

# St. Clement of Rome Catholic School



2020-2021  
School Handbook

*Faith, Community, Empowerment*

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## LETTER FROM THE PRINCIPAL

*“Catholic education aims not only to communicate facts, but also to transmit a coherent, comprehensive vision of life, in the conviction that the truths contained in that vision liberate students in the most profound meaning of human freedom.”*

Pope John Paul II

From the SCR document, *Continuing Our Journey into 2020-2021*:

*The Mission of St. Clement Of Rome School is to successfully meet the Spiritual, Academic, Social, and Emotional needs of every student in our care. We Nurture the Whole Child. First and foremost, St. Clement of Rome School is a Christ-centered faith community that prepares its members to celebrate and proclaim the Catholic faith in an atmosphere of love, prayer, and service.*

*This year will bring special challenges as we navigate the uncertainties of the COVID -19 pandemic. We will work in close cooperation with County health officials, the Archdiocesan Task Force, and our school Safety and Health Committee to protect the safety and well-being of our students, teachers, and families. During this time, we strived to answer this guiding question: What needs to happen, to make it happen? Asking ourselves this question helps to continue to provide a consistent and valued school opportunity for all community members.*

In Joy and Gratitude,  
Andrew M. Long

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## **HANDBOOK DISCLAIMER**

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

**This Handbook contains established policies and procedures for this 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.**

## **SCHOOL OVERVIEW**

### **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

### **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 the 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 supports the educational mission.

## ST. CLEMENT FACULTY AND STAFF

Pastor  
Senior Associate Pastor  
Principal  
Coordinator of Religious Education  
Business Manager (Church & School)  
Administrative Assistant  
Assistant Principal/5, 8 Math  
Counselor  
Learning Cnslt & Reading Spclst  
Maintenance  
PK3  
PK3 Assistant  
Junior Kindergarten A  
JKa Assistant  
Early Childhood Coordinator &  
Junior Kindergarten B  
JKb Assistant  
Kindergarten A  
Kindergarten B  
Grade 1a  
Grade 1b  
Grade 1c, Art  
Grade 2a  
Grade 2b  
Grade 3a  
Grade 3b  
Grade 4a  
Grade 4b  
Grade 4c  
Grade 4 Reading, Library  
Grade 5a  
Grade 5b  
Grade 6a  
Grade 6b  
Grade 7a  
Grade 7b  
Grade 8  
Technology Specialist  
Resource Teacher  
Music  
Physical Education  
Spanish  
Nurse  
Rectory Office Manager  
Rectory Secretary  
Director of Youth Ministry  
Director of Religious Education  
Music Director  
Director of Children's Music

Msgr. Michael T. Butler  
Msgr. Timothy P. Cronin  
Mr. Andrew M Long  
Mrs. Barb Yoffie  
Mrs. Jennifer Werth  
Mrs. Ann Marie Chapman  
Mrs. Lois VanBoening  
Mrs. Ann Polan  
Mrs. Laura Bergman  
Mr. Shawn Mclver  
Mrs. Emily Genovese  
Mrs. Becky Giunta  
Ms. Jennifer Hummel  
Mrs. Penny Woolcott  
Ms. Julie Dennison

Mrs. Debbie Oxler  
Mrs. Cindy Mack  
Mrs. Kerri Downey  
Mrs. Kristin Talaga  
Mrs. Sharon Schellenberg  
Mrs. Jennifer Bardgett  
Mrs. Ellen Autery  
Mrs. Liz Hendrickson  
Mrs. Peggy Krupp  
Mrs. Margaret Kelly  
Mrs. Kathy Meier  
Mrs. Kerry Duffy  
Mrs. Teresa Hoffmann  
Mrs. Nicki Mason  
Mrs. Tracy Harkins  
Mrs. Angela Zach  
Mrs. Corina Newman  
Mrs. Elaine Neiner  
Mrs. Kristen Anthony  
Mrs. Vicki Bramer  
Mrs. Berta Simic  
Mrs. Kate Brawley  
Mrs. Lisa Diffley  
Mrs. Teresa Coulton  
Ms. Carolee Corrigan  
Ms. Melanie Jorgenson  
Mrs. Natalie Mayers  
Mrs. Lisa Stuhlmann  
Mrs. Tricia Dunn  
Ms. Laura Jablonski  
Mr. Jesse Egbert  
Mr. David Kowalczyk  
Mr. Kyle Huelsing



## SCHEDULES

### JUNIOR KINDERGARTEN (JK)

Half-Day Session	7:50am - 12:00pm	M-F	
Extended Day Session	7:50am - 12:00pm	M-W-F	Full-Day
	7:50am - 3:00pm	T-TH	Half-Day
Full Day Session	7:50am - 3:00pm	Daily	

### KINDERGARTEN THROUGH GRADE 8

7:30am	School doors open
8:00am	Homeroom/Tardy Bell/Class Begins
8:00am	Mass on scheduled days
10:50-11:40	Lunch period and recess for Grades PK, JK, K, 1
11:40-12:30	Lunch period and recess for Grades 2, 3, 4
12:30-1:20	Lunch period and recess for Grades 5, 6, 7, 8
3:00pm	General Dismissal

### EARLY DISMISSAL SCHEDULE

JK through grade 8

7:30am	School doors open
8:00am	Homeroom/Tardy Bell/Class Begins
8:00am	Mass on scheduled days
8:40am– 11:55am	Class periods
NOON	Dismissal and Faculty Meeting for all staff members

### SNOW SCHEDULE / LATE START

PK through grade 8

9:15am	School doors open
9:30am	Homeroom/Tardy Bell
3:00pm	Dismissal

## **SPIRITUAL FORMATION**

### **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

Mr. Andrew M. Long  
Principal

Mrs. Barbara Yoffie  
Coordinator of Religious Ed.

### **LITURGICAL CELEBRATIONS AND PRAYER SERVICES**

In accordance with the Liturgical year, students attend weekly grade level Mass as well as 2 to 3 monthly all school Masses. In addition, prayer services, and special blessings may be celebrated on feast days or during liturgical seasons. Students also participate in Mercy Prayer, Vocation Chalice Mass and Adoration Chapel visits.

### **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 5 through 8 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 (314-965-0709) regarding this program. Servers are trained in the fall of fifth grade year or when a special request is made by an individual.

### **SACRAMENTAL PREPARATION**

The celebration of the sacraments is one of the most important and joyful activities in our lives as Catholics. Parents and students are invited to sacramental preparation classes prior to the reception of the sacraments. Parents are the primary religious educators of their children. We join in partnership to adequately prepare each child in our care. The Parish School of Religion joins the Day School for all meetings and the celebration of the sacraments.

The Sacrament of First Reconciliation is celebrated in the first semester of second grade. The celebration of the First Eucharist is held in the spring.

Students in seventh grade celebrate Confirmation in the spring. We are blessed to have the Confirmation liturgy and reception here in our parish.

## **CLASS SERVICE PROJECTS**

Class (or grade level) Service Projects are planned by volunteer parents and homeroom teachers. These projects are successful because of the dedicated work of the parents/teachers and the eager participation of the students.

- Kindergarten and 6<sup>th</sup> grade - Decorations for Room at the Inn
- 1<sup>st</sup> grade - Cards for the sick of the parish
- 2<sup>nd</sup> grade - Military support
- 3<sup>rd</sup> grade - Sandwiches for Caritas's Mobile Outreach
- 4<sup>th</sup> grade - Birthday Bags for Circle of Concern
- 5<sup>th</sup> grade - Food bags for St. Elizabeth's and St. Vincent's
- 7<sup>th</sup> and 8<sup>th</sup> grades - Monthly Food Drives

## **ADMISSIONS**

### **ADMISSION POLICY**

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 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 SCR
  - 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:

1. Faithful attendance at Sunday Mass
2. Regular reception of the Sacraments
3. 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.

### **POTTY-TRAINED POLICY**

All children enrolled at SCR, including Preschool (PK3) or Junior Kindergarten (JK) must be potty-trained before attending school.

Potty-trained preschool children:

- no longer wear diapers (disposable or cloth) or disposable underwear (pull-ups)
- can tell the teacher when they need to go to the bathroom
- can attend to their own hygiene, which includes pulling up and down pants and wiping themselves. A teacher will assist to some degree when needed.

We realize that “accidents” will happen. “Accidents” by definition are *unusual incidents* and should only happen *infrequently*. We are able to help children clean and change themselves in the event of an accident. However, if a child is repeatedly having accidents we do not have the staff, facilities or supplies required to change children on such a regular basis. If a child has two or more accidents in one day we ask that parents take their child home. If a child has more than 5 accidents within a two week time frame we will ask that child to stay home for one week so that the family can work on developing this skill.

### **STEWARDSHIP & TUITION**

Since a change in Federal regulations dating back to 1994, St. Clement of Rome 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.

### **ADMISSION PROCEDURE**

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 Kindergarten (K)-8 is a maximum of 30 students. PK and JK, the class size is up to 20 students. In general, the school will maintain 2 to 3 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 composed 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 makeup and current financial status of the school. The school community will be informed of such a decision when it is made.

### **POLICY OF NON-DISCRIMINATION**

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.

### **STUDENTS WITH SPECIAL NEEDS POLICY**

**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.

### **REGISTRATION PROCEDURE**

1. 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.
2. 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.
3. 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.
4. Primary one students must be six (6) years of age before August 1.
5. To attend classes, all children entering St. 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.

## **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.

## **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 situation. Students academically falling below grade-level expectations may be asked to attend summer school or utilize private tutoring.

## **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 8. An **exit survey** will be given to parents whose children leave our school before graduation. In addition, an exit survey will be given to parents whose children are graduating.

## **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.

## **ACADEMIC OVERVIEW**

### **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 are emphasized at each level. The faculty reviews the curriculum annually and adjusts as needed. The school curriculum is available on our school webpage, under "**About Us.**"

In order to model and create a 'family-like' atmosphere that supports and challenges students, St. Clement students and teachers participate in a variety of programs, including:

1. Tribes
2. Kindergarten and Grade 6 Buddies
3. Mass Pals
4. Reading Pals

### **PK and JK Programs**

The JK4 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 JK activities in new depth and variety. Students receive instruction from our Physical Education, Music, STREAM, Art, and Spanish teachers.

### **KINDERGARTEN through GRADE 4**

These grade levels involve self-contained classroom teaching of core academic areas. Students also attend art, music, physical education and Spanish.

### **GRADES 5 through 8**

The middle school follows the departmental system in core academic areas. Students also attend art, music, physical education and Spanish. In practice, it means that a child, although assigned to a specific homeroom, will be taught by several teachers during the school day.

### **HOMEWORK**

Homework assignments are valuable for student learning and development. The students usually have weekday homework. Assignments are to be completed and handed in on time.

This may be written or study work. The approximate time that should be devoted to daily homework is as follows:

Grades 1 and 2	15 to 20 minutes
Grade 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

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. Parents should realize that some students work more rapidly than others and may complete more assignments in 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 their google classroom page.

### **TESTING**

1. Iowa Tests of Basic Skills. This testing series will be administered to students in grades 2 through 8. It will provide a report of individual student achievement and includes the results of a separate ability test administered to grades 2 through 8. Individual student results will be given to parents as they become available. Faculty will review school scores to assess the strengths and weaknesses of the school program.
2. Kindergarten and students transferring may be screened in order to enroll.

## **EVALUATION OF STUDENT PROGRESS**

Parents may access student scores at any time through our online, school information service (SIS), Fast Direct. 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. St. Clement 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 midpoint of each grading period, parents are encouraged to review their child's progress online. Teachers will also communicate each child's progress in "Work Habits", (study/organizational skills) and "Conduct", (social behavior).

## **CHASTITY EDUCATION 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 in October in grades 4-8.

## **ART PROGRAM**

A full spectrum of art experiences is provided at St. Clement and the 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, graphics and computer technology.

## **MUSIC PROGRAM**

SCR has a full-time music teacher. Students receive comprehensive music education in line with the National Standards.

## **PHYSICAL EDUCATION PROGRAM**

SCR has a full-time physical education teacher. Students receive comprehensive physical education in line with the National Standards. Students are given the opportunity to qualify for the President's Physical Fitness Award Program.

## **SPANISH PROGRAM**

SCR has a full-time Spanish teacher. 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 is used.

## **LIBRARY**

Library books may be checked out for one week. If books are ruined, lost or not returned by the end of the school year, the student will be charged the cost of replacement.



## **LEARNING CONSULTANT MODEL**

SCR utilizes the Learning Consultant Model to provide the maximum amount of support for the greatest number of students. The Learning Consultant's goal is to enhance the academic success of the student.

## **CARE TEAM**

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

## **FILMS**

Movies and films are used to enhance our curriculum.

## **FIELD TRIPS**

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

1. At least one teacher or designated faculty member will accompany students on a field trip.
2. Written consent from parents/guardian must be obtained for every child participating in a field trip. Consent forms must include the following:
  - a. name, location, and date of the event
  - b. cost to student
  - c. mode of transportation to be used
  - d. 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 the required criteria.
5. Field trips should be safe, well-planned, educational experiences that coordinate with the subject matter being taught. To ensure 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 to return to school in order to connect the purpose of the field trip to the curriculum. An advanced trip by the teacher or parent volunteer is suggested when possible.
6. 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.
7. Supervision during 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.

8. 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.
9. Teachers must check with the principal for available field trip dates. All first-semester field trip dates should be secured by September 30. All second-semester dates should be secured by January 30. Approved dates are to be forwarded to Hot Lunch coordinators.
10. 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 with the field trip supervisor.
11. 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. The following criteria applies if a private passenger vehicle must be used:
  - a. Drivers must be in compliance with the Archdiocesan Safe Environment Program.
  - b. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
  - c. The vehicle should have a valid registration and meet state safety requirements.
  - d. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 for occurrence.
  - e. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
  - f. Every person in the private vehicle must have a seat belt.
  - g. Twelve passenger vehicles may not be used.
  - h. 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 a 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 area 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.****

## **EXTRACURRICULAR 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, Math contests, including Catholic Math League (grades 5-8), Academic Fitness Awards Program, Post-Dispatch Spelling Bee, Archdiocesan Music Festival, Pro-Life Essay, National Geographic Society, Geography Bee, Servers (grades 5-8), and Student Leaders - YESS Club, *Youth Encouraging Service & Spirit*, and Children's Choir (Grades 3-8), Palmer Music, chess and Girls on the Run (grades 3-5).

## PARENT/TEACHER CONFERENCES

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. Grades 5-8 students attend conferences with the parents. Appointments must be made for all conferences. If you wish to see a teacher or the principal, contact 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 asked to first talk with the teacher before making an appointment with the principal.**

## SOCIAL & EMOTIONAL RESOURCES

### COUNSELING

St. Clement has a school counselor on its faculty. The school counselor meets with students as needed or during scheduled visits, both individually and in small groups. 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.

**CARE TEAM** See *ACADEMIC OVERVIEW SECTION*

## STUDENT BEHAVIOR & ACCOUNTABILITY

### OVERVIEW

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. St. Clement students are expected to be examples of Christ in their everyday lives. Students are asked to be accountable for their choices/actions. An SCR student should not be hurtful to others nor should he/she disturb learning. 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 teacher/monitor is authorized to assign consequences for misbehavior in the school setting. 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 (VBRD)

St. Clement of Rome School has adopted the Virtue Based Restorative Discipline Program. 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 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 students occurs. The program focuses on repairing relationships when harm has

occurred. Additionally individual students and teachers are recognized weekly for modeling the virtue of focus.

## **HONESTY POLICY**

Our goal is to help 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 a test grade.

## **PLAGIARISM**

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 5-8. Plagiarism is:

- 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 the use of one or more paragraphs of another's ideas and/or words without correct citation. An 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.

## **SCHOOL PROPERTY**

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. The

approximate value of each child's textbooks 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. Lost library books

### **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. No super balls.
7. No food or drink may be taken outside the cafeteria during lunch recess. Gum or hard candy is not allowed.
8. Toys/balls are not allowed on the playground area with Rubberific.
9. Bleachers are off-limits for the play of any kind. Please stay away from the windows.
10. Students are to be respectful to playground supervisors.

### **RECESS CONSEQUENCES and STEPS FOR INAPPROPRIATE BEHAVIOR**

1. Remind students of appropriate behavior and the rules of the cafeteria and play areas. It is important to listen to the student.
2. 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.
3. If the behavior continues, the student is sent to the principal's office.

## **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.**

## **NOTE WRITING/ DIGITAL MESSAGING**

Note writing/digital messaging during class will result in a consequence for behavior. Such communication which contains particularly hurtful or inappropriate wording will not be tolerated and a more serious consequence may be issued.

## **HARASSMENT**

**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.

## **CONCEALED WEAPONS**

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

## **SEARCH AND SEIZURE**

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**

**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; 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.

## **SERIOUS DISCIPLINARY CONSEQUENCES**

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**

**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/ vaping
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.

## **WITHDRAWAL FOR CAUSE**

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.

## **TECHNOLOGY**

### **TECHNOLOGY POLICY (5104.8) – REVISED 8/19**

The use of current and emerging technologies (calculators, computers, video, DVD players, audio and video recorders, tablets and other electronic 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 technology 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 Technology Acceptable Use Agreement. Failure to return this form will deny your child internet access.**

### **TELECOMMUNICATIONS ACCEPTABLE USE POLICY (5202.71)**

**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.

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 office.**

## **SMARTWATCHES**

Policy regarding Smartwatches/Wearable Electronic Devices will be forthcoming.

## **COPYRIGHT/INTERNET MATERIAL (USE OF)**

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.

## **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
- Streaming of music, Youtube, or other streaming formats unless approved
- Buy, sell or advertise unless approved school project
- 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.
- 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.
- When applicable, law enforcement agencies may be involved.

## **Acceptable Use Policy: St. Clement of Rome School 2020-2021 Device Policies**

The school's information technology resources, including Internet access, are provided for educational purposes. The Internet, computers, and other electronic devices give students access to information, and allow them to collaborate with others. The advantages of using digital tools far outweigh the risks. Nevertheless, St. Clement of Rome School is aware of the hazards of websites with objectionable material, and the potential for online harassment of students. With the privilege of using these comes the responsibility to use them ethically. In order to protect students, we have established these acceptable use procedures. The student and the school share responsibility for safe, ethical, and productive use of the Internet, electronic media, and devices. Google Apps may be accessed via any Internet-enabled computer or device and parents are welcome and encouraged to participate in educating their children in the safe, proper, and ethical use of the account including email communications.

Students must:

1. Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Not distribute private information about others or themselves.
  - Not send anonymous messages of any kind.
  - No personal addresses, personal phone numbers, or last names of students may be published on the Internet.
  - Not share videos, recordings, or images that include students or teachers of St. Clement of Rome School online unless given permission to do so.
  - Not use the camera or video recording capabilities of the laptop, Chromebook, or iPad unless given permission to do so.
  - Not stream music, videos, etc. without the express permission from their teacher.
  - Not use direct communications such as email or online chat unless it is for educational purposes and with a teacher's permission.
  - Bring their Chromebooks to school charged and ready for use.
  - Be held accountable if the device is damaged due to misuse.
2. Respect and protect the availability, and security of all electronic resources.
  - Report problems with account security or technology violations to a teacher or administrator.
  - Not destroy or damage files, devices, networks, or other resources or purposely make them more difficult to use.
  - Not damage laptops, Chromebooks, Kindles or iPads, or other devices on purpose or through careless behavior.
  - Not change the operating system, preferences or settings of computers or install software without permission.
  - Not make use of software or devices that bypass the school's Internet filter or network security.
  - Understand that the flash drives and accounts may be viewed by a faculty member at any time.

- Report any obscene or offensive material I encounter and any lapses in security I may discover.
3. Respect and protect the intellectual property of others.
    - When working together with others, the student should not remove or change the contribution of a teammate without the agreement of the group.
    - Not infringe copyrights, that is, do not make copies of music, games, or movies without permission of the owner of the material.
    - Not plagiarize, that is, use the words or work of another without giving proper credit.
    - Files created with school equipment and school Google accounts are the property of the school and may not be deleted or altered without the expressed permission of the school.
  4. Respect and practice the principles of community.
    - Communicate online in ways that are kind and respectful.
    - If the student chooses an image to attach to his or her profile of the school Google account, it must be appropriate.
    - Report electronic messages that are uncomfortable, including bullying, threats, or disturbing images to a teacher or administrator.
    - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are offensive, threatening, rude, discriminatory, or meant to harass).
    - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
    - Not use resources to do things that are criminal or violate the school's code of conduct.
    - Not buy, sell, or advertise unless approved as a school project.
    - Always give credit to the source of information or images, and never copy without permission.

Students may, if in accord with the above:

1. Design and post internal web pages and other material from school resources.
2. Use direct communications such as email, online chat for educational purposes, with a teacher's permission.
3. Use the resources for any educational purpose.
4. Use of websites, blogs, wikis, podcasting, and other web tools online communication is critical to our students' learning. Tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression.
5. Interactive uses of the Internet, including classroom blog, podcast projects, photo posting or editing, or other web use must follow the Internet safety guidelines outlined above.
6. No personal addresses, personal phone numbers, or last names of students may be given out on the Internet.
7. Students agree not to share their username or password with anyone except their teachers and parents.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources, or suspension from school. In severe cases, disciplinary action as stated in the student handbook will apply.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with these procedures. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or another person or to protect property. They may also use this information in disciplinary actions and will furnish evidence of the crime to law enforcement.

## ATTENDANCE

### 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.

1. Students must be at their posts at 7:25am each morning which means they should arrive at school at around 7:20am.
2. 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.
3. Students are responsible for getting their own subs if they are going to be absent
4. All students have received a copy of the patrol schedule for the year. Please put these dates on your calendar.
5. **When the temperature/wind chill is 20 degrees or below or during heavy rain or threatening weather, we will not send patrol outside.**

### ATTENDANCE

Students are expected to attend all classes and school activities (including but not limited to Mass, standardized testing, field day, field trips, etc.) on days scheduled by St. Clement of Rome 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 7:40am. Children in JK through grade 8 are expected to be present by 7:50am or they will be marked tardy. **Parents are requested to notify the school office (314-822-1903) by telephone, voicemail, email or note between 7:45am and 9:00am when a child is absent.** *\*Students arriving after 7:50am must come to the office and "sign in" before going to the classroom. If the child's absence has not been reported by 9:00am, a parent will be called to check on the status of the child.*

### ABSENCE

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, communication 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:

1. The student's name
2. Date of absence
3. Reason for absence
4. Parent signature

### **HOMEWORK REQUEST FOR AN ABSENT STUDENT**

Necessary textbooks and a list of assignments will be placed on a table outside the learning consultant's office at 3:00pm ONLY when requested by the parent of an absent child. This request must be made between 7:45am and 9:00am 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.

### **DUAL ENROLLMENT**

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 students plan to visit prospective high schools, we ask that they do so on school holidays or on noon dismissal afternoons. Prior to visit, please inform teachers and the front office of absence.

## **RELEASE FROM SCHOOL**

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 provide written communication 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**

A student is tardy who arrives after the time fixed by school policy for the start of the school day. If a student is tardy, he/she should go to the school office to sign in and receive a pink slip.

1. If a student is not present for 90 minutes of either a 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. (Local Catholic high schools take into account attendance.)

## **VACATION POLICY**

St. Clement 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. Lengthy absences can interfere with a child's academic progress. Instructional planning is done on a weekly basis and long-range assignments are not available prior to a student's absence.

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

## **COMMUNICATION**

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 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, may be scheduled.

## **FASTDIRECT**

FASTDIRECT is the School Information System (SIS). Grades, attendance and 'email-like' communication occur within FASTDIRECT. Parents are encouraged to check grades and contact educators through FASTDIRECT.

## **EMAIL**

To email a faculty or staff member, use the following:

- Type first initial of your child's teacher
- Followed by the teacher's full last name
- Followed by @stclements.school.com
- **For Example:** Andrew M. Long      [along@stclements.school.com](mailto:along@stclements.school.com)

## **GOOGLE DRIVE AND GOOGLE CLASSROOM**

SCR students may have access to Google Drive and Google Classroom. Parents are encouraged to check student's accounts and visit the teacher's homepage.

## **SEESAW**

Students in Grades PK-2 will utilize the learning platform, Seesaw.

## **TELEPHONE**

Communication 314-822-1903

## **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 (314-822-1903) 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.

## **SCHOOL NEWSLETTER**

School newsletters will be online. Articles must be sent to school by 8am Wednesday morning of the week in which the notice is to be published and must be approved by the office. Organizations are asked to cover the cost and handle the running off and counting own copies.

## **DISTRIBUTION OF MATERIALS TO STUDENTS**

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.



## PARENTS OUT OF TOWN

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

## 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.

## EMERGENCY PROCEDURES

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

## INCLEMENT WEATHER

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 local news stations and through our emergency broadcast system. Late starts will also be announced in the same manner.

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 St. Clement is forced to evacuate the school, students will be assembled in the 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

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, St. Clement will try to have the child phone the parent. **Parents are requested to supply current emergency information to the school.**

## **EMERGENCY PROCEDURES**

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

## **STUDENT SAFETY and SECURITY PROCEDURES**

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

1. Exterior doors will be locked between the hours of 7:50am-3:00pm. All visitors must enter through the main door for admittance and check in to the school office upon entering the building.
2. Security cameras are in use throughout the premises.
3. Students will be supervised by adults at all times during school hours.
4. Safety Patrol will be present to assist students in street crossings and parking lots at arrival and dismissal times.
5. Monitors will inform students regarding safe areas on school property.
6. Students will wear and use protective devices in science classes and other classes as is necessary.
7. The faculty/staff will receive training for emergency situations.
8. Parents must keep Emergency Form information current.

## **CLASSROOM VISITORS**

All persons entering St. 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 the 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:

1. Visits are limited to the class to which your child is assigned. Please email 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.
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.

## **CHILD PROTECTION AND REFORMATION ACT**

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. (Hot-Line)

## **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 program. In addition, all parents are to read and sign a Code of Ethics statement.

## **SUPERVISION**

Students should not arrive before 7:30am. While on the school premises, students are expected to behave in a manner consistent with responsible Christian behavior and attitude. During inclement weather, 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 7:40am.

## AFTER SCHOOL SUPERVISION OF CHILDREN

Any student remaining on the premises after 3:00pm 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 4:00pm.

1. Students must be with their coach for practice times. It is not the responsibility of scout leaders or coaches to babysit siblings.
2. For the safety of the children and the maintenance cleaning routine, children are not to wait around unsupervised for the beginning of practice.
3. For safety and insurance purposes, sport teams and clubs cannot begin until the coach/moderator has arrived.
4. To be on the playground, an adult must be physically present with students after 3pm.

## PHYSICAL HEALTH & WELLNESS

### WELLNESS PROGRAM STATEMENT

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 Office of Catholic Education and Formation 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 Office of Catholic Education and Formation has developed a Wellness Program to achieve the following goals:

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

### DRUGS, SMOKING, ALCOHOL and SUBSTANCE ABUSE

St. Clement is a drug free environment. **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. Alcoholic beverages will not be served at any school-sponsored function where children are expected to be present.
2. St. Clement 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.*

## 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 medications (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 the Health Room/School Office by a parent or other responsible adult and picked up by the 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 the 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 required at the beginning of grades 3 and 6. 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.

## UNIFORMS

St. Clement School Board has modified its uniform code. Some items may be purchased at your *local clothing store*, while others must be purchased through *Just Me Apparel* or *C&P's Brand Identity, LLC*.

Just Me Apparel  
232 Old Sulphur Spring Road  
Manchester, MO 63021  
636-391-3551

C&P's Brand Identity  
11928 Hargrove Dr  
Des Peres, MO 63131

### OUT-OF-UNIFORM DAYS

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, promotes drugs, alcohol, or tobacco is **inappropriate** for school and will not be allowed.

1. Clothing items should not reference drugs, alcohol or any inappropriate themes or slogans
2. Low cut/low hanging, torn or ripped jeans or short-shorts may not be worn
3. Low cut, halter, crop or tops not covering the midriff may not be worn
4. Sandals, crocks, clogs, open-heeled shoes may not be worn
5. Black yoga pants, leggings and jeggings may be worn, with a longer-length top

### SPECIAL NOTES REGARDING THE SCHOOL UNIFORM

1. 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.
2. Colored t-shirts and/or t-shirts with writing may not be worn under the school shirt.
3. Jackets may not be worn in school.
4. Hair should be its natural color and maintained at an appropriate length and style.
5. 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.
6. For obvious reasons, the school uniform may not include items of clothing which contain references to alcohol, drugs or tobacco products.
7. 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.
8. St. Clement Spirit Wear and logo items are acceptable to wear **only on Spirit Days**, except for the Quarter-Zip Pullover is **Uniform Approved**: Navy, Gray and White Quarter-Zips.
9. Shorts may be worn March 1<sup>st</sup> - November 15<sup>th</sup>.

## BOYS JK - Grade 8

### Shirt

- White knit golf shirt All grades *local store or Just Me Apparel*
- White knit long sleeve turtleneck All grades *local store or Just Me Apparel*
- Royal blue STC logo KNIT polo shirt All grades *Just Me Apparel*
- Gray or yellow STC logo KNIT polo shirt Grades 5-8 *Just Me Apparel*
- Gray short sleeve PERFORMANCE fabric shirt Grades 5-8 *C&P's Brand Identity*

### Pullover/Sweatshirt/Sweater/Jacket

- Quarter-Zip Pullover Navy, Gray and White All grades *C&P's Brand Identity.*
- St. Clement uniform sweatshirt All grades *Just Me Apparel*
- Solid navy, gray, or yellow crew neck sweater All grades *local store or Just Me Apparel*
- Solid navy, gray, or yellow V-neck sweater All grades *local store or Just Me Apparel*
- Navy fleece jacket All grades *C&P's Brand Identity*
- Navy fleece ½ zip pullover All grades *C&P's Brand Identity*
- Gray fleece jacket Grades 5-8 *C&P's Brand Identity*
- Gray fleece ½ zip pullover Grades 5-8 *C&P's Brand Identity*

**Pant/Shorts** Solid, navy blue uniform pants/shorts (no jeans or cargo pants) in corduroy, cotton or polyester twill. *local store or Just Me Apparel*

**Belt** Any dress belt is acceptable; belts are required for pants and shorts

**Shoes** Tennis shoes or leather oxfords but **no** sandals, boots, open-heel/strap -backed.

**Socks** Navy, white or black (manufacturers' emblems are acceptable)

**Gym Attire** Tennis shoes are required. Grades 5-8 change into nylon navy or black shorts for P.E.



## GIRLS JK - Grade 8

### Shirt

- White knit golf shirt All grades *local store or Just Me Apparel*
- White knit long sleeve turtleneck All grades *local store or Just Me Apparel*
- Royal blue STC logo KNIT polo shirt All grades *Just Me Apparel*
- Gray or yellow STC logo KNIT polo shirt Grades 5-8 *Just Me Apparel*
- Gray short sleeve PERFORMANCE fabric shirt Grades 5-8 *C&P's Brand Identity*

### Pullover/Sweatshirt/Sweater/Jacket

- Quarter-Zip Pullover Navy, Gray and White All grades *C&P's Brand Identity*
- St. Clement uniform sweatshirt All grades *Just Me Apparel*
- Solid navy, gray, or yellow crew neck sweater All grades *local store or Just Me Apparel*
- Solid navy, gray, or yellow V-neck sweater All grades *local store or Just Me Apparel*
- Navy fleece jacket All grades *C&P's Brand Identity*
- Navy fleece ½ zip pullover All grades *C&P's Brand Identity*
- Gray fleece jacket Grades 5-8 *C&P's Brand Identity*
- Gray fleece ½ zip pullover Grades 5-8 *C&P's Brand Identity*

### Dress/Jumper/Skirt

- Navy knit dress with STC logo (no shirt required) JK *Just Me Apparel*
- Gray and navy plaid jumper Grades K-4 *Just Me Apparel*
- Gray and navy plaid skirt Grades 5-8 *Just Me Apparel*

### Tights/Leggings

- Footless ankle-length leggings or tights (black, navy, gray or white) *local store*
- St. Clement logo leggings *Just Me Apparel*

**Pant/Shorts** Solid, navy blue uniform pants/shorts (no jeans or cargo pants) in corduroy, cotton or polyester twill. *local store or Just Me Apparel*

**Belt** Any dress belt is acceptable; belts are required for pants and shorts

**Shoes** Tennis shoes or leather oxfords but **NO** sandals, boots, open-heel/strap-backed

**Socks** Navy, white or black (manufacturers' emblems are acceptable)

**Gym** Grades K-4 may wear gym shorts or leggings; Grades 5-8 change into nylon navy or black shorts for P.E. Tennis shoes are required





## GENERAL INFORMATION

### SCHOOL BOARD

St. Clement's School Board acts in an advisory capacity to the pastor and principal. The School 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.**

### SCHOOL BOARD MEMBERS

Msgr. Michael Butler	Pastor
Andrew M. Long	Principal
Guiseppa Giardina	President
Jennifer Lozano	Secretary
Barb Yoffie	Coordinator of Religious Ed
Lois VanBoening	Faculty Representative
Angela Belshe	Home & School Rep
Patty Reilly	Home & School Rep
Katie Dolan	Board Member
Paul Fingerhut	Board Member
Jane Jokerst	Board Member
Erin Yoffie	Board Member
Phil Paspalas	Board Member

### HOME AND SCHOOL ASSOCIATION

Parents of students at St. Clement 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 education
2. provide St. Clement School with assistance and support in achieving the total education goals established by the school
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

### HOME & SCHOOL MEMBERS

Mrs. Patty Reilly	Chairperson
Mrs. Angela Belshe	Chairperson

## CLASSROOM PARTIES

The individual homerooms in our school will have classroom parties provided by the room mothers in conjunction with the teacher. Supplies 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.

1. JK through grade 4 will have Halloween and Christmas parties. Grades 5 through 8 will have snacks/drinks only.
2. Parents provide snacks/drinks for JK-8 on Valentine's Day.
3. 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

Student pictures are taken annually in the fall.

## GIFTS/FLOWERS

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

## 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 Learning Consultant's office.

## MEDIA AND THE SCHOOL

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.

Photos may be included on our website, newsletter or social media. Furthermore, 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**.

## **HOT LUNCH PROGRAM**

A nutritional hot lunch program is offered five days a week. Children may not run a charge account in the lunchroom. Children are not permitted to go home for lunch. 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. See *Schedule* section for times.

**Playground/duty workers supervise the cafeteria and playground from approximately 10:30am to 1:20 each school day.** 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.**

## **LOST & FOUND**

Articles that have been found anywhere on the premises will be kept in the cafeteria. Certain items may be kept in the school office and may be obtained through the administrative assistant. Clothing items must be marked with the child's name to facilitate the return of lost items. Unclaimed items will be donated.

## **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, contact the Rectory at 314-965-0709.

## 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 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 K-2**  
**ACCEPTABLE USE POLICY (see pages 25-27)**

**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 \_\_\_\_\_

**STUDENT WITNESS STATEMENT GRADES 3-4**  
**ACCEPTABLE USE POLICY (see pages 25-27)**

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 \_\_\_\_\_

**STUDENT WITNESS STATEMENT GRADES 5-6-7-8**  
**ACCEPTABLE USE POLICY (see pages 25-27)**

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, ESPECIALLY 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 \_\_\_\_\_