

ST. CLARE OF ASSISI CATHOLIC SCHOOL



PARENT/STUDENT HANDBOOK 2017-2018

"Love God, Serve God; Everything is in That!" The mission of St. Clare of Assisi Catholic School is to provide a Catholic education that forms the mind through the Holy Spirit.



2017-2018 Handbook Acknowledgement

Parent/Student Handbook Acknowledgement: It is required that parents/guardians return this form (one per family or household) to the school office by **August 25, 2017.**

We have read and discussed the 2017-2018 St. Clare of Assisi Catholic School Parent/Student Handbook. We agree to comply with the procedures and policies as stated in this Parent/Student Handbook.

Print Parent/Guardian Name

Child's Name/Teacher's Name

Signature of Parent or Guardian

Child's Name/Teacher's Name

Child's Name/Teacher's Name

Child's Name/Teacher's Name

Date

The school and/or the principal retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.



Dear Parents and Students,

Welcome to St. Clare of Assisi Catholic School. Our school operates under the auspices of the Roman Catholic Archdiocese of Galveston-Houston, Office of Catholic Schools. St. Clare of Assisi Catholic School is fully accredited by the Texas Catholic Conference of Bishops Education Department (TCCBED) and the Texas Catholic Conference Accreditation Commission (TCCAC), which is recognized and approved by the Texas Education Agency (TEA). We also hold membership in the National Catholic Educational Association.

Parents and guardians, as the first teachers of their children, lay the foundation for learning and faith. We join as partners, reinforcing and integrating our Christian values and educational experiences into the daily life of each student.

We are looking forward to this year with anticipation and wish to extend a warm welcome to everyone!

The purpose of this School Parent/Student Handbook is to provide parents and students with information that will help them understand school procedures and policies. Parents' and students' knowledge of the information in this handbook along with their cooperation will help make for a successful and productive year for all.

The school reserves the right to amend the contents of this handbook as needed during the school year. Parents will be notified in writing and an additional signature page will be required.

Questions concerning the procedures and policies in this handbook should be addressed to the school office at (281) 286-3395.

Yours in Christ,

The St. Clare of Assisi Catholic School Staff



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**“I dreamed I stood in a studio and watched two sculptors there,
The clay they used was a young child’s mind, and they fashioned it with care,
One was a teacher; the tools he used were books, music and art:
One a parent, who worked with a guiding hand, and a gentle loving heart.
Day after day the teacher toiled, with a touch that was deft and sure
While the parent labored by her side and polished and smoothed it o’er.
And then at last their task was done, they were proud of what they had wrought,
For the things they had molded into the child could neither be sold or bought.
And each agreed they would have failed if he had worked alone,
For behind the teacher stood the school and behind the parent, the home.”**

by

Cleo V. Stewart



CATHOLIC PHILOSOPHY OF EDUCATION

“THE CATHOLIC SCHOOL”

Christ is the foundation of the whole educational enterprise in a Catholic School. His revelation gives new meaning to life and helps people to direct their thought, action and will according to the Gospel, making the beatitudes his norm of life. The fact that in their own individual ways all members of the school community share this Christian vision makes the school “Catholic.” Principles of the Gospel in this manner become the educational norms since the school then has them as its internal motivation and final goal.

The Catholic school is committed thus to the development of the whole person, since in Christ, the Perfect Man, all human values find their fulfillment and unity. Herein lies the specifically Catholic character of the school. Its duty to cultivate human values in their own legitimate right in accordance with its particular mission to serve all people has its own origin in the figure of Christ. He is the One who ennobles people, gives meaning to human life, and is the Model that the Catholic school offers to its pupils.

If like every other school, the Catholic school has as its aim the critical communication of human culture and total formation of the individual, it works towards this goal guided by its Christian vision of reality “through which our cultural heritage acquires its special place in the total vocational life of the person.” Mindful of the fact that people have been redeemed by Christ, the Catholic school aims at forming in the Christian those particular virtues which will enable him to live a new life in Christ and help to play faithfully his part in building up the Kingdom of God.

These premises indicate the duties and the content of the Catholic school. Its task is fundamentally a synthesis of culture and faith and a synthesis of faith and life; the first is reached by integrating all the different aspects of human knowledge through the subjects taught in the light of the Gospel; the second, in the growth of the virtues characteristic of the Christian. (Vatican Document 1977)

STATEMENT OF PHILOSOPHY CATHOLIC SCHOOLS - ARCHDIOCESE OF GALVESTON-HOUSTON

We believe that the curriculum of the Catholic schools of the Galveston-Houston Archdiocese involves a total, Christ-Centered environment. This environment enables a community of learners to live and model Christian Catholic values and ethics.

We believe the pivotal point of the curriculum for each student is interaction with teachers. The vehicle for this interaction is the content area, central to the educational process.



We believe in a learner-centered curriculum that recognizes and supports the uniqueness of the individual and the development of the whole person. Therefore, our curriculum is based on the firm belief that every child, regardless of his/her preferred learning style, can learn and reach beyond the level which he/she has already mastered.

We believe that rapid-societal changes challenge us to continually evaluate and update our curriculum utilizing current educational research and technological advances. We are therefore committed to the continuous professional growth of all responsible for delivering the educational process.

Finally, we believe that the outcome of all learning experiences in a Catholic school is the formation of an active, life-time learner. Each student becomes a Christian eager to embrace his/her responsibility of “message, community and service” to the world.

SAINT CLARE OF ASSISI CATHOLIC SCHOOL STATEMENT OF PHILOSOPHY

 We hold that our religious identity is the heart of our school. Staff, students, and parents strive to model a strong and challenging faith. We seek an enduring faith community based on Jesus' command to love one another. The Catholic identity of our school is evident throughout its community. Daily witness of administration, faculty, staff, students, parents, and clergy creates a warm, nurturing school environment. Saint Clare of Assisi Catholic School is a lived experience of Church beliefs, traditions, and sacramental life, bringing the students to Christ.

 We acknowledge that Saint Clare of Assisi Catholic School shares with the family the educational mission of the Church. Parents are the primary educators of their children; teachers are the facilitators of learning. We commit ourselves to a challenging curriculum that integrates the subjects of religion, language arts, mathematics, science, social studies, the arts, technology, and health/physical education with themes rooted in Gospel values and Catholic tradition, while meeting the challenges of living in a complex and confusing, technology-driven global society.

 We accept the responsibility to educate our students to become adaptable, resilient, life-long learners who know how to learn, how to collaborate, how to communicate effectively, and how to ethically use the knowledge technology offers to improve life for all people.



 We foster a supportive and challenging climate that affirms the dignity of all persons within the school community. An essential dimension of the Saint Clare of Assisi Catholic School mission is a focus on the needs of the whole person. Recognizing that today's students are tomorrow's leaders, the school balances high expectations with respect for individual differences. Students are encouraged to manage their lives effectively, assume responsibility for their actions or failure to act, and internalize positive, healthy attitudes of personal value and self-worth.

 We believe that Saint Clare of Assisi Catholic School is an integral part of the Church mission to proclaim the Gospel, build faith community, celebrate through worship, and serve others. We value apostolic service to deepen student awareness of and involvement in social concerns.

 We share the commitment, wisdom, and gifts of the parents by inviting them to work with the students, teachers, and administration, both directly and indirectly. We believe that this level of partnership in education leads to the development of a strong faith community, builds a safe environment, and fosters a deep reverence for the unique value of each person.

ST. CLARE OF ASSISI CATHOLIC SCHOOL MISSION STATEMENT

“Love God, Serve God; Everything is in That!” The mission of St. Clare of Assisi Catholic School is to provide a Catholic education that forms the mind through the Holy Spirit.

ST. CLARE OF ASSISI CATHOLIC SCHOOL STUDENT LEARNING EXPECTATIONS

We, the stakeholders of St. Clare of Assisi Catholic School, believe our mission is to provide a Christ-centered, academically excellent and safe school environment in which all children can achieve their maximum God-given potential. Therefore, St. Clare of Assisi students are capable of being:

ACTIVE CHRIST-CENTERED CATHOLICS

- Keep God first in their lives.
- Model their faith in words and actions.
- Possess a basic foundation in Scripture, Church beliefs, history, and tradition.
- Participate in the sacramental and prayer life of the Church.
- Make moral and ethical choices in the light of Gospel values.
- Are compassionate, forgiving, and empathetic.
- Serve others as Jesus did.



LIFE-LONG LEARNERS

- Exhibit curiosity and a desire for knowledge.
- Demonstrate competency over challenging subject matter.
- Locate, access, and interpret information independently.
- Read and think in a critical and analytical manner and solve problems.
- Set goals, use organizational tools, and evaluate progress.
- Explore new challenges willingly.

EFFECTIVE COMMUNICATORS

- Write clearly, effectively, and creatively.
- Speak to an audience with confidence and poise.
- Are active, involved listeners who think and question.
- Use technology in an appropriate and ethical manner.
- Show respect for others with courtesy and good manners.

RESPONSIBLE CITIZENS

- Assume responsibility for their actions.
- Work cooperatively with respect and tolerance.
- Respect basic civic rights and responsibilities.
- Are good stewards of the world and its resources.
- Appreciate and value our multicultural and global society.
- Share their time, talent, and treasure with others, especially the poor and vulnerable.

INTEGRATED INDIVIDUALS

- Manage their lives responsibly.
- Possess a healthy self-image
- Appreciate art, music, and literature.
- Develop outside interests for leisure time and stress management.
- Accept personal responsibility for life-long physical and mental health.
- Demonstrate honesty, integrity, and good sportsmanship.

SCHOOL GOALS

School-wide goals (STARS) are posted in every classroom to remind our school community to work towards the daily demonstration of desirable behaviors that ensure the attainment of our school goals and every student's success:

S – Show Self Discipline
T – Talk When Appropriate
A – Accept Responsibility
R – Respect Authority
S – Stay on Task



With God's help and the cooperation of the students, parents, and staff, each student will go forth from St. Clare of Assisi Catholic School as a Christian boy or girl who has a sense of the value of his or her religious culture intertwined with the laws and duties of society as honest, courteous, open-minded and enterprising citizens.

WAYS PARENTS CAN HELP

EACH DAY:

- Assure your children that you love them.
- Provide opportunities for your child to develop his or her faith life. Pray together at meal and bedtime. Send them off each morning with God's blessing.
- Make sure they get plenty of rest each night. At least eight hours are needed for healthy bodies and minds. Check after an hour to make sure child is not playing/reading under the covers or at their computer.
- Provide nourishing food for meals and snacks. Bodies need the right food to develop strong muscles physically and mentally.
- Make time to talk with your children about school (activities, lessons, books, projects). Be positive and enthusiastic - build a parent/teacher coalition.
- Help them to keep a daily schedule and routine for homework, chores and leisure activities.
- Honor the school calendar established by the school. Help your child to be on time and in attendance every school day unless ill.
- Have your children read out loud to you at least ten minutes daily and take time to read to younger children before bedtime. Classics and Bible stories are excellent.
- Be an example of the type of personality and demeanor you desire to cultivate in your children. Children are imitators.



GENERAL ADMINISTRATIVE PROCEDURES AND POLICIES

NON-DISCRIMINATORY POLICY

St. Clare of Assisi Catholic School admits all students to the rights, privileges, programs and activities made available to the entire student body. We do not discriminate on the basis of sex, age, race, color, nationality, or ethnic origin in the administration of our admission policy (in accordance with the law).

ACCREDITATION

St. Clare of Assisi Catholic School is fully accredited by the Texas Catholic Conference of Bishops Education Department (TCCBED) and the Texas Catholic Conference Accreditation Commission (TCCAC), which is recognized and approved by the Texas Education Agency (TEA).

ADMISSIONS

The following policies have been formulated with regard to student admissions:

- a. An application and personal interview is required prior to admission. Applicants must be scholastically qualified. All prospective students must present, when applicable, acceptable transcripts, current report cards and achievement test results and/or results of professional testing. New students are tested in-house prior to acceptance.
- b. Eligibility for admission and continued attendance is contingent upon payment of all past due tuition and fees as indicated in the Tuition Agreement.
- c. Yearly admissions will be based on the following order of priority:
 - Students presently attending St. Clare of Assisi Catholic School
 - Siblings of students presently attending St. Clare of Assisi Catholic School
 - Catholic students living within the boundaries of St. Clare of Assisi Parish
 - Students transferring from another Catholic School
 - Catholic students living outside the boundaries of St. Clare of Assisi Parish
 - Other students
- d. All required forms must be returned and fees paid before placement is assured. Forms include: application, enrollment, conditional acceptance, birth certificate, baptismal certificate (if applicable), sacramental records (if applicable), copy of



social security card, immunization records, copy of insurance card, report cards (if applicable), standardized tests (if applicable) and an annual income eligibility parent survey (required by the Archdiocese to determine eligibility for Federal Funds).

- e. Admission of each new student is conditional according to Archdiocesan guidelines and is based on a one-year contract. Readmission of current students each subsequent year is contingent upon the successful completion of academic courses and the demonstration of appropriate behavior on the part of both the student and the parent(s).
- f. According to accreditation requirements, only students who are age appropriate for the desired grade level by September 1 of the current school year will be admitted to St. Clare of Assisi Catholic School. For example, a child may be admitted to the preschool (PK3) class after having reached the age of 3 by the first day of September.
- g. Students are accepted for admission with the approval of the principal. The principal, with the assistance of the classroom teacher(s), will assess the current academic levels of the prospective student through informal and formal testing, review of samples of the student's work (when applicable), and conduct an interview with the student and parents before making a final decision on final admission.
- h. All acceptances are probationary for nine weeks.

ADMISSION OF NEW STUDENTS (OUT OF STATE)

Children seeking admission, who are under age because their birthday is after September 1, may not be admitted to the respective grade unless:

- a. They are moving from a state where they are already in a grade level placement in which the cut-off date was later than September 1.
- b. They have successfully completed the previous grade level in that out of state Catholic or accredited school. These children would be conditionally admitted pending further evaluation of academic progress.



REGISTRATION AND FEES

Registration is complete when all previous accounts are up to date, the applicant has been approved by the principal, all forms have been returned, previous school records (if applicable) are on file and the enrollment and books & supply fees have been paid. **The enrollment fee and the books & supply fee are non-refundable.**

RELEASE OF FINAL REPORT CARD/SCHOOL RECORDS

Parents and students need to reconcile all obligations before the end of the school year; i.e., financial, uniform violation fines, make-up-work, library fines, return of all library books, textbooks and equipment. **The report card will not be issued to the student or parent, nor will it be forwarded to another school, until all financial obligations are met. Student records also will not be released until all tuition, fees and fines owed to the school are paid in full. In addition, release of preliminary documents to a prospective (future) school will not be made at any time during the year if financial accounts are not reconciled first.**

TUITION

Please refer to the Tuition Schedule for information concerning tuition rates and plans available at St. Clare School. Payment of tuition is managed in two different ways:

1. Monthly payments are collected by Electronic Funds Transfer (EFT) on the 1st or 15th of each month from July through May by automatic deduction from your bank account. Please refer to the Authorization Agreement for Electronic Funds Transfer enrollment form for the terms and conditions of tuition payments payable on a monthly basis. A \$35 fee per family is assessed each year for the Electronic Funds Transfer services.
2. Payment of tuition in full is due by July 1 or on the first day a student is enrolled. Payment of tuition in two installments is due by July 1 and January 1.

TUITION DELINQUENCY

The purpose of the tuition delinquency policy is to underscore St. Clare of Assisi Catholic School's need for prompt payment of tuition by all families. The financial policies at St. Clare of Assisi Catholic School are based on a need to maintain a strong financial foundation. If unforeseen financial difficulties arise, families should immediately contact the school principal to review the financial hardship and seek to find a mutually agreeable alternative tuition payment plan. Understanding that unexpected situations can and do arise, St. Clare strives to work with our families. The School must, however, maintain an adequate revenue stream to meet its financial commitments and to ensure that all students and their families are treated fairly and equitably. Families who



become delinquent in their tuition obligations pursuant to the agreement they have reached with St. Clare Catholic School will be notified that their student(s) will not be allowed to continue their education at St. Clare until the tuition obligation is current. Specific guidelines are as follows:

1. All past due/delinquent tuition and fees must be paid current by the first day of class or the student(s) will not be seated.
2. When tuition is 10 days past due (Level I), a letter will be sent to the family requesting that tuition be brought current.
3. When tuition is 20 days past due (Level II), a second letter will be sent (Certified Mail) to the family explaining the non-admission policy.
4. When tuition is more than 30 days past due (Level III), the principal will contact the family to come into the School Office for a meeting within five (5) business days to:
 - Discuss the family situation
 - Review and sign a Tuition Delinquency Contract between the school and the family.
 - Any delinquency from the time the contract has been signed will necessitate the enactment of consequences listed in the contract including the denial of the student(s) attending the upcoming semester or future years of enrollment until the delinquent balance is paid in full.
5. If ALL tuition payments are not current as of December 31st, the student(s) will not be seated in January upon return from break.

For the second half of the year, the same protocol will be followed with the following modifications:

6. If ALL tuition payments are not current three weeks prior to the last day of class, the student(s) may not take the final exams and report cards will show an incomplete in each subject. In addition, eighth graders will not be allowed to participate in graduation exercises. The same shall apply to underclassmen.

ALL CHECKS PAYABLE TO THE SCHOOL AND RETURNED FOR INSUFFICIENT FUNDS must be paid with cash, a money order or a certified check from a bank or lending institution. A \$25.00 late fee must also accompany payment.

Please Note: The total annual tuition does not currently cover the cost of educating a child at St. Clare of Assisi Catholic School which is **\$6560 per child (K-8) and \$5490 per child (Pk3-Pk4)**. Therefore, all students that attend St. Clare School are already



receiving tuition assistance. When enrolling your child in St. Clare of Assisi Catholic School, parents are expected to support the school in all its efforts in fundraising, volunteer functions, and other related activities. **St. Clare of Assisi Catholic School bans any kind of door-to-door solicitation by parents or students.**

STUDENT ATTENDANCE AND TARDINESS

All of the Catholic schools in the Archdiocese of Galveston-Houston must follow the Texas State compulsory attendance laws. Parents/guardians are expected to honor the calendar established by the school. Daily school attendance is the only effective way to assure continued academic progress. School absence is categorized in the following manner:

- Family emergency, such as a death in the immediate family or serious and prolonged illness, is always handled on an individual basis.
- Absence due to illness – if a student is unable to come to school due to illness, the parent/guardian is expected to notify the school office by **9:00 a.m.** to report the reason for the child’s absence, state if the illness is expected to be prolonged (in case of a communicable disease), and send a written note explaining the reason for the absence upon the student’s return to school. Should the child be absent for **3 days** or more, a doctor’s note must accompany the child upon his/her return to school. If a child is expected to be absent for more than one day, please notify the child’s teacher to make arrangements to pick up homework assignments after the first day of absence. Teachers will not automatically prepare this work. Students are given a reasonable amount of time to make up assignments and tests. The general guideline for the amount of time given to make up work would be one week from the date student returns to school.
- Absences for other reasons – Parents are required to submit a “Request for Excused Absence Form” (located in the back of this handbook) prior to taking a student out of school for any reason other than illness or family emergency. The principal will determine if the absence will be considered an excused or unexcused absence. Absences due to family vacations will be unexcused. Students with excused absences will be allowed to make up work **to the extent that the work can be made up outside of class**. Missed classroom instruction cannot be replicated. Teachers are not required to provide assignments prior to a planned absence. **The school staff is not obligated to provide special services when a parent opts to schedule activities that warrant a student’s absence on compulsory attendance days as indicated on the annual calendar.** Students that miss assignments or tests due to unexcused absences will not receive zeros for the missed work, but may have fewer grades to average at the end of the grading period. Parents and students should realize that a student may score poorly on exams or assignments following an unexcused absence from school due to missed instruction.



- Absences during standardized testing – Students absent during the week of standardized testing for reasons other than illness or family emergency will not be given make-up tests. However, the individual sub-tests that are completed by the students will be submitted for scoring.
- Tardiness – Students should arrive at school by 7:50 a.m. The instructional school day begins promptly at 8:00 a.m. Students are expected to arrive **in** the Family Life Center/Gym by 8:00 a.m. Students arriving after 10:00 a.m. will be counted as absent for half a day.
- **All students are expected to be on time for school. Five or more tardies in an academic quarter will place the student on academic probation. Continued absences will require make up hours. In addition, five tardies will be marked as one absence in the grade book.**
- Tardiness, like absence, interferes with a child’s progress in school and leads to the formation of undesirable character traits. When the child is late, he/she misses the initial lesson of the day and loses the critical understanding of the subject being taught. His/her late arrival also interrupts the attention of the other children in the classroom.
- Routine doctor, dental and orthodontist appointments should be scheduled in advance for after school hours whenever possible.

DAILY SCHEDULE

6:45 a.m.	Before School Care begins
7:50 a.m.	Students proceed the Parish Life Center/Gym
8:00 a.m.	Instructional day begins
3:00 p.m.	School dismissal
3:00 p.m.	After School Care begins
6:00 p.m.	After School Care ends

Students enrolled in the Before School Care Program may arrive no earlier than 6:45 a.m. All other students may arrive no earlier than 7:45 a.m. Students will be allowed into the Parish Life Center/Gym at 7:50. All students and parents arriving in the morning between 7:45 a.m. and 7:50 a.m. will be required to wait in the courtyard until notified by a school staff member to proceed to the Parish Life Center/Gym. In the case of inclement weather, students will be allowed in the Parish Life Center/Gym earlier. Parents are welcome to walk their children into the Parish Life Center/Gym and participate in the prayer and pledges but are asked to clear Parish Life Center/Gym immediately after morning assembly.



In order to comply with accreditation guidelines and reduce distractions to students that have already begun their instructional day, parents arriving with their children after 8:00 a.m. will be asked to drop their children off in the reception area. Parents arriving after 8:00 a.m. with school business must sign in and out at the reception desk.

Parents walking students into the building or to class **must** park in the parking lot. **Leaving unattended or parked cars under the porte cochere at any time is prohibited. By state law, parking in a handicapped space without a valid (state-issued) permit is also prohibited.**

DISMISSAL

The safety of our students at St. Clare School is of utmost concern to us. For this reason the following procedures for dismissal will be followed:

All children should be picked up **promptly** at dismissal time. Please form a single file car line to pick up your children under the porte cochere. Children will be assisted into the car or van by the classroom teachers in an orderly fashion. Car tags will be issued to parents at the back to school Meet and Greet in order to expedite the loading process and to identify car pool riders. Please pull up as far under the covered area as possible so that **three** cars can be loaded at a time. Pull slowly out into the parking lot and then stop to fasten seat belts. **Parents are not permitted to exit their vehicle while in the car line to assist a student or allow a student to enter a vehicle from the driver's side.** Doing this endangers the safety of the children and slows the loading process. The car line must move quickly as there are many waiting. **Do not use this time to conference with teachers. If you need to talk with a teacher, call the office and request a conference.**

Parents, please note: Under no circumstance should parents leave their cars parked unattended or double-parked under the porte cochere at any time during school hours.

Due to our increased enrollment and the operation of the Extended Day Program in the afternoon, parents are **strongly** encouraged to use the car line exclusively when picking up children at the end of the school day. Parents and students are expected to leave school grounds promptly after dismissal time. While socialization is enjoyable and necessary for the development of a close school community, the church courtyard is not to be used as an after-school playground. Due to the increase in the number of children injured in the courtyard after school last year and the excess noise and unsafe distractions to the students and teachers operating the car line, we encourage parents to take their children to a nearby park or playground for after-school play and socializing with other parents. The school is not responsible for any accidents or injuries to children or their siblings before or after designated school hours.



Parents that **must** pick up their child personally are to park in the parking lot and request dismissal of your child from a teacher operating the car line. Under no circumstances are parents to pick up their child from the car line without the child being officially dismissed by a teacher from the car line. To expedite dismissal, you should carry your car tag to a teacher in the car line. This procedure will help insure the safety of all of our precious children. Please be prepared to show proper identification to the teacher when picking up your child in person from the car line if you are not recognized. Parents walking up to the car line from the parking lot to pick up their child are asked to keep the child close and not allow the child to run in the parking lot, go back into the courtyard, or be a distraction to students waiting in the car line.

On the rare occasion that a funeral or other parish activity conflicts with our school's regular dismissal, an alternate dismissal procedure will be put into operation. Large orange cones blocking the porte cochere driveway will be the signal to parents for the alternate dismissal procedure. Please form the car line at the end of the sidewalk located on the **North** side of the school building (outside of the courtyard). **All** children will exit the school through the North door and proceed to the parking lot sidewalk area for pick up. **Please do not walk through the courtyard and into the main entrance of the school while a funeral service is in progress.** When possible, parents will be given prior notification of the need for alternate dismissal procedures.

Parents should pick up children promptly at dismissal time. Parents that are late picking students up from school **will be assessed a \$1.00 per minute late fee for tardiness that exceeds 15 minutes after the designated dismissal time at 3:00 p.m. for day students. The late fee for Extended Day is assessed at \$1.00 per minute after 6:05 p.m. Payment of late fee is expected at the time of late pick-up.**

The school staff is extremely cautious and prudent in the dismissal of a student to a parent, guardian, or childcare facility. Please make sure the list of people authorized to pick up your child from school on the signed registration form is up to date. It is the responsibility of the parent/guardian to inform transportation providers about early dismissal dates, dismissal time and proper pick up procedures. Additional school calendars and car tags are available in the school office for childcare providers and family members.

No child is allowed to leave the school grounds once school has begun for the day unless properly checked out through the school office or reception desk by a parent or person designated by the parent. When parents know an early pick-up will be necessary, a request for permission to have a student dismissed early should be made to the office in writing. On short notice, a phone call to the office will be helpful. Parents must come into the office and/or reception desk to sign students out prior to the student being released. A child who has been signed out of school by a parent and who returns the same day should be signed back in at the reception desk or in the school office upon his/her return to



school. In the case of divorced parents, a certified copy of court paperwork designating custody and visitation must be on file in the school office.

On occasion, a parent must make arrangements for some other adult to pick their child up from school. Parents may call the school office and request a “change in pick up” message to be delivered to the child’s teacher. However, only persons already listed as “authorized to pick up your child” on the enrollment form will be allowed to do so. This policy is for the protection of your child. The school will request identification from any person not recognized as a person “authorized” to pick up your child.

Until further notice, students of St. Clare of Assisi Catholic School are **not** allowed to walk home unless accompanied by a parent, guardian or designated authorized adult.

In case of illness, the parent, guardian or a person designated by the parent will be notified. **Sick children will not be allowed to remain at school.**

PLAYGROUND AND FACILITY USAGE

To insure the safety and security of all, the preschool playground is off-limits to students and parents before and after school hours. The playground is also off-limits during the school day unless a staff member is present for supervision. Parents and/or students are not allowed to enter an empty classroom or building unless accompanied by a staff member.

LUNCHES

Lunches are brought daily from home in appropriate lunch kits and containers that can easily be managed by the child. **GLASS CONTAINERS ARE NOT ALLOWED.** Lunches should be nutritional and easy for a child to eat within the 30-minute lunch period. No food may be brought from home that needs to be heated at school. Please send only nutritional food.

Upon availability pizza will be served on Fridays. This will begin in mid-September and order forms will be available at the beginning of each month.

In the event that your child forgets a lunch and the school is unable to contact the parent to bring it in time for lunch, the school can provide a simple and nutritional meal. If this happens more than 2 times Per- 9 week grading period, a parent conference with the teacher or principal will be scheduled.



Parents are encouraged to have lunch with their student during their student's lunch period, so long as the visits are not disruptive to the educational process. All lunch rules and school regulations will be adhered to even though a parent is present. Parents must sign in and out at the reception desk and obtain a visitors badge before entering the lunch area. This badge must be worn until you sign out.

BIRTHDAYS

Pupils and/or teachers may not give out party invitations at any time during the school day unless every classmate receives an invitation. Parents may provide the class with a treat to honor the birthday. At St. Clare of Assisi Catholic School, the acceptable treat is a cookie and a juice box or ice cream cup and spoon. Cupcakes will be allowed for older students but are not recommended. In Grades PK3 – 8, birthdays are celebrated at the end of the school day or during the lunch period. Birthday bouquets of flowers, balloons, or other gifts are not allowed.

CLASSROOM PARTIES

There are three classroom parties (Advent, Valentine, and Easter) for the children each year in addition to a Thanksgiving Feast. The classroom teacher has the option to decide how he/she wants to observe these celebrations. The teacher may request parent volunteers to help plan and execute the party. All activities must be pre-approved by the classroom teacher. Sign up sheets will be posted outside of the classroom or outside the office for parents to have the opportunity to help or supply refreshments. Only those food items listed on the teacher's sign-up sheet and approved by the teacher and principal will be allowed at classroom parties. Since we do not celebrate Halloween at school, parents are asked **not** to bring or send Halloween treats to share with the students on that day.

HOMEWORK

Homework is essential and serves as:

- * a review of previously learned material,
- * supplementary reading,
- * correlation of past and present material, and
- * further knowledge to material already covered.

We ask parents to check to see that written assignments are legible and completed neatly. Listening to oral recitations will enable the child to present reports to the class with self-confidence.



The child reaps no benefit from assignments that are completed by the parents. Therefore, we ask you to encourage your son or daughter to work independently to the best of his/her ability. Contact the teacher immediately if your child has difficulty completing homework assignments in a timely manner. Homework over the weekend will not be assigned with the exception of long-term or special assignments for grades K - 4. The following approximate time allotment for homework for students at St. Clare of Assisi Catholic School is listed below:

Kindergarten	15 minutes
Grades 1-2	30 minutes
Grade 3-4	45 minutes
Grade 5-8	60 – 120 minutes

Students in Grades 3 – 8 will use special student planners provided by the school to record homework assignments. This activity teaches the students independence, responsibility and much-needed organizational skills. It is essential that parents allow students to be responsible for their own homework assignments. “Rescuing” students from the logical consequences of a forgotten book or a missed/late assignment only serves to perpetuate poor study skills.

GRADING

Grade 1-8 Subjects

- A letter grade of A-F is given for Religion and all subjects considered as major subjects:

Primary 1-3	Religion, Reading, English, Spanish, Spelling, and Mathematics
Grades 4-8	Religion, Reading, English, Spanish, Spelling, Mathematics, Social Studies, and Science

A+	99-100	Outstanding	C-	78-79	
A	95-98		D+	76-77	Below Average
A-	93-94		D	72-75	
B+	91-92	Above Average	D-	70-71	
B	88-90		F	below 70	Failure
B-	86-87				
C+	84-85	Average			
C	80-83				

- The following designated evaluation code is to be used for all other subjects in Grades 1-8 (Music, Art, Theatre/Speech, PE/Health and Handwriting).



Evaluating Code:	E	Excellent	90 and above
	S	Satisfactory	80-89
	N	Needs Improvement	70-79
	U	Unsatisfactory	below 70

- A functional grade level must be indicated for Mathematics and Reading when the student is working below grade level.

Behavior/Study Traits for Grades 1-8

- An overall conduct grade is given by the classroom teacher on the report card. Special/elective teachers give a subject grade and a conduct grade for each special subject that they teach.
- All teachers use the Conduct/Trait numbers when there is need for improvement.

REPORT CARDS AND PROGRESS REPORTS

Essentially a child is in school to learn, not to get grades. However, parents and students like to see some tangible evidence of the amount of progress made in learning. Such is the reason for the report card. These points are for your consideration:

- Parents should recognize the capabilities of each of their children individually. Some parents expect and demand extremely high grades when the child is blessed with an average mental ability. This is frustrating to the child and causes unrealistic expectations of the teacher. On the other hand, there are parents whose child could be doing outstanding work, but who fails to do so because his/her parents are satisfied with mediocre effort and average grades. We must consider the long-term, far-reaching effects of both.
- Please do not compare the achievements of one child with another in the same family, in the same class, or with a neighbor's child. This is **unfair**. No two children are alike in ability. Rather than demanding high grades, demand **great effort**. A child who learns to put forth effort eventually proves to be far more successful than the child who can get good grades without even studying.
- Each grade level is a little harder. Each teacher imposes different and increasing demands based on content and grade level. Therefore, it is to be expected that a student's grades may differ from year to year. Upper elementary grades require more abstract reasoning and higher order thinking skills. Natural strengths and weaknesses begin to emerge in the third or fourth grade. Positive reinforcement is beneficial for every child for all accomplishments. Extra encouragement and help is especially beneficial when a weak area becomes evident.



- Parents of preschoolers (PK3 and PK4) are given progress reports two times a year at a required parent-teacher conference. Parents of Kindergarten students will have a required parent conference in lieu of the first quarter report card and a second required parent conference during the second semester. Kindergarten students will receive their first report card in January.
- Progress reports for students in grades 1-8 are issued at mid-quarter and report cards are issued four times a year. Progress reports and report cards are designed to provide information and invite cooperation of the parents.

RETENTION

If a child receives a grade below 70, the child fails the subject. If two major subjects are failed for the year, the child is recommended for retention. The major subjects are: language arts, social studies, mathematics, and science. Other factors in addition to grades will be considered when making a retention decision. The educational, social and emotional needs of each student must come first in the decision-making process.

PARENT-TEACHER CONFERENCES

There are two required parent-teacher conferences scheduled on the school calendar. This time provides a more complete picture of how your child is doing in school. You are strongly encouraged to take advantage of the opportunity to work with the teachers to see that your child is maximizing his/her potential. Sign up sheets will be available to allow parents to select a convenient time on parent conference days. In extreme situations, a phone conference may be substituted for a regular parent-teacher conference.

Throughout the year, parents may confer with the teachers after school hours or during school hours by appointment. Parents may not conference with teachers between 7:45 a.m. and 8:00 a.m. or at dismissal time unless an appointment has been previously scheduled. If you need to schedule a parent-teacher conference, call the school office between the hours of 7:30 and 4:00 p.m. **Please do not call staff members at home.**

SPECIAL NEEDS LEARNERS AND REFERRALS

Introductory Statement

Consistent with the contents of the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special



need students. However, St. Clare of Assisi Catholic School and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

Legal References to Special Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for St. Clare of Assisi Catholic School, the local district is Clear Creek ISD). This “Child Find” process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as “parentally placed private school children with disabilities,” and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently call “Section 504), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, St. Clare of Assisi and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustment to accommodate eligible students.

Records for Special Needs Learners

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to St. Clare of Assisi Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the principal, the Intervention Specialist, the Counselor, and any other appropriate staff member working with the student. Parents may view their child’s record at any time. These records may not be forwarded to any other individual or agency.

Criteria for Acceptance of Students with Special Needs

In making a determination regarding the admittance of a particular student, the school will review the child’s ability to meet the school’s academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:

- Students’ ability to meet grade level requirements;
- Record of student’s ability to follow school rules and regulations; and
- Students’ ability to meet the physical requirements of attendance.



St. Clare of Assisi's Services for Special Needs Learners

New Students – When the Admission Office or the principal is notified that an incoming student may have special learning needs, the principals and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the principal and grade level teacher will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If an admission is determined the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*.

Currently Enrolled Students – If a teacher (or parent) is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the parent/family and the Principal as soon as possible. We work as a team to do what is best for the child and will discuss:

- The student's current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the students and the results;
- Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist us in educating the student. The principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent's choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The principal will then assist the family to locate an appropriate educational program for the child.

Documentation for all referrals must be kept on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a *Catholic*

Accommodation Plan

Accommodations for a child will be noted on the report card and in the child's permanent folder.

Student Success Expectations for Special Needs Learners

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. The classroom teacher and parent will address concerns about a student initially.



School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

Accommodations for Special Needs Learners

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changed in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with the principal and grade level teacher after the administration has verification of the student's recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the principal and grade level teacher after all available information has been reviewed.

Standardized Assessment for Students with Special Needs

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the principal. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

TESTING PROGRAM

Standardized Tests are meant to give the teacher and the administrator a certain amount of information regarding the native endowments and the educational growth of the student as he/she advances in age. Achievement testing is **one** of several means of assessing pupil performance. All students in the Archdiocese participate in the testing program. Special consideration may be given to students who have been diagnosed as having a learning impairment/condition. A student must have written documentation of prior accommodations having been provided in such areas as grading and delivery of instruction as well as having been implemented throughout the school year.



Those students with disabilities not identified through IDEA **do not require special scoring**. They may be tested in a special environment so that distractions are reduced for them, as well as for the other students in the regular classroom.

Any adjustment made in achievement testing must be requested from the Catholic School Office.

St. Clare of Assisi Catholic School participates in the Archdiocesan Testing Program. The Iowa Test of Basic Skills (ITBS) and the Cognitive Abilities Test (CogAT) are utilized in this program. The Iowa Test of Basic Skills is administered yearly to students in grades one through eight. The Cognitive Abilities Test is given in grades two, four, six, and eight.

Standardized Tests are given each year during the spring semester. Testing dates are clearly indicated on the school calendar each year. Attendance during the week of testing is extremely important. Students that miss school during the week of testing for any reason other than illness or a family emergency will not be allowed to make up any section of the test that is missed. Only test sections that are completed will be scored. Test results of each student are recorded on the Permanent Record Card. Parents should receive their child's test scores sometime during the month of May.

In addition, St. Clare of Assisi Catholic School participates in the Renaissance Star Reading and Math assessments. These assessments are given three times per year; beginning of the year, middle of the year, and end of the year. The assessments are a progress-monitoring tool used to determine if the student is developing on grade level in these subject areas.

LIBRARY RULES

All students in Pre K3 through eighth grade have scheduled weekly library visits. The library is open for use daily during school hours to meet additional needs. Students receive instruction in general library skills including the use of school wide intranet and internet resources.

Check-out policies

- Grades PK4 – 8 may check out books.
- Books may be checked out for a period of two weeks and may be renewed.
- Check out limits are as follows: PK4, K, 1st may check out one book, 2nd, 3rd, 4th may check out two books, 5th through 8th may check out three books at a time.
- Replacement fees will be charged for lost or damaged items. Charges will include replacement value plus a \$2 dollar replacement processing fee.
- Items that are one month or more overdue will be assumed lost and treated as such.



All students are expected to reflect the following St. Clare “Star” behaviors.

1. Listen to and follow directions
2. Respect Library resources
3. Read silently
4. Respect others

VISITORS

All visitors and volunteers must sign in and out at the reception desk. After signing in, a badge will be issued by the receptionist and worn until you sign out. Sign-in destination as “office” or “classroom” does not justify visiting classrooms in session or roaming the facility.

SCHOOL HEALTH RECORDS

The school is required to maintain a health record on every student. Required immunizations, including a Tuberculin Test must be on file for every child prior to entering school.

Vision screening is provided every year, currently at no charge for grades PK4, K, 1, 3, 5, and 7. Any problems are reported to parents soon after the screening.

Height & weight screening is provided every year by the school nurse. In addition, blood pressure screening is required annually for middle school students at no charge.

Hearing and speech screening is provided by the school, currently at no charge, for grades PK4, K, 1, 3, 5, and 7. It is mandatory for all children 4 years and older entering school for the first time to have these tests. The screenings are also required to be completed on odd grade students. Any problems are reported to parents soon after the screening.

Spinal screening is required for sixth grade students attending Archdiocesan schools. Spinal screening is provided by the school, currently at no charge. ANTES screening (a precursor to diabetes) is required for 3, 5, and 7th grade students annually currently at no charge.

IMMUNIZATION REQUIREMENTS

Students in the Archdiocese of Galveston-Houston Catholic Schools must be in compliance with the immunization requirements of the Texas Department of Health, Immunization Division. Enrollment requirements for first time students include a current immunization record on all required immunizations.



Parents/Guardians will be informed of needed immunizations for students already enrolled in school. Parents/Guardians have 14 days to obtain the required immunizations. After 14 days if the student has not received the required immunizations, the student will not be allowed to return to school until the school receives proof of immunizations. Please refer to the list of required immunizations in the back section of this handbook.

FIRE AND TORNADO DRILLS

Fire drills are conducted during each school year at unannounced and varied times. **All persons** must leave the building in an orderly fashion following routes mapped for each room. The school office has been equipped with a weather alert radio that issues up to the minute weather advisories during inclement weather.

EMERGENCY EVACUATION

If there should be an emergency evacuation, a parent will be notified to come and remove his/her child from the school premises or a designated safe location. For this reason it is imperative for the school office to have current work phone numbers, cell phone numbers, and pager numbers on file. An IRIS alert system will be sent out by the school to help in the notification of parents should an emergency situation require the evacuation of students from school premises. Please tune to the KTRH 740 AM Radio Station and the Channel 11 Television Station for public service announcements.

EMERGENCY CLOSING OF SCHOOL

There may come a time when an emergency situation, storm alert, or other weather condition may necessitate the closing of school. Every effort will be made to contact parents by phone. During periods of inclement weather, please tune to KTRH 740 AM Radio Station or the Channel 11 Television Station for emergency information concerning school closures. **PLEASE DO NOT RELY ON CALLING THE SCHOOL OFFICE.** In the case of inclement weather only, St. Clare of Assisi Catholic School will generally follow the decision of the Clear Creek I.S.D. A message will also be left on the school phone (281-286-3395).

DISASTER PLAN

St. Clare School follows the guidelines of the Archdiocese to be prepared for disasters or other such events that may cause our students to be sheltered in place or required to remain at school beyond the regular school day. The school will have a supply of bottled water and non-perishable food items for all students.



SCHOOL DISCIPLINE

The Archdiocesan Policy Manual says, “The true goal of any disciplinary measure in the school is to assist the student in achieving self discipline which will manifest itself in clear and logical reasoning and in action which is consistent with moral principles.”

In keeping with this ideal, we expect our students to not only abide by school rules, but also to take a positive approach in treating all people, whether staff or fellow student, with respect. Any action or consistent behavior that is contrary to this principle will be dealt with promptly.

At St. Clare of Assisi Catholic School, we follow a positive discipline management program throughout the school. School-wide goals and specific expectations for appropriate attitudes, values and behaviors will be posted in each classroom. In general, it is based on the following principles:

- In order to be effective, teachers have the right to establish routines and procedures that are conducive to learning.
- Teachers have the right to request and expect appropriate behavior from the students.
- Teachers have the right to ask for help from parents, the principal, and others when they need assistance with a student.
- Students will be made aware of what is expected appropriate behavior.
- Students will be told clearly and firmly what the consequences are for choosing not to follow the appropriate behavior guidelines.
- Students will be positively reinforced for following appropriate behavior guidelines.
- Students will be given a negative response every single time for misbehaving.

Each classroom teacher will explain the specific details of how he/she will implement this discipline plan. In grades Pre K – 5 daily or weekly reports are sent to parents. A copy of the school wide Behavior Chart used by each teacher is included in the back of this handbook.

GENERAL RULES

- School begins at 8:00 a.m. Students are tardy after 8:00 a.m. No student or parent will be permitted to go to the Parish Life Center/Gym before 7:50 a.m.
- A written excuse for absence is required and should be turned in to the teacher on the day the student returns to school.



- Books are to be kept covered at all times. All students must have a book bag or backpack to carry books and take-home folders to and from school. Students in grades 1st through 8th will be permitted to use rolling backpacks properly and with caution when load is heavy and only if wheels do not leave black marks on floors.
- School notices are to be taken home promptly and replies to be returned to the teacher or school office when required.
- Students are to take responsibility for the proper care and handling of all school supplies issued to student throughout the year. There should be no reason to borrow or call home for these items at any time.
- Homework assignments are to be completed neatly and turned in on time.
- **Interruption of instruction in a classroom by any student so as to prevent a teacher from teaching or a fellow classmate from learning will not be permitted. Serious and repeated infractions of this nature will result in temporary and/or permanent suspension from St. Clare of Assisi Catholic School.**
- Students are to speak politely and respectfully to all adults and fellow students. Put-downs or negative comments are not allowed. There is a no tolerance policy regarding bullying.
- Students are to obey directions of all school personnel at all times.
- Students are to respect school and church property – defacing walls, desks, or misuse and abuse of school property are serious offenses. Parents of a vandalizing child will pay for damages.
- Obscene language is never permitted.
- Fighting or threats (verbal or written) to teachers or other students will not be tolerated, and will lead to temporary and/or permanent suspension.
- Matches, weapons, or dangerous objects are prohibited on school grounds. No student shall come to school under the influence of drugs or be involved in the selling or purchasing of drugs on school grounds. Such activities will be grounds for immediate expulsion.
- Chewing gum is not permitted at any time.
- Smoking is prohibited on school and parish grounds.



- Walking is the rule when inside the school.
- Students are to maintain order and silence in the hallways when going to and from special classes, prayer service, Mass, and any other special activities. Silence is also essential during fire and tornado drills.
- No personal games or toys may be brought to school without permission from the teacher or principal. Such items will be collected and turned in to the principal for pick-up by a parent after school.
- Due to health reasons and liability factors, pets of any kind are not allowed on school grounds without written permission from the principal. This also applies to pets on leashes or held by parents in the courtyard, porte cochere, or inside the building during dismissal times.

Electronic Devices

During school hours and after school activities, cell phones must be turned off and stored in the student's locker or in a backpack. These devices may not be accessed nor used during the school day. **This is inclusive of the wait time during dismissal at the end of the day.**

The following items are not permitted on campus for any reason:

- Pagers
- Electronic Games
- Handheld electronic devices including, but not limited to iPods, MP3 players, etc.

Failure to comply will result in confiscation of the device and the following consequences:

- Fine of \$50.00 for the first offense
- Fine increases by \$100.00 for each succeeding offense
- Parents must accompany the student to the office to pay the fine and retrieve the article.

A Kindle, Nook, iPad, or any other approved device may be used in Literature class for the sole purpose of reading a novel. When not in use, these electronic devices must be turned off and stored in the student's locker or backpack.



SCHOOL-WIDE POSITIVE BEHAVIOR MANAGEMENT SYSTEM

St. Clare of Assisi Catholic School utilizes a school-wide positive behavior management system. Teachers use positive reinforcement combined with clear expectations of student behavior and logical consequences. Rules are to be posted in each classroom and reinforced in a manner that is developmentally appropriate for the age level of the students. Teachers may choose from a variety of positive management techniques that encourage appropriate behavior and create a classroom climate that is conducive to learning.

Descriptors of appropriate behaviors are listed below. Classroom rules should always be formulated in positive terms that reflect desired behaviors.

BEHAVIOR CHART

1. Demonstrate Self-Discipline
 - Remain seated and quiet during instructional time
 - Raise your hand to be recognized
 - Keep hands and feet to self
 - Keep comments to self
 - Remain quiet in line
2. Respect Authority
 - Have respectful attitude towards others
 - Remember that the teacher is in charge at all times
 - Use respectful language
3. Refrain from Excessive Talking and Inappropriate Noises
4. Work and Play Well with Others
 - Be considerate of others' safety as well as your own
 - Be polite and patient towards fellow classmates
 - Use respectful language when speaking to fellow classmates
5. Demonstrate Diligent Work Habits
 - Have all materials ready for class at appropriate times
 - Remain attentive and listen to instructions carefully
 - Stay on task
 - Turn in assignments on time
 - Keep homework assignments written in planner (grades 3-8)



6. Exercise Appropriate Lunchroom Behavior
 - Follow lunchroom rules
 - Demonstrate proper table etiquette
 - Clean-up table and floor when it's your turn
7. Practice Proper Playground Behavior
 - Follow rules on playground
 - Follow all instructions of teachers and monitors
 - Show respect to playground monitors
8. Accept the Consequences If You Choose to Misbehave

LUNCH AND RECESS RULES

The following rules and procedures have been developed to ensure that lunch and recess will be enjoyable, orderly, and safe for the students:

Lunch Rules and Procedures:

- Students should use the restroom and wash hands before eating lunch.
- Students should maintain silence in all hallways and while in the restroom.
- Students should remain seated at the table to eat. Students will have assigned seats.
- Students should raise their hand if they need assistance. Permission to leave the table must be given by an adult monitor after the student raises his/her hand.
- Students will refrain from sharing food.
- Students should clean their own eating area. Students will take turns wiping off the table and sweeping the floor before they leave.
- Students will be given a recess period when they have finished eating.

Recess Rules and Procedures:

- Students must stay within marked or verbally stated boundaries.
- Students must follow all directions given by the teacher/lunch monitor.
- Students will use play equipment in the manner for which it is intended.
- Students will demonstrate good sportsmanship and observe all safety rules.
- Students will refrain from throwing rocks, pebbles or other objects not recess related.
- Students will refrain from climbing on benches or fences.



Consequences:

Verbal warning
Silent lunch for part or entire lunch period
Isolation from recess activities
Notify teacher – impacts conduct grade
Notify principal – conference with principal
Serious offense – straight to principal – call to parents

COURTESY

Respect and courtesy should be shown at all times to adults as well as to other students. Students and parents are expected to conduct themselves in a refined and courteous manner whenever attending assemblies, games, field trips, and other school or parish sponsored activities.

PARENTAL COOPERATION

Parental cooperation is essential for the welfare of the students. Chronic or repeated behavior of a parent or guardian that disrupts the teaching and learning process or instructional environment at St. Clare of Assisi Catholic School will cause the administration to require that parents withdraw their child/children from the school. Questionable home study habits (parents doing homework) will not be tolerated.

SUSPENSION

Whenever a student cannot conform to the behavior expected by the school staff, we will consider separation of the student from the school on either a temporary or permanent basis. Before this takes place, however, parents will be called in to confer with the principal and the teacher regarding the student's inability to follow school rules. Attending St. Clare of Assisi Catholic School is a privilege. St. Clare of Assisi Catholic School reserves the right to demand adherence to policies, procedures or standards of education and behavior as a requirement of attendance.

UNIFORMS

The wearing of uniforms at St. Clare of Assisi Catholic School is required for all students in attendance. Uniforms must be purchased from Parker Uniform Company, 209 E. Main Street, League City, Texas 77573. The telephone number is (281) 338-9563. Angela Dina and Debbie Van Over are our Parker Uniform Sales Representatives. Uniforms may be purchased on line at www.parkersu.com. Our school code is needed: LC341193. Some uniform items may be purchased at the store of your choice. Please refer to the uniform brochure and the specific list of required and optional uniform items for those exceptions. This information is available in the school office. If you have any



questions concerning school uniforms, contact the school office or our school Uniform Coordinator.

Additional Uniform Information

- St. Clare of Assisi Catholic School students are required to wear full and complete uniforms to school every day unless otherwise instructed by the school office or their classroom teacher.
- P.E. dress for students in grades 1-5 will consist of the required navy blue shorts/skort or pants, braided belt, and polo shirt. Girls may wear jumpers with privacy shorts. Navy blue sweatshirt with emblem may be worn on P.E. days only. Tennis shoes are required on P.E. days.
- Each Middle School student is required to purchase at least one physical education uniform from the St. Clare PE Department, to be worn throughout the school year during their scheduled PE class time. The uniform is \$10 which consists of navy bottoms and a dry fit gray shirt. As dressing out is part of the Middle School PE/ Health grade, each student is required to dress out daily. Non-participation in dressing out will result in a “0” participation daily grade which will affect the students over all PE/ Health grade. Each student will be provided a small gym locker to store their clothing and necessities. Students are not limited to purchasing one uniform.
- On Mass days and Prayer Service days, boys in grades 1-8 must wear long pants and depending on grade level, the required oxford shirt.
- All undershirts must be white.
- The official St. Clare Spirit Shirt may be worn with the required school pants/shorts/skirts/culottes as an option on Wednesdays or special days designated by the school office. Spirit shirts may be purchased through HSA. Appearance of the Spirit Shirt must remain in compliance with the uniform policy. No student-made (art) t-shirts will be allowed.
- Students are required to wear closed toe, rubber soled shoes that do not leave black marks on the floors. There are to be no platform or raised-heeled shoes, clogs, sandals, boots, lights on the shoes, Heelys or other concealed wheel shoes.
- Girls are required to wear white or navy blue socks free of any embellishments or logos and are to be worn above the ankle. White or navy blue tights may be worn, but not leggings. Boys are required to wear navy blue or white socks. Sports socks are not permitted and all socks must be above the ankle.



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- Extreme hair length and distracting haircuts or hairstyles will not be tolerated. There is to be no bleached, colored, or highlighted hair. No feathers or extensions may be worn. Be conservative with hair bands, bows, etc. Hair bows/barrettes/headbands must be red, white, navy blue, black or brown or a combination of these colors. Boy's hair must be off the collar, extend no further than half the ear, and must be above the eyebrows.
 - Wearing of make-up at school is not permitted. Middle school girls may wear conservative blush and mascara.
 - Nail polish is not permitted.
 - Tattoos (temporary or permanent) are not permitted.
 - Watches, stud earrings (girls only), and a single necklace with a cross or other religious medal of faith is the only allowable jewelry. The wearing of a rosary is not permitted.
 - Uniforms must be kept in good repair. Hemlines for shorts, jumpers, culottes, and skirts are to be just above the knee. You will be expected to make alterations or purchase new items if they get too short. If clothing is faded or dingy, you must replace these items. All replacements and repairs need to be taken care of once parent is sent notification.
 - You will receive notification in writing of uniform infractions. Most corrections will need to be made before returning to school the next day.
 - For every 3 violations, a fine of \$10 will be assessed.
 - Please remember, your child does not have the means to provide appropriate uniform needs. You are responsible for meeting those needs.

PERSONAL GROOMING

The way a student dresses affects the way that student behaves. In order to maintain an atmosphere that is conducive to learning, we expect our students to be clean, neatly groomed and modest in appearance. Hair should be clean, brushed and secured out of the child's face. Hair accessories must be coordinated with the colors in the uniform. Purses and other non-uniform accessories should be left at home as they tend to become distractions during the instructional day.



APPEALS PROCESS

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere in all schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian meeting with the immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, the parent or guardian may institute a formal grievance. A formal grievance must be in writing and must be received in five (5) working days following the occurrence of the event on which the grievance is based. Also, please note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within Archdiocesan schools. A copy of the Student/Parent Complaint Process information and form is located in the back of this handbook.

SACRAMENTAL PREPARATION

In accordance with the mandate from Cardinal DiNardo of the Archdiocese of Galveston-Houston, all preparation for the sacraments of reconciliation and First Communion will be **the responsibility of the student's home Parish**. Participation in C.C.E. classes or attendance at a Catholic school does not automatically qualify a student to receive the sacraments. Please contact the Director of Religious Education at the Parish in which you are a registered member for information.

FIELD TRIPS

Field trips should provide a valuable educational or cultural experience for students. Field trips are taken after proper planning, which includes the assessment of their educational value, correlation with the subject being taught, assurance that the objectives are appropriate for the grade level of the students, pre-trip teaching and preparation, and appropriate follow-up activities.

Students will not be allowed to take part in a field trip without written permission from a parent or guardian. A field trip permission form will be provided and must be returned. No other form will be accepted. No exceptions will be made. No phone permissions are allowed. Parents will always be notified of a planned field trip prior to its occurrence.

All students are expected to participate in planned field trips for their class unless a student's classroom behavior indicates to the teacher that such behavior might be detrimental to student safety and security on a trip. Participation in a field trip is an earned privilege. Students not allowed to participate in a planned field trip will be counted absent unless arrangements have been made for the child to remain supervised at



school. If a parent does not wish for a student to participate in a field trip, the school should be notified in writing.

Transportation for field trips is provided for all students either by parent volunteers or contracted bus services. Parent volunteers need to complete Virtus training prior to the field trip. For contracted bus service, each student who participates will be assessed a bus fee. Please contact the school principal for information on scholarship funds to cover the cost of a school sponsored field trip.

MEDICATION IN THE SCHOOLS

Your child may have an illness that requires medication for relief or cure that does not prevent his or her attendance at school. When possible, such medication should be taken at home. However, according to Texas State legislature, medication may be dispensed to a student by school personnel if the following requirements are met by the parent or legal guardian requesting the service. Catholic Schools of the Galveston-Houston Archdiocese adhere to Texas Education Code 21.914 on the administering of medications by school employees.

- Parents/guardians are encouraged to schedule the administration of student medicine in such a manner that medication brought to school will be kept to a minimum. (For example, the physician may be able to prescribe the medication before/after school and at bedtime.)
- Medication (prescription or non-prescription) may be administered to students only upon written request by the parent/guardian and physician. The request must state the following: student's name, name of medication, prescribed dosage of medication, time(s) of administration of medication, exact dates medication is to be given, liability release, signature of the parent/guardian and physician. Parents, guardian, or designated adult must deliver and pick up medicine to be administered. (See request form in back of Handbook.)
- All medication, prescription or non-prescription, must be in its original container and be properly labeled in English. A properly labeled prescription is one with a pharmacy label stating the student's name, name of the medication, and date prescription was filled. Non-prescription medication must be in the original container indicating directions for use and labeled with student's name.
- If there is a medication discrepancy that might be injurious to the student, the health coordinator or principal designee has the responsibility to question the discrepancy or refuse to give the medication. Any consultation with the Archdiocesan nurse, the



student's physician or parent/guardian will be documented by the health coordinator or principal designee.

- All medication will be locked in a drawer/cabinet in the clinic unless refrigeration is required.
- It is the responsibility of the student to report to the designated area to take his/her medication.
- At the end of the school year, all medication is to be picked up by the parent or destroyed.
- In the absence of the health coordinator, the principal designee must administer medication.
- A Daily Log for Medication will be maintained on each student taking medication at school.
- All cuts and or abrasions may be treated with only soap and water at school.

ILLNESS/CONTAGIOUS DISEASE

If your child is sent to the office because of serious illness or accident, you or the person listed as an emergency contact will be notified. It will be your responsibility to get medical attention unless the emergency is so great your child must be taken from school to be immediately treated. You will be notified as soon as possible. Emergency rooms will not render emergency care without the parent or guardian's permission. Therefore, the office must be kept informed of any telephone number change. For the protection of all the students, the following rules have been established and will be followed at all times. A child having one or more of the following symptoms will be sent home:

- fever of 99.6 degrees or higher
- suspected contagious disease
- vomiting
- diarrhea
- general malaise, feels too badly to remain in class.

If your child has any of the above symptoms in the morning **before** school, please **keep your child at home**. We have very limited facilities for treating your child at school and then only until arrangements are made for him/her to go home. A student who has an infectious or contagious disease is not permitted to attend classes until the danger of transmitting the infection or disease to other students is over. Requirements for



determining when a student may return to school are those of the Texas Department of Health.

PLEASE NOTE:

- Report cases of communicable diseases to the school as soon as possible.
- Keep child home when he/she has a **BAD COLD, SORE THROAT, TEMPERATURE, EYE INFECTION, UNUSUAL SKIN ERUPTION, SWOLLEN GLANDS, NAUSEA, VOMITING, DIARRHEA. Any child exhibiting such symptoms will be sent home.**
- **The child must be free of fever, vomiting, and diarrhea 24 hours before returning to school.**

STUDENT ACCIDENT INSURANCE

We have purchased mandatory student accident coverage for all students enrolled in St. Clare of Assisi Catholic School. This program will include coverage for all students in PK3 through the 8th Grade while attending or participating in school sponsored and supervised activities on or off premises.

Reimbursement for covered medical expense is based on usual & customary charges, a definition common to most insurance contracts. The insurance is excess over any other valid coverage, but becomes primary if no other insurance is available. This coverage will also fill in the existing insurance, e.g., pay deductibles or reimburse for other usual & customary expenses that might not otherwise be covered. The scope of coverage is broadly defined as follows: \$1,000,000 Accident Medical Maximum per student (no deductible) for all school sponsored and supervised activities including:

- Travel in transportation furnished or arranged by the school
- Participation in gym
- Night and summer activities
- Religious activities and necessary travel

Claim Instructions: (sample claim form and brochure available in school office)

1. Claim form must be submitted within 90 days from the date of injury.
2. Treatment must commence within 90 days from the date of injury.
3. Physician must complete appropriate part on back of claim form, or attach itemized bills indicating type of treatment, dates of treatment and fee charges. Forward additional bills to:



Plan Administrator:
The Maksin Group
P.O. Box 2647
Camden, New Jersey 08101
Telephone: 1-800-375-6826

4. Indicate the name of the Archdiocese on all bills and correspondence. NO ADDITIONAL CLAIM FORM IS NECESSARY.
5. Do NOT leave claim form at the hospital or physician's office.
6. Benefit payment will be processed to doctors and/or hospitals involved unless billings are accompanied by paid receipts.

Also, for parents who may wish to purchase additional coverage directly, there is coverage made available on a voluntary basis to individual parents. For a fee of \$50.00 per student, parents may enroll their child in an additional program that will provide 24-hour accident protection whether or not the child is involved in a school-sponsored activity. This coverage is offered as a supplementary option and does not effect the school program. As with the school program, coverage in excess over other available insurance, becoming primary in the absence of any other insurance. Information on this program is available directly from Maksin at 1-800-375-6826. Please identify yourself as a parent with a student participating in the Archdiocese of Galveston-Houston student accident program.

LAWS FOLLOWED AT ST. CLARE OF ASSISI CATHOLIC SCHOOL

Title IX – St. Clare of Assisi Catholic School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Child Abuse Laws – St. Clare of Assisi Catholic School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Student Records – St. Clare of Assisi Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

St. Clare of Assisi Catholic School adheres to all copyright laws.



BEHAVIOR CHART

1. Demonstrate Self-Discipline
 - Remain seated and quiet during instructional time
 - Raise your hand to be recognized
 - Keep hands and feet to self
 - Keep comments to self
 - Remain quiet in line
2. Respect Authority
 - Have respectful attitude towards others
 - Remember that the teacher is in charge at all times
 - Use respectful language
3. Refrain from Excessive Talking and Inappropriate Noises
4. Work and Play Well with Others
 - Be considerate of others' safety as well as your own
 - Be polite and patient towards fellow classmates
 - Use respectful language when speaking to fellow classmates
5. Demonstrate Diligent Work Habits
 - Have all materials ready for class at appropriate times
 - Remain attentive and listen to instructions carefully
 - Stay on task
 - Turn in assignments on time
 - Keep homework assignments written in planner (grades 3-8)
6. Exercise Appropriate Lunchroom Behavior
 - Follow lunchroom rules
 - Demonstrate proper table etiquette
 - Clean-up table and floor when it's your turn
7. Practice Proper Playground Behavior
 - Follow rules on playground
 - Follow all instructions of teachers and monitors

 - Show respect to playground monitors
8. Accept the Consequences If You Choose to Misbehave



Daily Dress Code

PK 3 – Kindergarten

Monday-Friday:

Boys: Navy pants/shorts and polo shirt

Girls: Navy culotte/white mono blouse (sailor top) with tie
(pants can be worn during cold weather)

1st – 5th Grade

Monday – Thursday:

Boys: Navy pants/shorts and white/red polo shirt

Girls: Navy pants/skorts and white/red polo shirt

Girls may also wear culottes/jumpers with privacy shorts

Fridays: (Mass)

Boys: Navy pants and white monogrammed oxford shirt

Girls: (1st-3rd grade)

Plaid jumper and white monogrammed blouse

Girls: (4th -5th)

Plaid culottes and white monogrammed oxford blouse

6th-8th Grade

Monday – Thursday:

Boys: Navy pants/shorts and white/red polo shirt

Girls: Navy pants/skorts and white/red polo shirt

Fridays: (Mass)

Boys: Navy pants and white monogrammed oxford shirt

Girls: Plaid skirt w/ modesty shorts and white $\frac{3}{4}$ sleeve
monogrammed blouse



FORMS AND ADDITIONAL INFORMATION



St. Clare of Assisi Catholic School

School Mascot:	St. Clare Stars
School Colors:	Red, White and Blue Red – the blood that Jesus shed White – the sinless life He led Blue – the honor we give to Jesus
School Scripture:	“Those who are wise will shine like the brightness of the heavens, and those who lead many to righteousness, like the stars forever and ever.” <i>Daniel 12:3</i>
School Motto:	St. Clare Stars – “Ever shining and spreading God’s light in the world.”
School Song:	Oh, yes we are the St. Clare Stars And we will always be True to our God and Church and School And Friends and Family And we will treat all those we meet As brothers and as sisters We’ll share God’s love and know that we Were meant to always be An everlasting light to shine for God So bri-i-ghtly. Music and lyrics written by Nisa Lagle.