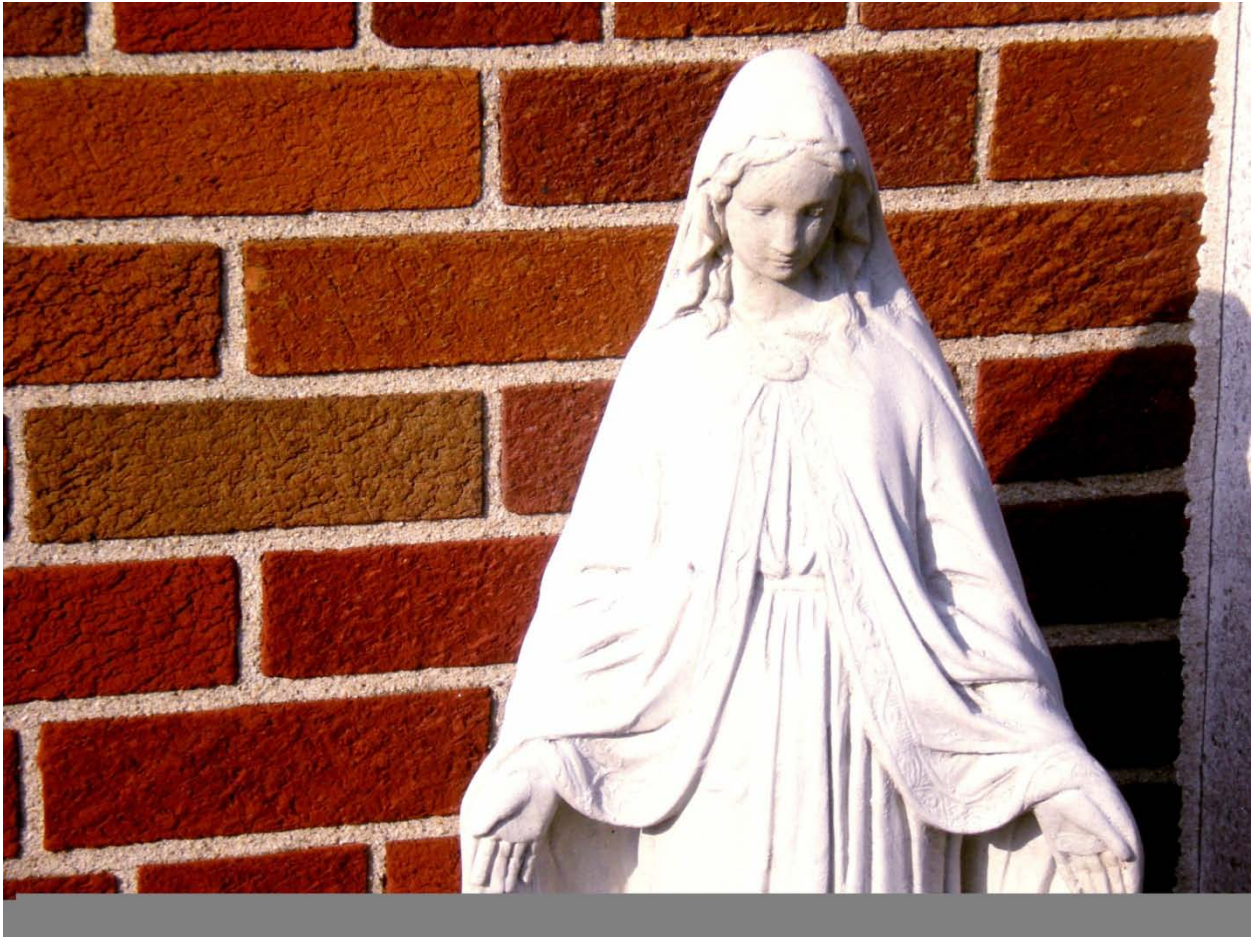


# **SAINT CLARE SCHOOL**

**Strong Academics – Strong Values**



## **2011-2012 HANDBOOK**

# SCULPTORS

I dreamed I stood in a studio  
and watched two sculptors there.  
The clay the used was a young child's mind  
and they fashioned it with care.  
One was a teacher –the stools she used were  
books, music and art.  
The other, a parent, used a guiding hand  
and a gentle and loving heart.  
Day after day, the teacher toiled  
with a touch that was deft, careful and sure.  
While the parent labored by her side  
and polished and smoothed it pure.  
When at last their task was done,  
they were proud of what they had wrought.  
For the things they had molded into the child,  
could neither be sold nor brought.  
Then each agreed that they would have failed  
if each had to work alone.  
For behind the parent stood the school,  
and behind the teacher, the home.

~Author unknown~

Parents are the first, most long-lasting and most important teacher in their child's life. That is why we, at Saint Clare Catholic School, continually solicit your involvement and support.

Our goal is to work together with you to provide the best religious and educational program possible for your children.

Home and school working together as a team can make the school year a very successful one for your child.

God's blessing upon you and your children.

  
Sister Joseph Nelida, Principal

**"A child's life is like a piece of paper on which every passer by leaves his mark." ~ Chinese Proverb**

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## THE PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to provide information about Saint Clare Catholic School and to delineate procedures and policies. The handbook was prepared in order that parents, students and staff can work together in the best interest of the students. Please keep this handbook available for reference throughout the year. You will be notified of any changes when they are made. This handbook is also found in the school's website.

## ABSENCES

When a student is unable to attend school, parents/guardians must call the school office (973-777-7582) between 8:00 – 8:30 A.M. Parents/guardians should give the student's name, grade and reason for absence.

Parents may request their child's homework when they call to report the child's absence. Assignments may be picked up at the end of the school day in the School Office. If you are picking up the work after 3:00 PM, let the office know and you can pick it up in the After School Program until 5:30 PM. There shall be one day allowed for make-up work for each day of absence. The teacher and/or principal may make exceptions to this provision when unusual circumstances arise.

Twenty days of unexcused absences will be subject to repetition of the grade. The following is a list of the only recognized excuses for school absence: (1) personal illness, (2) family illness, (3) death in the family, and (4) religious holy days. VACATIONS AND/OR TRIPS ARE CONSIDERED UNEXCUSED ABSENCES AND SHOULD NOT BE TAKEN DURING THE TIME SCHOOL IS IN SESSION.

The school is not responsible for giving assignments when students take extended vacations. It is the parents' responsibility to contact the principal and the teacher to discuss the trip. It is also the parents' responsibility to make sure that their child makes up all of the work that is missed during that period. If a student is absent for a school day or dismisses early due to illness, he/she may not participate in any school-sponsored, extra-curricular activities that day, including practices. Students violating this policy will lose eligibility for that activity.

## ABSENTEE NOTES

A written note verifying the reason for an absence must be sent with the child upon his/her return to school. These notes are kept on file in the nurse's office for the school year. A PHONE CALL AND NOTE ARE BOTH REQUIRED.

## ACCESS TO RECORDS

According to the Buckley Amendment or the Family Education Rights and Privacy Act, parents have the right of access to their child's records. A parent must put their request in writing and submit it to the principal if they want to view his/her child's records.

Divorce parents who do not have custody have access to pupil records. The school is to give them the right to view, to make notes, and/or to have reproduction of the pupil's records made unless the school has been notified in writing that parental rights have been terminated by a court of appropriate jurisdiction. Lacking such written legal documentation, non-custodial parents are to be granted access to their child's educational records.

### ACCREDITATION

Satin Clare Catholic School is accredited by the AdvancEd Association.

### ADMISSIONS

In accordance with the policy of the Clifton Board of Education, Pre-Kindergarten students must be four years old on or before October 1<sup>st</sup>. Kindergarten students must be five years old on or before October 1<sup>st</sup>. New first-grade students must be six years old on or before October 1<sup>st</sup>. (No exceptions will be made.)

A birth certificate and baptismal certificate must be presented at the time of registration. Medical and health requirements, as stated under New Jersey State Law, must be met; therefore, proper documentation of immunizations is required.

New registrations are accepted during the school year if there is room in a particular grade and after consultation with the principal regarding the student's academic, emotional and physical needs.

Saint Clare Catholic School does not discriminate based on race, sex, national origin or handicapping condition, if with reasonable accommodation on the part of the school, the handicapped person could be accommodated, in the acceptance of students.

### AFTER SCHOOL PROGRAM

Care is available each day until 5:30 PM and the fee is \$4.00 per hour or any part of an hour. If you arrive after 5:30 PM there will be a \$10.00 per 10 minutes late fee assessed. You will be required to purchase an After School Care card the first week of school. In emergency situations you can pay the After School Care Teacher when you pick up your child. When you only have ten hours left on your card, you will receive notification that it is time to purchase a new card. All families who use the After School Care Program MUST purchase a card.

If you do not pick up your child by 3:15 PM, your child will be put in the After School Care Program and you will be required to pay the hourly fee of \$4.00 since no children are left outside unsupervised.

The time schedule for the After School Program is as follows:

FULL DAY SESSION (3.00 PM DISMISSAL): You must pick your child up by 5:30 PM

12:30 PM DISMISSAL: After School will be in session until 5:30 PM.

THERE IS NO AFTER SCHOOL CARE WHEN SCHOOL IS CLOSED.

There is no lunch served on half days, so please make sure your child brings a lunch if he/she will be attending After Care.

### ALCOHOL AND DRUGS

The possession, sale or use of alcohol, drugs or any other controlled substance on the school grounds or within 1,000 feet of any school property is strictly forbidden. Violation of this rule will cause immediate expulsion and will be reported to appropriate law enforcement agencies.

### APPOINTMENTS

Advance written notice must be given to the teacher requesting any release of a student during the school day for any reason. The parent must come to the office to secure release of the student at the time of departure and sign them out. PLEASE DO NOT GO TO THE CLASSROOMS TO PICK UP YOUR CHILD.

Excused absence is granted for medical and dental appointments. Please try to schedule these appointments after school or on a day off, if possible.

### ARRIVAL AND DISMISSAL

The bell rings at 8:00 AM each morning. Children should not arrive at school before 7:45 AM, as there is no outside supervision provided at this time. If your child arrives before 8:00 AM, he/she will be put in the Morning Program and you will be required to pay the \$2.00 Morning Care fee.

Parents are to drop their child(ren) off in front of the school and the child will walk into the school. If you need to come into the school, please park your car up by the rectory. This is for your child's safety. You are not permitted to park in front of the church, school or parish center in the morning.

Please make sure if your child needs something from the trunk you get it for him/her and the child waits on the sidewalk. Children should get out of the car on the sidewalk side, never the street side.

Students are dismissed at 3:00 PM. It is the parents' responsibility to pick their children up on time or the student will be put in the After School Program and a fee will be charged.

If someone other than the parent is picking up a student, the parent must notify the School Office or send a note to the child's teacher and let us know who will be picking up your child. If we do not recognize the person he/she will be asked to show identification. No child will be permitted to go home with another person if the school is not notified. This is for the safety of your child.

### ASSIGNMENT PADS

Students in grades 1 through 8 are required to use a homework assignment pad. The assignment pads are to be purchased through the school. They must be kept up to date. Please ask to see your child's homework book each evening. Consequences will be given if a child's homework pad is not kept current.

### BIRTHDAY CELEBRATIONS

Birthdays may be celebrated in school during the time school is in session. If refreshments are sent in there must be enough for the entire class. Please check with the teacher regarding the time and day this will be taking place. It is not necessary for the school uniform to be worn on that day.

### CARE OF SCHOOL PROPERTY

Deliberate or accidental defacing or damaging of school property such as desks, books, walls, equipment etc. will necessitate compensatory action on the part of the pupil responsible. The student will also be liable to the necessary punishment.

Book bags or back backpacks are required for all pupils to protect books. BOOKS MUST BE COVERED AT ALL TIMES. THIS INCLUDES WORKBOOKS. PLEASE DO NOT USE CONTACT PAPER ON TEXTBOOKS.

Textbooks must be in the same condition in June as they were in September. If there is damage, the parent will be responsible to pay for the book.

### CELL PHONE POLICY

If it is necessary for your child to bring a cell phone to school, it must be turned in to the teacher when arriving to class. The phone must be turned off. It is the student's responsibility to pick up his/her phone at dismissal time. Any child attending After School Care must also turn in his/her phone to the adult in charge and is responsible to ask for it when leaving.

It is not necessary for anyone below the 5<sup>th</sup> grade to have a cell phone in school.

### CHANGE OF ADDRESS/TELEPHONE NUMBER

It is very important for emergency and administrative reasons that every student maintains an up-to-date address and telephone number records at the school office. Notify the school IMMEDIATELY if you have a change of address or telephone number during the school year.

### CHEATING

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the student's work will be confiscated. A failing grade will automatically be recorded for the work and parents/guardians will be notified. A second offense will result in an in-school suspension. Academic honesty is integral to both academic learning and the development of Christian character. Plagiarism from printed or electronic (e.g. internet) sources will not be tolerated.

### CONDUCT OUTSIDE OF SCHOOL

The student is a Saint Clare Catholic School student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by the school administrators.

### CONFERENCES

Parents or teachers may request a conference at any time during the school year when the need or desire arises. Parent-teacher conferences are encouraged and can be arranged at any time during the school year by writing a note to the teacher you would like to see.

Conferences with the principal may also be arranged by advance written request or by calling the school office for an appointment. Please make sure that you have spoken to the teacher first before making an appointment with the principal if you need to discuss a classroom situation.

Parents/guardians are requested not to settle business with a teacher or the principal when the latest are supervising the children or at dismissal time.

### CONFIDENTIALITY

All discipline matters are handled with strict confidentiality. Sometimes parents may think that a student was not disciplined for an offense because parents do not know about it. This is a sign of confidentiality, not inaction.

### DAILY SCHEDULE/HOURS

7:15 AM	Before School Care Program begins
7:45 AM	Teacher Supervision begins
8:00 AM	Morning bell rings for prayers and the beginning of classes
10:00 – 10:15 AM	Morning recess for grades K - 8
12:00 – 12:40 PM	Lunch for Pre-K to Grade 8
3:00 PM	Dismissal
3:00 – 5:30 PM	After School Care Program begins

### DETENTION

In some cases, detention is an appropriate means of correcting student behavior. Detention will be assigned by the teacher or the principal. Parents must sign the written notification that they are aware of the detention. If a student is assigned a detention, the student must attend.

### DISCIPLINE

Discipline in the Catholic School is to be considered as an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

- to provide a classroom situation conducive to learning
- to promote character development, i.e., to cultivate the virtues that ensure moral living
- to promote self-discipline, i.e., the ability to make choices which approximate the actions and attitudes of Christ requiring control from within

It is necessary, therefore, to have certain regulations of conduct. In the interest of good learning, children are asked to enter the classroom quietly and walk in like manner in the halls. Since the school is a place of learning, it follows that children are not to bring to school such distractions as chewing gum, toys, gadgets, etc. Students are expected to put forth their best effort and to conduct themselves, at all times, in a manner that will promote a safe, orderly learning environment. School and classroom rules and expected behavior are explained to the children. Any behavior or inappropriate language which causes the learning atmosphere to deteriorate or be disrupted or which infringes upon the rights of others in the school, will not be tolerated and may subject the student to corrective measures.

The methods used to teach and discipline a classroom of students are often different from those used to train one child or a family of children.

It is extremely important that a child be thoroughly convinced that his/her parents stand behind the school. Without such a clear understanding, a child can come to think that home and school are separate and unrelated areas of authority, and he/she can soon learn to play one against the other.

We can best serve our children by working together, by checking out whatever misunderstanding might arise, by supporting one another in all aspects of education and discipline.

If there is a difference of opinion, call us or make an appointment to see us so that we can talk things over. We may not conform to your wishes, but we can certainly come to some understanding which will safeguard the child's respect for both parent and teacher.

Acceptable corrective measures may include, but are not limited to, the following:

- Verbal and/or written reprimand

- Detention
- Teacher/student conference
- Communication with parent/guardian via note, telephone, or conference
- Deprivation of privileges or preferred activity
- Time out in the classroom or office
- Referral to the principal
- In-school suspension or out-of-school suspension (Diocesan Guidelines will be followed.)

The principal is the final recourse in disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

#### DIVORCED OR SEPARATED PARENTS

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's Office. The school will not be held responsible for failing to honor arrangements that have not been made known.

#### DRESS CODE

Students generally conduct themselves in a manner similar to the way in which they dress and groom.

With this as a guide, the following regulations apply to all students:

- All students are expected to be in full uniform at all times. Any exception requires a note from the parent stating a reasonable excuse.
- Summer uniforms and polo shirts may be worn from September to October 15<sup>th</sup> and during the months of May and June.
- All uniforms are to be purchased at CoEd Uniform Company, our official supplier; no substitutions will be allowed. The address and telephone number for Coed Uniform Company is 100 Broadway, Elmwood Park, NJ 07407 – 201-796-4220. You can also order online at [www.coeduniform.com](http://www.coeduniform.com). When you are ordering your uniforms, their sales people know what is required and what items are optional.

#### PRE-K (BOYS AND GIRLS)

September to October 15 and the months of May and June:

- Gray (gym) uniform shorts and maroon tee shirt
- Sneakers

October 16 to April 30:

- Burgundy sweat suit
- Sneakers

GIRLS: GRADES K – 5

- Plaid jumper
- White long or short sleeve blouse
- White or burgundy knee socks; white or burgundy tights in cold weather
- Burgundy sweater (not optional)
- Black tie or buckle shoes (No boots, work shoes, platforms, loafers or sneakers.)

GIRLS: GRADES 6 -8

- Gray skort (No shorter than 2 inches above the knee.)
- White long or short sleeve blouse
- Burgundy sweater (not optional)
- Burgundy or white socks
- Burgundy or white tights in cold weather
- Black tie shoes or black loafers only (No boots, work shoes, platforms or sneakers.)

BOYS: GRADES K – 8

- Gray uniform trousers (purchased from CoEd Uniform Company)
- Burgundy shirt
- Black or white socks (no half socks)
- Black or grey belt
- Burgundy sweater – sleeveless vest, pullover or button down (no optional)
- Black shoes (No boots, work shoes, loafers, sneakers)
- 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>-grade boys may wear loafers

SUMMER UNIFORM (BOYS AND GIRLS) – May be worn in the month of September and until October 15<sup>th</sup> and during the months of May and June. (OPTIONAL)

- Gray uniform shorts with black or gray belt
- Maroon polo shirt
- White socks
- No sneakers (Only Pre-K children may wear sneakers.)

WINTER UNIFORM (BOYS AND GIRLS) – May be worn from December 1<sup>st</sup> until March 15<sup>th</sup>. (OPTIONAL)

- Gray slacks purchased from CoEd Uniform Company
- Burgundy polo shirt – long sleeves (purchased from CoEd Uniform Company)
- Burgundy sweater or sweater vest

## PHYSICAL EDUCATION

- Gray gym shorts
- Burgundy tee shirt
- White socks (No half socks)
- Tie sneakers only
- Burgundy sweat suits (Students are to wear these in the cold weather over their gym shorts and tee shirts.)

## JEWELRY

Girls only are permitted to wear small, post type earrings. Girls may wear only one earring in each ear.

No dangling earrings. Boys are not permitted to wear earrings.

Jewelry is to be kept simple. A watch (with alarm turned off) may be worn. Bracelets are not to be worn to school. No fad jewelry is permitted.

## MAKE UP

Make up, fingernail polish and colored lip-gloss may not be worn to school.

## HAIR

Hair is to be kept neat, clean, brushed and out of the student's eyes. Fad hairstyles are not acceptable. Boys' hair should not touch the collar of their shirt or cover their ears. Highlighting is not permitted for girls or boys.

The primary purpose of our uniform code is to assure that the students of Saint Clare School be neat, clean, well groomed and dressed appropriately for all school activities.

## GUIDELINES FOR DAYS WHEN UNIFORMS ARE NOT REQUIRED: ALL STUDENTS

- If a theme is announced (Red & White Day, Christmas, etc.) student's choice of apparel must reflect the theme.
- Clothing must be of a size appropriate for the child. Oversized, excessively baggy garments are not allowed. Low-cut shirts, pants or shorts worn below the waistline, bare midriff styles and tight fitting apparel are not permitted.
- Clinging fabrics such as spandex are not permitted.
- Tank tops, muscle shirts and spaghetti straps are not allowed unless a sleeved shirt is worn over or underneath. Halter tops and tube tops are not permitted.
- Skirts and dresses must not be shorter than 2 inches above the knee.
- Garments must be totally void of inappropriate slogans, artwork or logos.
- Students choosing not to participate in free dress days must wear the school uniform.

### DRUG REFORM ACT

All schools in the Paterson Diocese are in compliance with the Comprehensive Drug Reform Act and have the Model Agreements for School Zone Enforcement signed by the County Prosecutors and the Diocesan Superintendent of Schools. These agreements are designed to ensure the cooperation between law enforcement and education in protecting the educational environment. Prohibited within the school zone area are controlled dangerous substances (illegal drugs, drug paraphernalia, steroids, and alcohol), weapons and firearms. In the event that a student is found with such dangerous materials the designated school official will follow the procedures clearly identified in the model agreements and call in the law enforcement authorities.

### EARLY DISMISSAL

Early dismissal is at 12:30 PM. Faculty meetings are held on the first Friday of each month. In accordance with the Diocesan Administrative Handbook, dismissal is at 12:30 PM. After School Care is provided until 5:30 PM.

### EMERGENCY CLOSING

In the event there is an emergency school closing, we urge you to refrain from calling the school, rectory or police. Saint Clare Catholic School will follow the same procedure for an emergency closing or delayed opening as the Clifton Public School system. There is no Morning Care on delayed opening days. A practical mean is used to notify parents/guardians of an impending cancellation. Be sure your correct telephone number is registered at the school and with the Class Parents/Mothers. A school closing or a delayed opening will be listed on Channel 12. You will also receive a call from the Honeywell Alert System relaying the necessary information.

The Administration is aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

### EMERGENCY FORMS

Parents will be asked to complete information on an Emergency Form for each child. This will enable us to make contact with a designated person(s) in the event of an emergency concerning the student. Keeping this information current is necessary and we are asking your cooperation regarding this matter. The following information is required to have on file at the school office:

1. Parent(s) or guardian(s) name(s)
2. Complete up-to-date address
3. Home phone, cell phone and parent(s)/guardian(s) work phone
4. Emergency phone number of at least 2 relatives or friends who are available to pick up your children
5. Physician's name and phone number
6. Medical alert information

### EMERGENCY PLAN

An Emergency Plan is in place at the school, rectory and police department that covers a variety of situations. The faculty and staff are kept informed of the protocol for each situation. Emergency drills are practiced with the students.

### EQUIPMENT USAGE

Our school contains a variety of educational, safety and maintenance equipment. Students should not use or handle equipment unless they have been specifically authorized to do so. When school equipment is damaged through negligence or unauthorized use, the party at fault is held financially responsible.

### EXPULSION/SUSPENSION

Expulsion is a radical action permanently excluding the student from school. Saint Clare Catholic School will take that measure if it believes that the student's interest would be better served in another environment and/or that the individual's behavior is a serious threat to the school community. The administration will arrange a conference with the parents, the Pastor, and the student. A complete report will be submitted to the Superintendent.

Suspension is the temporary exclusion, by the principal in consultation with the Pastor, of a student from the regular school program and/or activities connected with that program.

Suspension may take one of two forms:

1. Removal from school community for a specified period of time
2. In-school suspension, where a child is removed from his/her class for a specified period of time

The administration will arrange a conference with the parent(s)/guardian(s), the student and anyone else involved in the incident.

### GROUNDS FOR SUSPENSION OR EXPULSION

Good causes for suspension or expulsion may include, but are not limited to any of the following:

- Continued and willful disobedience
- Open defiance of the authority of any teacher or person having authority over the student
- Habitual use of profanity or obscene language
- Conduct of such a character as to constitute a continuing danger to the physical well-being of other pupils
- Bullying or harassing another student
- Physical assault upon another pupil, teacher or any other school employee
- Taking, or attempting to take, personal property or money from another pupil by means of force or fear
- Willfully causing, or attempting to cause, substantial damage to school property
- Any suggestions of racial or ethnic prejudice
- Acts of vandalism involving students of Catholic schools

- Smoking resulting in fire
- Possession of pornography, drugs or alcohol
- Attacks on a person of a sexual or criminal nature
- Possession/distribution of controlled substances

#### FIELD TRIPS

Field trips are privileges afforded to students. However, no student has an absolute right to participate in field trips. Students can be denied participation if they fail to meet academic or behavioral requirements.

Prior to the planned trip, a permission form is sent home with the child for the signature of the parent/guardian. This form MUST be returned before a student may leave school for the class trip.

These trips are educational and serve to enrich and broaden the student's learning experiences. These trips are not optional.

#### FIRE DRILLS

Fire drills are conducted twice a month. Detailed plans are posted inside each classroom. Each class has an escape route to an outside area which is a safe distance from the building. Children are conducted to these designated areas in less than 60 seconds in a safe, quiet and orderly manner. Any misconduct during a fire drill will result in a consequence given by the teacher and/or principal.

#### FUND-RAISING/SOLICITATION

All solicitation should take place among family and friends. No child should ever solicit door-to-door alone. Parental supervision is imperative.

Saint Clare Catholic School administration prohibits door-to-door solicitation.

#### GRADUATION REQUIREMENTS

Each eighth-grade student must satisfactorily complete the course of study prescribed for graduation. Failure to do so will require repetition of eighth grade.

#### GUM

Saint Clare School has a NO GUM POLICY. This policy includes all functions during and after school hours, cheerleading, basketball, fund-raisers, etc.

#### HARASSMENT/BULLYING

As a school committed to respecting the dignity of all, behavior which degrades any individual is forbidden. Harassment is any action, word or gesture which causes fear, hurt feelings, physical hurt or which makes you feel less of a person. No one has the right to make any child feel uncomfortable and such behavior will not be tolerated.

Harassment looks like: making fun of appearance, stealing lunches and/or snacks, destroying property and belongings, knocking books out of people's hands, inappropriate touching, pushing, shoving, hitting, tripping, no respecting personal boundaries, getting in another's face, etc.

Harassment sounds like: swear words, obscene language, inappropriate mention of physical body parts, sexual innuendoes, stupid noises, verbal attacks, sexual connotations, name-calling and labeling, racial slurs and racial comments, belittling or mocking, etc.

Any student who experiences any form of harassment should report it immediately to his/her teacher and /or principal.

The consequences for bullying or harassing another student will be suspension from school. NO EXCEPTIONS WILL BE MADE! Depending on the seriousness of the offensive conduct, a student may be expelled from school.

#### HEALTH SERVICES

The school nurse provides the following services: height and weight measurements, hearing screening, vision screening, scoliosis screening and Manitou Test for tuberculosis.

The nurse is at the school to provide emergency care for children who are injured or become ill while in school. She keeps up-to-date records on all students. She notifies parents/guardians of health problems or related illness and provides referrals to family physicians.

If a child is ill in the morning he/she should not be sent to school. If a child had a fever, he/she must be free of fever for 24 hours before returning to school.

#### HOME AND SCHOOL ASSOCIATION (HASA)

The Saint Clare Home and School Association is highly involved in supporting our children and school. All parents/guardians are urged to participate actively. Meetings are held three times during the year and are announced in advance. Attendance by at least one parent/guardian is mandatory.

Each year the HASA sponsors fund-raisers and other projects which benefit the school. With the help of all parents/guardians these endeavors are very successful.

#### HOMEWORK

Homework plays an important role in a child's academic success. Parents should be mindful of the fact that homework assignments are not always written. Research and reading assignments, as well as long-term projects, are also considered homework. It is the student's responsibility to complete all homework assignments. The student may be given a zero and the teacher may issue a detention at his/her discretion if homework is incomplete. If a student is absent one day, he/she is given one day to turn in assignments; two days absent, two days to turn in assignments; etc. The teacher will notify the parents when failure to turn in work becomes a problem. A conference will be held with the teacher, parent(s), student and principal if homework continues to be a problem.

The following schedule is suggested as a guide to parents/guardians, although it will have to be followed with discretion since pupils vary greatly in speed and ability. The suggested times are estimated on the basis of concentrated work without interruption for the average child.

Grades K, 1, 2

Approximately 20-30 minutes

Grades 3 & 4

Approximately 30-60 minutes

Grades 5 & 6  
Grades 7 & 8

Approximately 60-90 minutes  
Approximately 90-120 minutes

The following simple guidelines may help your child's home study be more effective:

- Make and follow a well-planned schedule. Work with your child to decide the best time to do homework.
- Students should study in a quiet room with good light and have all the necessary materials on hand.
- Students should avoid looking at TV or listening to the radios, CDs, etc., while doing homework.
- Students should always do their own work. Work done by parents or copied from another person teaches very little. It never brings pride in work well done or real success and achievement. (This does not mean that parents should not show an interest in their child's work.)

#### HONOR ROLL

Students in grades 4-8 have the opportunity of achieving recognition as a member of the Scholastic Honor Roll. Those eligible for this honor must meet the following criteria:

##### CRITERIA FOR HIGHEST HONORS:

- Grade point average (GPA) of 3.8 – 4.0 in the following academic subjects: religion, reading, English, spelling, math, social studies, science, composition, and Spanish
- No grade lower than a B+
- No S's, I's or U's in any area
- No Comment Code Numbers: 9; 10; 11; 17

##### CRITERIA FOR HONORS:

- Grade point average (GPA) of 3.5 or above in the following academic subjects: religion, reading, English, spelling, math, social studies, science, composition, and Spanish
- No grade lower than a B
- No S's, I's or U's in any area
- No Comment Code Numbers: 9; 10; 11; 17

Please note that a student's daily conduct and effort in every subject area are taken into consideration by each individual teacher when grading a student. An honor roll student is a student that shows above average ability not only in their academics, but also exhibits excellent conduct and effort in all classes including special classes.

### HOT LUNCH

Students in grades Pre-K through 8 may purchase hot lunch each day. Lunches are ordered on a monthly basis on the school website at [www.saintclareschool.com](http://www.saintclareschool.com) (enter the school site and click on the Lunch Program link.) If a child is absent and has ordered lunch for that day, there will be no refunds. Students who do not order lunch must bring their own lunch from home with them in the morning. PARENTS ARE NOT ALLOWED TO DROP OFF LUNCH FOR THEM AT ANY TIME.

REMEMBER: SAINT CLARE SCHOOL IS A PEANUT-FREE SCHOOL.

Please make sure that your child's NAME and GRADE are on lunch boxes or lunch bags. NO SODA OR GLASS BOTTLES ARE ALLOWED AT ANY TIME.

### ILLNESS OR INJURY

In case of illness or injury, a child will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first-aid treatment only. If emergency medical treatment is necessary, the parents/guardians will be contacted. If parents/guardians are not available, the child will be taken to the emergency room at the nearest hospital, unless one is specified by parents/guardians on the emergency card. Remember: An emergency telephone number where parents/guardians can be reached and the name and telephone number of the student's family doctor must be on file at school. Children who show signs of illness should not be sent to school.

### IMMUNIZATIONS/VACCINATIONS

State law requires that every child who is admitted to school must have evidence of a successful vaccination for diphtheria, pertussis, tetanus, measles, mumps, and polio. Also required are a rubella vaccination and the Mantoux test.

All children entering kindergarten will have to document measles, immunity or receipt of a second dose of a measles-containing vaccine (e.g., MMR, MR, or measles.)

All contagious diseases such as measles, mumps, chicken pox, German measles, strep throat, etc., are to be reported to the school nurse. Any child receiving immunizations should send this information to the school nurse, so it can be recorded on the child's health record.

### INSURANCE

School insurance is provided at no cost to you. Our school insurance is a supplement to the family's health insurance. (This insurance is for school-related accidents.)

### LATENESS

A student who arrives after the bell rings at 8:00 AM must report to the front office for a late slip in order to enter the classroom. It is recognized that an elementary school child may occasionally be late to school due to an unforeseen emergency. Lateness disrupts classroom activity and causes loss of instruction time. Parents need to make every effort to ensure that their children arrive at school in a punctual manner. EXCESSIVE STUDENT TARDINESS IS UNACCEPTABLE AND CAN RESULT IN PUNITIVE MEASURES AT THE DISCRETION OF THE PRINCIPAL.

### LEAVING THE SCHOOL GROUNDS

Students are not permitted to leave the school grounds during school hours for any reason without the knowledge and consent of the principal. Permission to leave the school grounds will only be granted upon written request from the student's parent/guardian. All students being excused early must be picked up and signed out at the office by a parent/guardian or authorized adult. Identification may be required.

### LIBRARY

The library is open on a regular schedule and is supervised by the librarian. Library classes are held for grades Pre-K through 8. Students may check out one or two books per week. Fines are charged for overdue books and lost library cards. The amount of replacement is charged for damaged or lost books. Books are chosen for either their educational or recreational value.

### LITURGY

As members of a Catholic community, all are called to participate actively in the liturgical prayer of the Church. The liturgy educates, teaches and forms community among the students. Students have the opportunity to take part in the liturgy or in Para-liturgical services throughout the school year. They attend Mass every First Friday of the month at 8:30 AM and on holy days of obligation.

Parents/guardians are invited to share in the liturgy.

It is also imperative that students attend Mass every Sunday. If you are on tuition plan A or B, your child must attend Mass as attendance is part of your contract.

### LOST AND FOUND

All clothing and personal items found on the school grounds are turned into the office. Students may claim an item after proper identification. All personal items should be marked with the child's name. Articles of clothing lost and not claimed within a week will be disposed of. The lost and found is located in the School Office.

### LUNCH AND PLAYGROUND POLICY

Students eat lunch in the lunchroom. Students are reminded to be polite and to observe proper etiquette.

On the playground rough, rude behavior will not be tolerated. 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders may play basketball on their designated days. Jumping ropes and hula-hoops are provided for all students.

When it is necessary for students to remain indoors because of inclement weather, they are to behave appropriately.

### MEDICATION

According to New Jersey State Law, the School Nurse, or any other school personnel, may administer medication to students only if the following conditions are met:

- The school is provided with a note from the doctor containing the child's name, name of the medication, dosage, time schedule and diagnosis for which the medicine has been prescribed.
- The medicine must in be in the original container from the pharmacy with proper labeling.

- The school is provided with a note from the parent stating the time the medicine is to be given.
- All the above must be brought to the school office at the beginning of the day by the parent.

#### MILK

Milk may be ordered in September and January only. Payment must be made for the five-month period. The order may not be changed during this period. This is a government-subsidized program. Notices as to exact cost will be sent home at the beginning of September and the third week of January.

#### MISSION STATEMENT

The faculty and staff of Saint Clare School believe that every aspect of life is important; spiritual, physical, intellectual and emotional.

We believe that all children are unique and valuable because their life comes from God.

We believe in the importance of improving the quality of life for everyone, everywhere.

It is our belief that if we have helped a child to become more human, non-racist, more able to believe in the ultimate value of life, more helpful – then we have prepared him/her for life.

#### MONEY BROUGHT TO SCHOOL

Whenever children are required to bring money to school, it should be enclosed in an envelope with NAME, GRADE, AMOUNT AND FOR WHAT THE MONEY IS INTENDED on the outside of the envelope and given to the teacher.

#### MORNING CARE

Any student who arrives before 7:45 AM will be put in the Morning Care Program. The cost is 42.00 per day. Anyone who uses the Morning Care Program on a regular basis will be required to buy a card for \$40.00 which entitles you to 20 hours of care. The cards can be purchased in the School Office.

#### NON-DISCRIMINATION

Saint Clare Catholic School does not discriminate on the basis of race, sex, national origin or handicapping condition, (if with reasonable accommodation on the part of the school, the handicapped person could be accommodated), in the acceptance of students.

#### PARENTAL COOPERATION

The involvement and cooperation of parents is essential for a student's success in school. A parent's support of school policies and procedures is essential also for the smooth functioning of the school. An essential element of parental cooperation includes supporting the school and school personnel in the presence of children.

## PARKING

Parents/Guardians are asked to drop off and pick up children on Allwood Road, on the SCHOOL SIDE ONLY. In order to provide a safe school for your children, you are not permitted to drive into the schoolyard at any time.

If you do park across the street from the school, you must get out of your car and cross the child. Children MAY NOT cross the street unattended.

YOU MAY NOT DOUBLE-PARK AT ANY TIME. NO CHILD IS PERMITTED TO GET INTO A DOUBLE-PARKED CAR. YOU ARE ALSO SUBJECT TO A TRAFFIC VIOLATION IF THE POLICE OBSERVE YOU DOUBLE-PARKED.

U-TURNS ARE NEVER PERMITTED.

NO CHILD SHOULD BE PERMITTED TO GET ARTICLES OUT OF THE TRUNK FOR ANY REASON.

## PERSONAL PROPERTY

Personal property, i.e. lunch boxes, sweaters, uniforms, gym uniforms, etc., must be labeled with the student's name. The school is not responsible for unlabeled articles.

Large amounts of money or expensive articles should not be brought to school. This includes radios, iPods, electronic games, etc. If any damage results from disregard of this regulation, the school assumes no responsibility. Saint Clare Catholic School is co-tendent of student desks and lockers and reserves the right to search any desk or locker without permission. We also reserve the right to search any book bag if the school authorities deem it necessary.

## PHYLOSOPHY - NATURE O FTHE STUDENT

### INTELLECTUAL

In guiding the intellectual development of students, we endeavor to encourage students to develop to their greatest potential, believing that each student has strengths that when explored can spark learning success. Our commitment is to a learning environment which encourages academic excellence and develops an inquisitive mind which meets individual needs. Promoting the development of the whole child insures that all students enjoy some degree of success. Vital to this success is a classroom atmosphere where students are encouraged to express themselves, and teacher-led instruction builds on prior knowledge. A variety of developmentally appropriate teaching techniques and materials unlocks learning strengths. Recognizing the potential of each child, we are dedicated to reaching all students, regardless of learning modalities. As stated in Teach Them-Statement on Catholic Schools, "teachers implement methodologies which are responsive to the individual needs of students".

### PERSONAL

In guiding the personal development of our students, we endeavor to form within them positive mental attitudes towards self, others and the world in which they live. Acceptance of each child as unique, with different inborn characteristics, temperament and potential, and respect for the dignity of each student is paramount to personal development. We focus on the strengths of each individual, instilling a level of confidence and determination, continually striving towards self actualization. Encouraging high standards and fostering independence contribute to the students' growth toward maturity.

## SOCIAL

In guiding the social development of our students, we endeavor to instill the acceptance of ourselves as individuals who make a unique and important contribution to this world, as well as to recognize the uniqueness of those around us. It is the school's responsibility to guide students not only in academic skills, but also in the necessary life skills for living and working within society - such as honesty, cooperation, pride, respect and tolerance. We must prepare youngsters for life, teaching them standards of conduct and holding them accountable for appropriate behavior.

## PHYSICAL

In guiding the physical education of students, we endeavor to refine human motor performance, as well as the development of healthy, vigorous students who possess creativity, problem-solving abilities, initiative, leadership, self-confidence, a positive self-image and an ability to become fit in our world. Personal commitment to follow the Fifth Commandment, by caring for their lives and the lives of others, should reflect students' respect for God's gift of life. Time and teacher-directed discussion must be devoted to respect for the human body and for God's gift of sexuality, healthful habits, the effects of substance abuse and violence in our society, etc.

## AFFECTIVE

In guiding the spiritual growth and formation of students, we endeavor to assist them in the development of a personal relationship with the Lord which will influence life choices and decisions for themselves and others.

To know that religion is not something isolated and apart from everyday life, but woven into everything we do, say or feel is of primary concern. As stated in *To Teach as Jesus Did*, "Participation together in the liturgy and in paraliturgical activities and spiritual exercises can effectively foster community among students and faculty". Children must understand that as members of the Church community, we are active witnesses whose morality is built upon the Ten Commandments and expressed in the Beatitudes. Growing in awareness that they are important to God's plan, students serve others by responding in faith, hope and love to God, family members, neighbors and the world.

## NATURE OF THE PROCESSES – ADMINISTRATIVE

A working relationship between the pastor and the principal promotes Catholic values and a sense of community in the school. The pastor, the spiritual leader, delegates managerial and academic administration to the principal, the primary coordinator of policy formation and implementation. Discussion and input from the school board, the faculty and the school parents help to facilitate the formation of educational and managerial policy. The final decision is made by the principal. An established school policy is communicated to all school families at the onset of the school year via a communicated via this Parent-Student Handbook and receipt of it is documented through parental signatures kept on file. Information concerning new or revised policy is relayed by the principal, in written and verbal form, at regular monthly faculty meeting, through a weekly-published faculty agenda, and at meetings of the Home and School Association and School Board.

## CURRICULUM

Curriculum standards, which prepare students to become active witnesses and participants in the Christian community and prepare for fulfilling and productive lives in the twenty-first century, include the mandate and the requirements of the state and the diocese. Designed to promote an interest in learning and based upon students' needs, children should have the benefit of core teaching strategies, computer skills, supplemental learning, remediation and enrichment. The textbook content-based curriculum, which meets social and personal needs, is planned with concern for scope and sequence and is designed to promote creative and critical thinking skills, as well as problem solving.

Faculty and administration decide curriculum changes and the implementation of instructional materials which help students attain course objectives and skills, after careful evaluation based upon diocesan and school philosophy. In an effort to keep abreast of new teaching methodology and instructional materials, mandatory attendance at professional workshops is an integral part of the school calendar.

## TEACHING

Teaching methodology is predicated upon the diverse needs of all students while integrating all learning with faith. Classroom organization varies according to grade level. Prekindergarten through second grade are self-contained. Departmentalization is introduced on a limited basis in grades three through five, with total departmentalization in junior high. Incorporating group and individualized instruction, teachers create a classroom environment that prepares students for life in today's Church and community, develops children's interest and abilities and meets individual educational requirements. Teachers, utilizing their education and experience, select teaching materials and implement curriculum to achieve objectives as prescribed by diocesan curriculum guidelines in conjunction with school administration and school philosophy. As stated in *Teach Them – Statement on Catholic Schools*, "Positive changes in the instructional program have been carried forward, including greater emphasis on personalized learning which meets the unique needs and capabilities of individual students."

## EVALUATION

High expectations for student achievement and our need to determine the school's effectiveness require that teachers throughout the school year measure, monitor, and adjust learning according to the needs of the students. Frequent monitoring of student progress is accomplished through teacher observation on a daily basis, textbook testing programs, teacher-made tests and parental feedback. Standardized tests are administered annually: *Terra Nova Testing* and the *Test of Cognitive Skills* (TCS) to grades Kindergarten through seven. The *High School Coop Exam* is administered to the 8<sup>th</sup> grade in the fall. The fourth and seventh graders take the *Terra Nova Writing Assessment*. Interpretation of these test results aids in measuring student mastery of grade level objectives, aids in the discovery of areas of weakness and aids in measuring student achievement against capability.

In an effort to improve teacher performance, teachers are evaluated informally by the principal on a regular basis, and evaluated formally with notification during the school year. Criteria concerning the scope of evaluation are in written form and distributed to teachers prior to classroom observations. A written evaluation and conference that allows for an open review and discussion follow the formal observations.

## THE NATURE OF SCHOOL RELATIONS: TEACHER AND STUDENT

Building teacher-student rapport is essential to learning and success in the educational environment. We recognize that an individual's self-concept plays a dominant role in determining behavior and achievement. Raising self-esteem through helping students deal with problems, looking for and discovering opportunity in adversity, and helping student recognize the right choices, foster a positive learning experience. We provide a comfortable atmosphere where teachers recognize the unique needs and capabilities of each child, encourage students to retain their curiosity, express themselves freely and become industrious and ambitious. As stated in *The Religious Dimension of Education in a Catholic School*, "It is our task to provide guidance in helping students grasp and understand life's experiences while instilling Catholic doctrine. Their words, their witness, their encouragement and help, their advice and friendly correction are all important in achieving these goals, which must always be understood to include academic achievement, moral behavior, and a religious dimension."

## TEACHER AND SCHOOL

We endeavor as employees of Saint Clare Church to show support for administrative policy and adherence to New Jersey law both civil and educational. Our conduct reflects respect for law and loyalty to our school, its administration and the parish community. As professionals, we contribute to school development by maintaining its standards academically. Observing a life style, which gives daily witness to the meaning of mature faith and Christian living, we conduct ourselves as models for students. Teachers are dedicated to making the whole school, as well as the classroom, work for the benefit of all the students. Our philosophy, an ever-present focus, is met with a sense of common purpose and the shared commitment to the values and the goals intrinsic to the school. As enthusiastic educators who are actively involved, we continue to strive for exceptional academic results in a school that is nurturing, that values every student and that is a community of faith. As stated in *Sharing the Light of Faith*, "Teachers in Catholic schools are expected to accept and live the Christian message and to strive to instill a Christian spirit in their students."

## TEACHER AND PARENT

Our common concern, a complete Catholic education and success for each child, is accomplished when there is a positive relationship between school and home. Parents take part in their child's experience, and "there is a kind of reciprocal accountability: of school to parent and parent to school." (*Teach Them –Statement on Catholic Schools*). We endeavor to establish a true partnership with parents, the primary teachers, by combining our strengths for the welfare of the children. A cooperative, respectful, caring and supportive attitude is reflected in open, honest communication, both verbal and written, concerning academic and social progress. As stated in *Teach Them-Statement on Catholic Schools*, "The benefits of home and school partnership are so evident that all parents should be made aware of their duty to be full partners with the school."

### THE PURPOSE OF THE SCHOOL

We endeavor to create believers in the Gospel values of Jesus Christ. We seek to assist them by facilitating spiritual, moral, social, intellectual and physical growth, always being aware that each child is a unique creation of God with abilities to be developed and shared. Knowledge of Catholic doctrine is acquired in an environment where students and staff emulate Jesus through their words and actions, benefiting the school, the parish, the community and the world.

### PHYSICAL EDUCATION

Physical fitness is a part of Catholic Education that is basic in the interest of the person, school and nation. Each student, unless excused by a physician must participate in the school's Physical Education Program.

Any student not taking PE must have a doctor's note. A release must be signed by the doctor before the student may return to class.

Students have P.E. one a week. Students are responsible for wearing their gym clothes on the day designated for their P.E. class. No student may participate in P.E. class without proper attire. Only tie sneakers are allowed in P.E. class.

### PLAYGROUND SUPERVISION

At least two adults are on the playground during regularly scheduled recesses. The playground is not supervised after school (except for the After School Program.)

### POSTING OF INFORMATION ON THE INTERNET

The internet is a public forum with unrestricted access. For this reason, the school restricts permission to the posting of information related to the school, our staff and our students on the internet. No student is permitted to use images of the school, school staff or other students in any form on the internet or in any form of electronic communication without specific written permission from the administration. The posting of any such information on any website, bulletin board, chat room, e-mail, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such material subject to disciplinary action deemed appropriate by the administration of the parish, school and/or the Diocese of Paterson. (Approved by Diocesan Education Council)

### PRAYER

Generally, prayers are recited at least four times during the school day.

### PROGRESS REPORTS

Progress reports are sent to parents/guardians regarding a student's status in one or more subject areas. This gives the parents/guardians opportunity to check further about their child's work and, if necessary, help him/her to avoid receiving a failing grade at the end of the marking period. These progress reports will be mailed at the midpoint of each marking period. The student is required to

return the report to school with a signature acknowledging that the report was seen by the parents/guardians.

#### PROMOTIONS AND RETENTIONS

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are: a) indifference or lack of effort on the part of a capable student, b) physical or social immaturity, and c) frequent or long absences. Retention is usually considered as a more positive alternative during the primary grades.

Parents/guardians can assume their child will be promoted unless the alternative of retention has been discussed during the school year.

#### RECESS POLICIES

Decisions to have outside recess during cold weather depend upon the temperature and the wind-chill factor. Always dress your child for outside recess. Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Quiet games and talking with friends are allowed. ONLY students with medical excuses will be allowed to remain in the building during scheduled outside breaks.

#### REGISTRATION

Pre-Kindergarten through Grade 8 registration will take place in early spring. Parents/guardians will be notified of the exact date and given more detailed information about the registration procedure. Birth and Baptismal (if baptized) certificates and immunizations are to be presented by new registrants.

#### RE-REGISTRATION

Students attending Saint Clare Catholic School are expected to re-register for the following year in the spring. Tuition payments must be up to date before a child may re-register.

#### RELEASE OF RECORDS

The school will maintain records on all students. Information included in these records may not be released without written consent of parent/guardian.

#### RELIGIOUS EDUCATION

Since the primary purpose of the Catholic school is the religious development of the students, classes in religious education are given primary consideration in the scheduling process of the school. Non-Catholic students participate in religion classes, religious programs and activities of the school with the exception of the sacramental program.

#### REMEDICATION/ESL/SPEECH

These services are provided for our students based on the results of screening, teacher recommendation and standardized test results according to state guidelines.

### REPORT CARDS

Report cards are issued four times during the school year --two times for the Pre-K and Kindergarten classes. Report cards are to be reviewed by the parent/guardian and the envelope is to be signed and returned to your child's teacher within two days after receiving the report card. Please carefully review your child's progress and contact your child's teacher if you have any questions regarding grades.

### SACRAMENTAL PROGRAM

Students prepare to receive the sacraments of Penance and First Eucharist in the second grade. The Sacramental Program is under the direction of the Director of Religious Education in conjunction with the second-grade teacher, who will inform parents/guardians of meeting dates, practices, etc.

### SAFETY

Student safety is of primary importance. Saint Clare Catholic School has developed a Crisis Plan to be implemented in the event of emergencies. The plan is regularly updated and reviewed with staff. Classroom teachers also periodically review safety procedures with students. All entrances to the school are locked. If you need to come into the school, please go to the front door and ring the bell. Visitors must sign in upon entry and must wear badges. Upon exit, visitors sign out and return the badges.

### SCHOOL SUPPLIES

Book bags, zippered pencil cases and assignment pads are required for all students in grade Kindergarten through 8. Notebooks, homework pads and pencil cases MUST be purchased through school.

To order supplies students are to place their money in an envelope with their name, grade and "Supply Order" on the front of the envelope. Please try to send in exact change.

In addition other supplies may be required for your child to bring in throughout the school year.

### SCHOOL-WIDE DISCIPLINE RULES

Disciplinary action will be taken for the following reasons:

- Actions or inappropriate behavior detrimental to the physical, emotional or spiritual welfare of the students or their property
- Students who call each other names or use any vulgar language or signs
- Students who bully or harass other students (Student will be suspended. NO EXCEPTIONS)
- Students who evidence willful disobedience and/or disrespect
- Students who leave the school campus or are in restricted areas without permission
- Any conduct that is unbecoming to a Christian student

### SNACK

Students have recess at 10:00 AM. Please provide a healthy snack. Fruit, fruit juices and vegetables are encouraged. Soda is not permitted at any time. The students may not ring glass containers to school at any time.

### SPECIAL CLASSES

All children at our school participate in computer/technology, Spanish, music and physical education classes. These classes vary from 30-45 minutes in length. The programs provide an opportunity for children to develop in computer, music and physical skills.

We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship and congeniality through these special programs.

### STUDY SKILLS

A parent/guardian can help his/her child be aware of skills and techniques which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- Come to class prepared with textbooks, assignments and other necessary materials.
- Be an active participant in class. Listen well and take part in class.
- Ask questions to clarify problems.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible. Just “getting by” is not a worthwhile goal.

### STUDENT THREATS

All verbal, physical written and weapon threats will be taken seriously. Students who make threats will be suspended from school and will be required to get a psychiatric evaluation. The student can return to school only if he/she presents a written statement indicating he/she is ready to return to school and the Administration is willing to have the student return. If the student returns to school and there is a second offense, the student will be expelled.

### SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training or family emergency. Students are expected to be very courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

### TEXTBOOKS

If a book is lost or damaged beyond reasonable use, parents/guardians will be charged the full replacement price.

### TRANSFER POLICY

Parents/guardians considering the transfer of a child from Saint Clare Catholic School to any other school, whether parochial, private or public, are expected to request a personal conference with the principal prior to receiving a transfer.

Parents should provide the following information in writing to the school so that records can be completed:

1. Name of school to which transfer is to be sent
2. Address of school, city and state
3. New home address of student
4. Reason for transfer

### VANDALISM

Our school and school equipment are private property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid before a student is allowed to return to class. If a student accidentally causes damage, he/she should report it to the principal immediately so that the damage is not misconstrued as vandalism.

### WALKING STUDENTS

If your child is going to be walking home from school on a consistent basis, you must send a note to the principal giving permission for your child to walk home. This note will be kept on file in the office for the entire school year. An occasional walker must also have a note in order to walk home. If there is no note, your child will be put in the After-School Care Program. NO CHILD WILL BE PERMITTED TO WALK HOME WITHOUT WRITTEN PERMISSION. Students may not ride their bicycles to school.

THE ADMINISTRATION RETAINS THE RIGHT TO AMMEND THE HANDBOOK FOR JUST CAUSE.  
PARENTS/GUARDIANS WILL BE GIVEN PROMPT NOTIFICATION IF CHANGES ARE MADE.