each student. Before leaving the table, each child is required to clear the table and the immediate area of crumbs and trash. All uneaten food should be placed in the disposal containers provided. No food is to be carried out of the lunchroom to the playground and restrooms. Children are required to speak to each other in a moderate tone during their lunch period. They are also required to demonstrate respectful behavior toward adult cafeteria supervisors.

STUDENTS ARE NOT ALLOWED TO HAVE SODA FOR LUNCH.

CHILD PROTECTION AND REFORMATION ACT (RSM0210)

School personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report to the Missouri Department of Family Services.

CHILD SAFETY PREVENTION

The Archdiocese of St. Louis recognizes the importance of creating a safe environment for children. In efforts to support Archdiocesan policy, St. Clement of Rome Parish has set as an expectation of registration that parents comply with Family Registry and Protecting God's Children programs. In addition, all parents are to read and sign a Code of Ethics statement.

CLASS INTERRUPTIONS

FORGOTTEN ITEMS/AVOID CLASSROOM INTERRUPTIONS

It is important to help each child become independently responsible. The only forgotten items that may be brought late to school are glasses, lunch or medicine. It should be the concern of parents that neither the faculty nor the students be disturbed during school hours. Forgotten glasses and medicine should be brought to the Health Room. Lunches are placed on the table outside of the Health Room.

TELEPHONE USE

In the case of an EMERGENCY, a message will be given to a child during the school day. Changes in after school plans, scouting or athletic events **do not constitute an emergency**. Please do not ask us to interrupt the classroom for such matters. If you wish to contact a child's teacher, please feel free to call the office (822-1903) and leave a message for that teacher. Normally there will not be time during school hours to return the call, but each teacher will attempt to return your call at the earliest opportunity.

Students will be permitted to use the office telephone to call home for necessary medication, glasses, or a forgotten lunch. Either of these items must be delivered to the school office. Lunches delivered after the start of school are placed on the table outside the Health Room.

COMMUNICATIONS

It is our goal to create an atmosphere of open and honest communication. Your child's teacher is the best person to contact to resolve concerns. Should a parent need to contact a teacher, please do so via phone or email.

There are times when our teachers make sincere efforts to contact parents, and the parents are not at home. If you do not hear from the teacher within 36 hours, please call the school office.

Instances where dissatisfaction remains, please contact the principal. A conference with parents, teacher, principal and possibly the student will be scheduled.

NEWSLETTER

Beginning September 24, 2011, all grade level newsletters will be on-line. Articles must be sent to school by 8 A.M. Wednesday morning of the week in which the notice is to be published. Items for the newsletter must be approved by the office.

Organizations are asked to cover the cost and handle the running off and counting their own copies prior to distribution.

PARENTS OUT OF TOWN

Remember to inform us when both parents are going to be out of town. We must have correct information to release children to others and provide emergency support if necessary.

SCHOOL QUESTIONS & CONCERNS

At times questions about policies or happenings arise and cause concern to parents. Please call and leave a message for the respective teacher to telephone you so that the incident does not build to a problem. Please give the teacher every opportunity to address your concerns. The principal is then available to address any concerns you still may have.

WEB SITE – www.stclements.com

Photos may be included on our web site. At times media avenues such as newspapers, television and radio choose to highlight school events. Parents and guardians will be given the option for their child/children to opt out by not signing our Media Release Form.

EARLY DISMISSAL SCHEDULE

Junior Kindergarten through Grade 8:

7:40 A.M.	School doors open
7:50 A.M.	Homeroom/Tardy Bell/Class Begins
8:00 A.M.	Mass on scheduled days
8:40 A.M. – 11:55 A.M.	Class periods
NOON*	Dismissal and Faculty Meeting for all staff members

(*occasionally 11:00 A.M., check monthly calendar for exact time or www.stclements.com)

CONCEALED WEAPONS

The possession of firearms and/or weapons on school premises is not to be tolerated except by law enforcement officers.

CLASSROOM RIGHTS, RESPONSIBILITIES AND CONSEQUENCES

Specific Behavior Expectations are identified by grade level departments and communicated to the parents and students at the start of the school year.

Individual grade level teachers meet with students on the first days of school to create classroom rights, responsibilities and consequences. These guidelines reflect age-appropriate expectations and coincide with our Educational Direction Statement and Witness Statements. These are formalized in writing, signed and given to the parents. They are used consistently throughout the school year.

NOTE:

- Students review their grade level Witness Statement at school with their teacher. It will be sent home for parent and student to review together, then returned to school with signatures.
- Classroom rights and responsibilities are posted in the classroom.
- Field trips/classroom events are privileges. No student has an absolute right to attend a field trip or special classroom event. Students can be denied participation if they fail to meet academic or behavioral requirements.
- To hold a student leadership position, a student must show effort in the classroom and model behaviors that coincide with our Witness Statements. The “Conduct” and/or “Work Habits” grades lower than a “B” or a significant misbehavior would disqualify a person from office.
- Many grade levels use a calendar or assignment notebook to relay messages about behavior to parents.
- Conduct Referral Forms are used in circumstances related to behaviors that lower a student’s conduct grade.

TECHNOLOGY POLICY (5104.8) – REVISED 5/01, 5/06

The use of current and emerging technologies (calculators, computers, video and audio tape, disc players and recorders, telecommunication devices) including hardware and software, is to enable students to efficiently and responsibly employ these technologies as tools for accessing information, communicating with others and managing data.

TELECOMMUNICATIONS: GUIDELINES

On-line telecommunications, specifically the internet and videoconferencing at St. Clement of Rome School, will be used only for educational purposes consistent with the school’s mission and goals.

As a hands-on classroom tool, the use of online telecommunications can be a motivator. Use encourages the kind of independence needed for students to achieve success in their learning process in this ever-changing increasingly technological world.

The internet expands classroom resources available to students and teachers. It brings information, data, images and even computer software into the classroom from places otherwise impossible to reach.

All users should keep in mind that when they use an online telecommunications network, they are entering a global community. With internet access also comes some potential for misuse and exposure to inappropriate situations. All users are expected to behave in an ethical and moral manner. In accordance with our Educational Direction Statement, St. Clement of Rome parents and staff work together to help children practice authentic Christian engagement in the world.

Parents and students will be asked to review and sign a St. Clement Telecommunications Acceptable Use Agreement. Failure to return this form will deny your child internet access.

ST. CLEMENT TELECOMMUNICATIONS ACCEPTABLE USE POLICY (5202.71)

Guidelines

Students are held accountable for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research, complete assignments, and communicate with others. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the school's computer network are responsible for their actions and communications over the network. It is presumed that users will comply with school standards and will honor the agreements they have signed.

Network storage may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect files that are stored on servers to be private.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. Each year students are given an Acceptable Use Policy which is shared with parents, signed and kept by the homeroom teacher.

Responsibilities

The following actions will not be permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language

- Giving personal information when using the system, such as complete name, address, phone number and identifiable photo without permission from teacher and parent or guardian
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources

Consequences

- Violations may result in a loss of access.
- Additional disciplinary action may be determined in line with existing practice regarding inappropriate language or behavior.
- When applicable, law enforcement agencies may be involved.

EMERGENCY PROCEDURES

When it is necessary to cancel school or dismiss school early because of inclement weather conditions or another emergency, we will use an emergency broadcast program.

INCLEMENT WEATHER (4711) – REVISED 5/01, 5/06, 2/09

St. Clement will remain open during inclement weather unless the safety of students, faculty or staff is threatened. If it is necessary to cancel or dismiss early due to inclement weather, it will be announced on KSDK (Channel 5) and through our emergency broadcast system. Late starts will also be announced in the same manner.

SNOW SCHEDULE / LATE START

Grades JK through Grade 8:

- 9:15 A.M. School doors open
- 9:30 A.M. Homeroom/Tardy Bell
- 3:00 P.M. Dismissal

If school is to be dismissed early because of hazardous weather or other emergencies, it will be announced on KSDK (Channel 5) as well as on our emergency broadcast program.

Please pre-instruct your child regarding where he or she is to go in emergency situations. For ease of your child's mind, make sure that you have a back-up plan. It becomes quite distressing to a child when no one can be reached.

If we are forced to evacuate the school, students will be assembled in church, St. Clement Youth House, the Rectory or possibly the Parish Center basement. **In such an emergency the parking lot**

will be needed for emergency vehicles. Parents are asked to park on side streets or the tennis courts and walk to pick up the children.

EMERGENCY BROADCAST

Parents are requested to supply current emergency information to the school.

If the situation arises that we need to dismiss school earlier than planned, the principal will send an emergency broadcast to your home, work and cell phone number. Directions for time of student pick-up/dismissal will be provided. Please avoid calling school for verification or coming to school to pick up your children before the decided upon dismissal time. Review with your children how they are to get home and who they have permission to leave with in the event of school closing early. Some parents allow their children to walk. If for some reason the weather condition is too dangerous for a child to walk, we will try to have your child phone you.

EMERGENCY PROCEDURES (4710) – REVISED 5/01, 5/06. 2/09

The principal or designated faculty/staff member shall be responsible for developing and communicating procedures in case of fire, tornado, earthquake, bomb threat, or other emergencies. All inspection and drill reports will be given to the appropriate City of Des Peres authorities.

1. Fire
 - a. building is inspected annually by the Public Safety Department or local fire chief
 - b. students are instructed on orderly evacuation in a calm manner to avoid panic
 - c. fire drills are conducted at intervals according to county regulation
 - d. faculty and staff are instructed on building evacuation
 - e. fire extinguishers will be tested regularly as well as interior alarm systems
 - f. instruction will be given on location and use of fire doors
2. Tornado
 - a. annual drills will be conducted
 - b. students will be instructed on protective measures needed
 - c. students will not be dismissed during a “Tornado Warning” except to parents or person accepting responsibility listed on emergency form
3. Earthquake
 - a. annual drills will be conducted
 - b. students will be instructed on protective measures to be taken
4. Bomb Threat
 - a. police will be informed immediately
 - b. action will be taken as advised/ordered by police or by what is deemed immediately necessary for students’ safety.
 - c. annual drills will be conducted
 - d. students will be instructed on protective measures to be taken
5. Intruder
 - a. drills will be conducted
 - b. students will be instructed on protective measures to be taken

COPYRIGHT/INTERNET MATERIAL (USE OF) (5202.6)

Whenever using copyrighted material of any nature, students and teachers should credit the sources and include the copyright ownership information that is shown in the original work.

CUSTODY

Cases in which the parents of a student are divorced, a current copy of the portion of the divorce decree which verifies custody arrangements as they pertain to school must be provided to the school office.

DISTRIBUTION OF MATERIALS TO STUDENTS (4402.4)

A school should not distribute information to parents or students in any form about programs, products or services which are available from sources other than the school, parish or other Catholic agency or with whom the school has a formal contract.

USE OF INTERNET RESOURCES (5205) – REVISED 5/01, 5/06

On-line telecommunications, specifically the Internet at St. Clement School, will be used only for educational purposes consistent with the school's mission and goals.

DRUG FREE ENVIRONMENT

St. Clement of Rome School is a drug free environment.

DRUGS, ALCOHOL AND SUBSTANCE ABUSE (4303.2) – REVISED 5/01-REVISED 5/06

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal. Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

1. Alcohol beverages will not be served at any school-sponsored function where children are expected to be present.
2. St. Clement School abides by the St. Louis County smoking ordinance (602.320) which states: It shall be unlawful for any person to smoke or carry any lighted cigarettes, cigars, pipes, or other tobacco products inside any elementary, middle or secondary school building, including both public and private school buildings and school buildings operated by the Special School District of St. Louis County, except at adult-oriented functions which take place in a gymnasium, cafeteria or other assembly hall on weekends or after 6:00 P.M. on weekdays.

STUDENT SAFETY (4709) – REVISED 5/01, 5/06, 2/09

St. Clement of Rome School shall ensure that appropriate policies and administrative rules and procedures be developed to determine how the safety of students can best be accomplished.

1. Students will be supervised by adults at all times during school hours.
2. Patrol teams will be present to assist students in street crossings and parking lots at arrival and dismissal times as well as any other time that is deemed necessary.
3. Teachers/playground monitors will inform students regarding travel – safe areas on the school property.
4. Students will wear and use protective devices in science classes and other classes as is necessary.
5. Designated members of the faculty/staff will receive training for emergency situations (i.e. basic first aid, CPR, fire extinguisher use, natural catastrophe or intruder).
6. Exterior doors will be locked between the hours of 7:50AM-3:00PM. All visitors must present themselves to the school office upon entering the building.
7. Parents must keep Emergency Form information current.

SECURITY PROCEDURES

All main school doors will be locked after student arrival. The two glass doors by the office will be accessible if you need to drop something off at the office or if you come to volunteer.

SCHOOL & GROUNDS (USE OF)

The facility and grounds are used by students of St. Clement during the school day. Groups wishing to use the facility/grounds after school hours agree to provide appropriate and safe supervision of participants. They further agree to maintain the property by seeing that areas are left clean and orderly. To arrange for facility use, call Tricia Dunn at the Rectory at 314-965-0709.

SMOKING ORDINANCE

The following is an amended section which has been added to the “Public Health Code” in St. Louis county.

Prohibition of Smoking in School Buildings. It shall be unlawful for any person to smoke or carry any lighted cigarettes, cigars, pipes or other tobacco products inside any elementary, middle or secondary school building, including both public and private school buildings and school building operated by the Special School District of St. Louis County, except at adult-oriented functions which take place in a gymnasium, cafeteria or other assembly hall on weekends or after 6:00 P.M. on weekdays.

FINANCE

Since a change in Federal regulations dating back to 1994, St. Clement operates as a non-tuition school. This means that our school is supported by the general revenue of the parish, rather than tuition payments for the children’s education. The benefit of this arrangement is that all contributions made to the parish are tax-deductible. The success of this non-tuition status depends upon the conscientious cooperation of all our parishioners in supporting the parish according to their ability. It costs the parish upwards of \$5,500 to educate each student, and our parents are asked to be mindful of this in determining their level of parish support.

In addition, there is a book fee for every child enrolled.

The Parish Finance Committee is responsible for establishing the guidelines to monitor and administer the financial requirements for both the Church and the school.

HEALTH

COMMUNICABLE DISEASES

Catholic Schools of the St. Louis Archdiocese will follow the recommended policies and procedures on communicable diseases/air-borne pathogens established by the Missouri Department of Health.

MEDICATION

1. Ideally, all medication should be given at home. Physicians should be made aware of the problems associated with giving medications in the schools. Health Room nurse should be informed of all routine medication given. This is necessary information for emergency situations.
2. Students may not carry medication on their person. All medication sent to school must be kept in a secure place under the supervision of the Health Room nurses.

3. If medications are to be taken during school hours, the clearly defined policy for this function should be provided and the student and parents should comply with these regulations. They include the following:
 - Medications will be administered by the school nurse or representative of that person.
 - It is the nurse's responsibility to record the taking of medication.
4. All medication (prescription and non-prescription) must:
 - Be in the original container with the original label on that container
 - Be accompanied by a parent's written permission. The Medication Consent Form can be obtained from the School Health Room
 - Be accompanied by a current physician order (a pharmacy label will suffice for a prescription drug) providing the following information:
 1. date and name of student
 2. diagnosis or reason for medication
 3. name of medication, dosage, time interval medication is to be taken

Medication should be brought to Health Room/School Office by parent or other responsible adult and picked up by same when need for administration has ended.

STUDENT HEALTH

Should a child become seriously ill during the school day, the following procedure will be followed:

1. The school nurse will call the child's home first then contact the parent at his/her office.
2. The parent will be expected to take the child home or arrange for prompt transportation and care.
3. The school nurse will inform the child's teacher.
4. **Students cannot return to school until they have been fever-free for 24 hours.**

In case of a serious injury and the parent cannot be reached, the child will be taken to the hospital at the discretion of the principal according to information provided on the Emergency Information form. Changes on the Emergency Information form are to be reported to the school office as soon as possible.

In accordance with the recommendations of the St. Louis Archdiocese, all children are expected to have a complete physical upon entrance into school, namely, Kindergarten. In addition, a complete physical examination is again required at the beginning of 3rd and 6th grades. Forms are available in the nurse's office or can be found on our website. These forms should be completed and in the School Office before school begins in August.

According to Missouri State laws and those of St. Louis County, every student must be up to date with immunizations upon the first day of school. **Documentation of immunizations should include month/day/year and is due in the school office by the first day of school.**

HOME AND SCHOOL ASSOCIATION

Parents of students at St. Clement of Rome School are automatically members of this organization. The primary goal of this parent group is to foster a true sense of community within St. Clement of Rome School. We strive to meet our goal by being a liaison between principal, faculty, and school parents to achieve the following objectives:

1. promote the welfare of our children and youth at home, in school and within the community while uniting the effort to secure for every child the best advantages in physical, social and religious education
2. provide St. Clement School with assistance and support in achieving the total education goals established by the school
 - a. programs
 - b. committees
 - c. special event—all parents are required to serve at least one hour per child at the School Carnival
 - d. fundraisers
 - e. two Home & School chairpersons serve on the School Board
3. help to foster a cooperative spirit of support and communication among parents and teachers
 - a. providing speakers and helpful information to parents
 - b. surveying parents and teachers to gain input regarding Home & School programs

The Home & School Chairpersons for the 2018-2019 school year are:

Mrs. Natalie Mayers
Mrs. Kate Sanders
Treasurer: Mrs. Angela Belshe

MEDIA AND THE SCHOOL (4402.3)

Members of the media should be on school property only as invited guests and should not be allowed to interview students on matters unrelated to the purpose for which they were invited.

LOST & FOUND

Articles that have been found anywhere on the premises will be kept in the cafeteria. Those items of great value will be kept in the school office and may be obtained through the secretary. Clothing items must be marked with the child's name to facilitate a return of lost items. Unclaimed items will be donated to those in need.

SUPERVISION

Should a student arrive/be on campus before 7:35 A.M. or after 3:00 P.M. without the request of a teacher, the parents are responsible for the child. **The doors will be opened at 7:40 A.M.** While on the school premises, students are expected to behave in a manner consistent with responsible Christian behavior and attitude.

There will be days of heavy rain and extreme cold. On those days students may enter the building via the doors between the cafeteria and the gym. They are then to sit at tables in the cafeteria until the bell rings at 7:40 A.M. Students should not arrive before 7:30 A.M.

AFTER SCHOOL SUPERVISION OF CHILDREN

Any student remaining on the premises after 3:00 P.M. must do so with the permission of a faculty member. All children must be accompanied by an adult. Students will not have access to classrooms or middle school lockers after 4:00 P.M.

- Students must be with their coach for practice times. It is not the responsibility of scout leaders or coaches to babysit siblings.
- For the safety of the children and the maintenance cleaning routine, children are not to wait around unsupervised for the beginning of practice.
- For safety and insurance purposes, basketball, volleyball and the like cannot begin until the coach has arrived.
- To be on the playground, an adult must be physically present with students after 3 P. M.

UNIFORM CODE

SPECIAL NOTES REGARDING THE SCHOOL UNIFORM

Sweaters with any of the following will not be acceptable for wear as part of the uniform: Advertising logos, school/university emblems, team logos, fraternity or sorority emblems. This does not include manufacturers' emblems, i.e. alligator, fox, dragon, etc.

Colored t-shirts and/or t-shirts with writing may not be worn under the school shirt.

Jackets may not be worn in school.

Hair should be its natural color and maintained at an appropriate length and style.

Small earrings for girls (no hoop earrings) and watches may be worn to school. A gold/silver necklace with a small cross or medal is the only necklace choice that may be worn with the uniform. Parents should be mindful of safety considerations when allowing their children to wear jewelry to school.

For obvious reasons, the school uniform may not include items of clothing which contain references to alcohol, drugs or tobacco products.

Parents are requested to mark each item of their child's uniform. We hope to reduce the number of clothing items which are unclaimed each year.

OUT-OF-UNIFORM DAYS: (4303.6)

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed.

Guidelines for Out-of-Uniform Days

- clothing items should not reference drugs, alcohol or any inappropriate themes or slogans
- low cut/low hanging, torn or ripped jeans or short shorts may not be worn
- low cut, halter, crop or tops not covering the midriff may not be worn
- sandals, crocks, clogs, open-heeled shoes may not be worn
- yoga pants, leggings and jeggings may not be worn

FOR CONVENIENCE AND UNIFORMITY, ALL ITEMS (WITH THE EXCEPTION OF SHOES), MAY BE PURCHASED FROM "JUST ME APPAREL" ALL STARRED (*) ITEMS MUST BE PURCHASED FROM "JUST ME APPAREL."

JUST ME APPAREL
232 Old Sulphur Spring Road
Manchester, MO 63021
636-391-3551

IF YOU CHOOSE TO PURCHASE UNIFORM ITEMS ELSEWHERE, YOU MUST ADHERE TO THE CODE AS OUTLINED BELOW.

BOYS – JK through 8

PANT - solid, dark navy blue uniform pant (no jeans or cargo pants) in corduroy, cotton or polyester twill

BELT - any dress belt is acceptable, belts are required on pants and shorts

SHIRT - white knit collared golf shirt (3 or 4 buttons) with short or long sleeves or white knit long sleeve turtleneck

- shirts with advertising logos, school (other than St. Clement) or university emblems, sport team logos, fraternity emblems may not be worn

- manufacturers' emblems (i.e. alligator, fox, dragon, etc.) are acceptable

- gray or yellow St. Clement logo polo shirt (Grades 5 – 8)

SWEATER - navy blue or gray crew neck or v-neck pullover

- student's initials may be monogrammed on sweater in white, navy or gray

- (FYI – most students prefer to wear the sweatshirt)

*SWEATSHIRT - navy (JK-4), gray (5-8) uniform sweatshirt with St. Clement emblem
- other sweatshirts worn to school may not be worn with the uniform during the day, unless it is designated “sweatshirt day” by the principal

SHOES - tennis shoes or leather oxfords
- no hiking boots of any kind are allowed
- no sandals, crocks, or open heel/strap-backed shoes
- shoes must be properly laced and tied
- shoes should be kept in good repair and as clean as possible
- tennis shoes must be worn on gym days

SOCKS - solid socks, white, navy, or black (manufacturers’ emblems, i.e., Nike, Adidas, etc. are acceptable)

SHORTS - solid, dark navy uniform shorts (no jeans or cargo shorts) in cotton or polyester twill
- worn on designated “hot weather days” as determined by the principal (April 1st to Nov. 1st)

GYM ATTIRE - nylon navy or black shorts
- 5th thru 8th graders change into the shorts for gym
- tennis shoes are required

GIRLS – JUNIOR KINDERGARTEN

*Navy knit dress with St. Clement logo

GIRLS – K through 4

*JUMPER: - gray and navy plaid

PANT - solid, dark navy blue uniform pant in cotton or polyester twill
- wear with blouse as stated below – may not be worn under jumper or skirt

BLOUSE - white knit long-sleeve turtleneck or white knit short-sleeve golf shirt
- shirts with advertising logos, fraternity emblem (other than St. Clement) or university emblems, sport team logos, fraternity emblems may not be worn
- manufacturers’ emblems (i.e. alligator, fox, horse, etc.) are acceptable

SWEATER - solid navy blue or gray crew neck or v-neck pullover or cardigan
- yellow crew neck or v-neck pullover or cardigan
- student’s initials may be monogrammed on sweater in white, navy, or gray
- (FYI – most students prefer to wear the sweatshirt)

*SWEATSHIRT - navy (JK-4), gray (5-8) uniform sweatshirt with St. Clement emblem
- other sweatshirts worn to school may not be worn with the uniform during the day, unless it is designated “sweatshirt day” by the principal

SHORTS - solid, dark navy uniform shorts (no jeans or cargo shorts) in cotton or polyester twill
- worn on designated “hot weather days” as determined by the principal (April 1st to Nov. 1st)

SHOES - tennis shoes or leather oxfords

- no hiking boots of any kind are allowed
- no sandals, crocks, or open heel/strap-backed shoes
- shoes must be properly laced and tied
- shoes should be kept in good repair and as clean as possible
- tennis shoes must be worn on gym days

SOCKS - solid socks, white, navy, or black (manufacturers' emblems, i.e., Nike, Adidas, etc. are acceptable)

TIGHTS/LEGGINGS - footless ankle-length leggings or tights (black, navy, gray, or white)

- St. Clement of Rome leggings (these can be purchased at "Just Me Apparel" with the St. Clement Logo). Girls may wear them under their uniform.

GYM ATTIRE - nylon navy or black shorts/St. Clement of Rome leggings

- 5th thru 8th graders change into the shorts for gym
- JK thru 4th graders may wear the gym shorts under their jumpers
- tennis shoes are required

GIRLS – 5 through 8

*SKIRT - gray and navy plaid kilt, skirt length should be no more than 2 inches above the knee; white knit short-sleeve golf shirt or gray or yellow St. Clement embroidered short sleeve golf shirt

ST. CLEMENT SPIRIT WEAR FLEECE ITEMS ARE ACCEPTABLE

CLASSROOM VISITORS

All persons entering Saint Clement School who are not reporting to a volunteer post should first report to the school office. All items brought to school by parents are to be delivered to the office clearly marked with child's name and homeroom. At no time should a parent interrupt a classroom during the school day.

We wish to make available the opportunity for parental classroom visitation as supported by the following guidelines. It is our belief that this practice will preserve both our school's learning environment and eliminate the distraction of a large group visiting at one time.

Guidelines for Classroom Visitation:

1. Visits are limited to the class to which your child is assigned. Please call the teacher if you wish to observe. The teacher can arrange a time for your visit that will not conflict with testing or other school events.
2. Safety considerations require that we must know who is in the building. Visitors are asked to come to the office before going into the classroom.

3. Visitors may not bring the student's siblings or any other children.
4. To maintain an educational atmosphere in the classroom, visitors are requested to remain quiet and observe classroom courtesies. Visitors are reminded that the classroom visit is not the appropriate time to initiate a discussion with the teacher or a student.
5. In self-contained Grades JK-4, visitors are requested to remain in the room for a single class presentation. Following the presentation, the visitor should leave the room quietly.
6. In Departmental Grades 5-8, visitors should enter the classroom at the beginning of an instructional period and leave quietly whenever they wish during that session or at its conclusion.
7. The principal may choose to limit the number of visitors to a specific class or for a particular teacher due to extraordinary circumstances.