

ST. CLARE OF MONTEFALCO CATHOLIC SCHOOL



SCHOOL HANDBOOK

(REVISED August 2021)

**16231 Charlevoix
Grosse Pointe Park
Michigan 48230
(313) 647-5100
FAX (313) 647-5105
www.stclareschool.net**

Parish Office: (313) 647-5000

**Ann K. Crowley
PRINCIPAL
Fr. Andrew Kowalczyk, CSMA
PASTOR**

***The Mission of
St. Clare of Montefalco Catholic School
“Enter to Learn, Leave to Serve”***

St. Clare of Montefalco Catholic School is a Gospel presence in our diverse community. We are dedicated to educating and empowering children of all faiths by providing a quality Catholic education focused on faith, academics, and life-long service.

St. Clare of Montefalco School Song

“We are the children, men, and women of St. Clare.
Ready to live, to learn, to grow, to love and share.
When there’s a need for God-giving, you will always find us
there.
Serving our God with growing hearts that care.”

Written by Keir Ward, 2019
Complete song found in Appendix

Table of Contents

Overview	4
Objectives	4
Admission Criteria.....	5
Annual Registration	6
St. Clare of Montefalco Preschool.....	6
Tuition Policy.....	6
Fundraising Expectations	7
Attendance Policy	8
Dress Code Policy.....	10
Code of Conduct.....	13
Bullying Policy.....	18
Electronic Devices Policy	19
Sexual Harassment Policy	19
Archdiocese of Detroit – Weapons Policy	20
Lunchroom/Recess Policy	20
Testing	21
Report Cards.....	21
Parent-Teacher Conferences	24
Retention – Grades K – 8	24
Academic Failure – Grades 3 – 8.....	24
School Records	24
Communications	24
Sacramental Preparation	25
Student Library Policy.....	25
Enrichment and Extra-Curricular.....	26
Acceptable Use Policy	28
Student Internet Policy.....	30
Safety & Traffic Information.....	33
Parties/Treats/Invitations Policy.....	34
Medication Policy	34
Accident Policy.....	34
Student Insurance	35
AIDS Related Carrier & Communicable Diseases Policy.....	35
Parent/Guardian Education Bill of Rights.....	35
Parent/Guardian Mandatory Service Hours Program.....	36
St. Clare Parent-Teacher Organization (PTO).....	37
St. Clare School Commission.....	37
Return to School Office.....	38
Appendix.....	39

Overview

ST. CLARE OF MONTEFALCO CATHOLIC SCHOOL HANDBOOK

This handbook is a general statement of the policies and procedures in effect at St. Clare of Montefalco Catholic School. Students, parents, teachers, staff and any other individuals on school property are subject to these policies and procedures. Issues regarding the implementation and interpretation of this handbook shall be as determined at the discretion of the Principal.

Parents/Guardians/Legal Representatives of children enrolled are expected to adhere to the policies presented within this School Handbook. The word "Parent" represents all the aforementioned.

PROVISIONS FOR REVIEW

Members of the St. Clare of Montefalco Catholic School Commission along with representatives from the school staff shall perform an annual review of the Handbook. During its review, this group shall consider input provided by parents, students, teachers, and staff of St. Clare of Montefalco. The St. Clare of Montefalco Catholic School Commission and the Principal retain the right to amend the handbook and parents will be given prompt notification if changes are made.

SCHOOL PHILOSOPHY

St. Clare of Montefalco Catholic School is a Catholic community committed to excellence and uniqueness through extraordinary effort and love. It practices Christian beliefs by providing an atmosphere that encourages each member to develop a sense of personal worth, academic excellence, and Christian responsibility. It motivates its students to become valued, confident, and independent learners. It fosters a climate of moral awareness, social responsibility, and respect for one another. In so doing, this school community is sharing its common belief that we can make a difference when guided by our faith in Jesus Christ.

SCHOOL MISSION

St. Clare of Montefalco Catholic School is a Gospel presence in our diverse community. We are dedicated to educating and empowering children of all faiths by providing a quality Catholic education focused on faith, academics, and life-long service.

St. Clare of Montefalco uses the following set of objectives, established by the Faculty and School Commission and listed in the Faculty Handbook, to provide direction in the education of our students:

I. As a School of Excellence:

A. Academic Objectives

1. Offer each child the highest quality education in Religion, Language Arts, Math, Science, and Social Studies/History.
2. Develop and maintain lifelong learning skills and habits.
3. Offer our children varied experiences with computers, physical education, creative arts, and foreign language.
4. Expand our children's knowledge base through various academic clubs, challenges, and competitions.
5. Offer programs which develop the physical, mental, emotional, and spiritual health of our children.
6. Provide opportunities to develop each child's creativity across the curriculum.

B. Social and Emotional Development

1. Encourage each child's self-motivation as the basis of his/her individual learning.
2. Help each child develop a sense of responsibility for his/her actions.
3. Encourage each child to acknowledge and appreciate his/her self-worth and the worth of others.
4. Provide an environment which teaches and nurtures each child's development of self-esteem.
5. Gain respect for diversity by helping each child develop an appreciation of all cultures and develop an acceptance of the individuals within that culture.
6. Foster an understanding of order and discipline that in each child supports a learning environment.

II. As a Parochial School:

A. Catholic Objectives

1. Develop a deep belief in Jesus Christ as Savior and to live as He taught.
2. Foster a healthy knowledge and appreciation of the Catholic Church: doctrine, morals and devotions.
3. Give each child the opportunity to learn about the Good News through Scriptures.
4. Stress the benefits of active participation in the Catholic Church, the sacraments, and Christian Service activities.
5. Encourage the promotion of vocations (religious and lay) as a means of fulfillment for an individual's life.

B. Christian Objectives

1. Respect and appreciate all religions.
2. Learn that an individual's responsibility is to serve others.
3. Promote Christian values in all our children.

All students and their parents must support the philosophy and policies of St. Clare of Montefalco Catholic School. All students must take the religious education courses offered at their grade level.

Admission Criteria

St. Clare of Montefalco Catholic School admits students, subject to the admission priorities and acceptance procedure identified below, of any creed, race and national or ethnic origin. All students are accorded the same rights, privileges, programs and activities while enrolled. The school does not discriminate on the basis of race, national or ethnic origin, or sexual orientation in the administration of admissions, educational policies, or scholarship/grant programs.

Admission priority will be first given to currently enrolled St. Clare School families, then to St. Clare parishioners, followed by Catholic families from other parishes. Then, based on space availability, admission will be given to those of other faiths.

Student acceptance and placement will be determined on an individual basis considering past scholastic and citizenship records. All new students may be tested in language arts and mathematics before admission. Test results will determine grade level of entry.

All students with a history of discipline problems in other schools may be accepted at the discretion of the principal.

The procedure for new student admission/acceptance is as follows:

1. Family completes online application through FACTS. The school reviews the application and contacts the family.
2. Testing may be arranged with teacher from entry grade through the administration.
3. Student is accepted or denied entrance based on the testing, past academic and behavior records along with any other pertinent information from previous school(s).

With kindergarten screening, the process ends here if there is a lack of acceptance of the recommended placement. The registration fee is refunded to those who are denied placement.

4. Students entering our school beyond kindergarten are placed on academic and behavioral probation for the first year of attendance.
5. Tuition payments begin on schedule.
6. Family attends New Family Orientation at the beginning of the school year.

Children entering Kindergarten must be five (5) years of age on or before September 1 of that year.

Required paperwork for all new students includes:

- Birth Certificate
- A school health form with current immunizations
- A baptismal certificate for all Catholic students

A student cannot be in attendance until these requirements are fulfilled.

Annual Registration

Online registration packets through FACTS will be sent to current school families in January of the preceding school year. Registration for the upcoming year cannot occur until the current school year's tuition, fundraising and latchkey fees are paid in full or according to the agreed-upon payment plan.

A non-refundable registration fee is required at the time of registration. This fee includes book fee, lunchroom supervision fee and a technology fee. The registration fee is per family.

ST. CLARE OF MONTEFALCO PRESCHOOL

The St. Clare of Montefalco preschool program is available during the school year for three and four-year-old students.

We offer half-day and full-day options for preschool students. The half-day program hours are 8:10 – 11:20 am, and the full-day program hours are 8:10 am – 3:20 pm.

Tuition costs are equal to K-8 student tuition, though there are no discounts for multiple children enrolled in the preschool program. Tuition rates and fees will be communicated annually and shared with interested families before completing enrollment.

A child entering the St. Clare Preschool must be three (3) or four (4) years of age on or before September 1.

Financial & Service Obligations

TUITION POLICY

St. Clare of Montefalco Catholic School's operating budget is dependent on the income derived from tuition and fees and the subsidy from St. Clare Parish. In order for the school to operate on its tight budget, it is essential that every student's tuition and fees be paid in full and on time.

Tuition policy and fees are presented to the School Commission by the principal for review. The policy and fees are then submitted to and confirmed by the Parish Finance and Administration Committee.

All tuition payment and processing will be administered by FACTS, an outside tuition payment agency. All families will be required to register into the FACTS payment program upon registration. The tuition schedule covers a 10-month payment plan (typically June through March for those families registered by April 30th). For those families registering after April, a payment schedule will be determined by FACTS and the school tuition coordinator. Please Note: Families with delinquent or late payments will be charged a service fee by FACTS.

Registration fee: A \$300 registration fee per family is due at the time of registration. A reduced fee of \$200 for returning families may be available if registered on or before March 31st.

Tuition: The Archdiocese of Detroit is requiring all families who are on a payment plan to use FACTS. Tuition is payable each month through FACTS. The FACTS program will charge \$25 each time there are insufficient funds in your account. There is a \$25 fee for late payments through invoices.

Report cards will be withheld if your financial obligations are not up to date. Children will be excluded from school and reports sent to a collection agency or our tuition lawyer.

If some major event happens (lose your job, fire in your home, major flood, etc.) and your finances are in disarray such that you cannot keep up with your payments, please contact the office.

Unpaid Tuition Consequences –

St. Clare of Montefalco Catholic School will take whatever steps it deems appropriate to collect unpaid tuition and fees. If during the course of the school year a student's tuition and fees are not paid according to the established schedule, the following actions may be taken:

- Parents/guardians will be notified that unless the situation is remedied the student will not be permitted to continue at St. Clare of Montefalco Catholic School.
- Report cards will be withheld. Children may be excluded from classes.
- The family will not be permitted to register for the next school year until this situation is remedied.
- For students who leave St. Clare of Montefalco Catholic School with unpaid tuition or fees, their records will not be released until full payment has been made.
- Eighth graders in this situation may not be permitted to participate in graduation ceremonies or other year-end activities. Diplomas will be withheld until all financial obligations have been met.
- Eighth graders' records to be used for high school placement will not be sent until tuition is up to date.
- Unpaid balances will be turned over to a collection agency or lawyer. If sent to one of these agencies there will be extra fees added to cover administrative costs.

All money owed to St. Clare (tuition, latchkey, fundraising, PTO unworked volunteer hour payment, etc.) must be paid to date for the new school year before a child can begin classes in the following school year. At the beginning of each quarter, students of families with delinquent accounts may be excluded from school until payment is made or a specific payment plan is detailed.

Families Who Leave St. Clare during the Course of the School Year –

If a St. Clare School family leaves during the course of the school year, they will be responsible for tuition payments through the end of the month that they leave. Any eligible tuition refund will be determined by the school tuition coordinator and the Principal.

FUNDRAISING EXPECTATIONS

Fundraising plays an important role towards the financial security of St. Clare School. All families are expected to participate in and contribute to all school fundraising efforts. Various fundraisers are held throughout the year, some school-wide and some grade-specific. Grade-specific fundraisers benefit only that particular grade for special events and expenses. Eighth grade and seventh grade plan for a class trip. Sixth grade plans for Camp Storer and fifth grade anticipates camp expenses.

Eighth graders are charged a \$50 graduation fee. There is a mandatory retreat for 8th graders and the cost will be about \$50. Please plan accordingly.

SERVICE HOUR POLICY

PTO Mandatory service hours. Each family is responsible for 20 hours of service with a minimum of 15 of them worked towards the major fall or spring fundraisers. **For every hour not worked, you will be charged \$25 per hour. Only adult help will be reported. Students should be doing service, but it does not count toward your required service hours. Five hours may be on other activities from the PTO or school**

activities. The list of events that count toward your required hours are listed in the handbook. When you work you **MUST** sign in. The chairperson of the event will then send the hours to the PTO service hour recorder. Report cards and records will be withheld until payment is made.

Attendance Policy

Students who exhibit good attendance generally achieve at a higher rate and enjoy school more. Students are expected to be in school every day **ON TIME**. School starts at 7:55 a.m. and ends at 3:30 p.m. unless otherwise notified.

SCHOOL DAY SCHEDULE (K - 8th Grade)

7:55 a.m.	Entry bell - children enter building
8:00 a.m.	Tardy bell - report to office
8:05 a.m.	Announcements
8:10 a.m.	Classes begin
11:35 a.m. – 12:15 p.m.	Lunch/Recess
12:20 p.m. – 12:50 p.m.	Activity Period/Silent Reading
3:25 p.m.	Announcements
3:30 p.m.	Dismissal

All half days will dismiss at 12:00 Noon for all grades.

SCHOOL DAY SCHEDULE (Preschool)

8:10 a.m.	Arrival
11:20 am	Half-day dismissal
11:20 a.m. – 12:00 p.m.	Lunch
3:20 p.m.	Full-day dismissal

EARLY MORNING ARRIVAL/LATE AFTERNOON PICK-UP – Students should be in line and waiting for the teachers to welcome them into the building at 7:55 a.m.

There is no supervision for students before 7:50 a.m. If it is necessary for your child to arrive at school before 7:50 a.m. then arrangements should be made to send them to latchkey (Extended Day). Please note that students must be registered for latchkey prior to attending early morning latchkey.

Students who have not been picked up by 3:40 p.m. are instructed to return to the office. If a parent cannot be contacted, then the child (who is registered for latchkey) will be sent to latchkey. If a child has not been picked up and is not registered for latchkey, the parent will be given forms to fill out for latchkey and will then be charged accordingly.

EXTENDED DAY/LATCHKEY PROGRAM

Latchkey is run by St. Clare of Montefalco Catholic School and is located on the first floor of the Sweeney Center. Hours are from 6:45 a.m. to 6:00 p.m. each school day. Latchkey **may** be available on half days. Parents **must** register their children for latchkey with the school office before the student will be allowed into the program. A registration fee of \$100 is required at the time of enrolling a child in the latchkey program. Further information can be obtained by calling the school office at 313-647-5100.

TARDINESS

The arrival of a student after the time scheduled for the opening of classes constitutes tardiness. Tardiness interferes with a student's progress and is also an injustice to the other students of the class who are distracted by the tardy classmate. Seven tardies during a quarter count as 1 full day absence.

Students arriving after 8:00 are tardy and must report to the office.

Students not **in the classroom** at 8:00 a.m. will also be considered tardy.

If a student arrives after 10:30 a.m. he/she is considered absent for half a day. If a student leaves school before 2:00 p.m. he/she is considered absent for half a day.

Students arriving after 1:00 p.m. will be considered a full day absent.

ABSENCES

Frequent absences constitute a handicap to a student's progress. Cooperation in keeping absences to a minimum is expected.

Please report all absences to the school office (313-647-5100) before 8:30 a.m. A message should be left with the office personnel or on the answering machine giving the name of the student, grade, homeroom, reason for absence, and name of the caller.

Students arriving after 10:30 a.m. will be marked ½ day absent. Students leaving before 2:00 p.m. will be marked a ½ day absent.

Anyone who is tardy during the school year is not eligible for a Perfect Attendance award. Seven tardies during a quarter will result in a charged absence. A student who misses more than 12 days in a quarter will not receive grades for that quarter unless the Principal has previously granted permission or a doctor has issued a medical diagnosis.

ILLNESS

If a student is absent because of illness, arrangements must be made to take the student's work home. The amount of work to be sent home will be at the discretion of the individual teacher. Absent students' work may be picked up in the school office between 3:20 and 4:00 p.m. or may be made available online. All make up work is due at the discretion of the teacher.

It is necessary that children with fevers, diarrhea, vomiting, colds, coughs and sore throats remain at home until recovered since they would be endangering their own health and the health of other children by returning to school too soon. The child may not return until 24 hours after a fever has disappeared or vomiting has ended.

If a child contracts a communicable condition (Covid-19, chicken pox, lice, scarlet fever, impetigo, pink eye, measles, mumps, etc.) please inform the school office at 313-647-5100. The child will not be allowed back into school until a doctor's release is presented to the office.

The school must also be advised of any health condition that would affect a child during the school day. This would include such conditions as allergies, vision or hearing problems, epilepsy, hypoglycemia, diabetes, kidney or bladder problems, etc. The school must be advised, in writing, if a child is restricted from any physical activities.

If a student will be, is, or has been absent for an extended period due to illness, the parent must provide a written excuse from the student's physician to the teacher in order to maintain the student's academic status.

LEAVING SCHOOL/EARLY DISMISSAL

School staff must receive notification in writing or by phone for any early dismissal or appointments request. All students must be picked up from the office and signed out by a parent or guardian. If a student is returning to school, he/she must sign in at the office.

VACATION ABSENCES

Vacations should be taken during scheduled school vacation times. If an extended vacation time is taken, the school/teacher is under no obligation to provide advance work for the students. The teacher may be able to provide advance work if given several days' notice. Students will be responsible for any missed assignments and class work. Parents have a duty to share in this responsibility.

Dress Code Policy

GENERAL

- All students must keep themselves clean and neat at all times.
- All uniforms must be kept clean and neat and must be of appropriate length and size.
- All students must wear appropriate outer clothing (boots, coats, hats, gloves, rain gear, etc.) to and from school and during recess.
- No scarves, hats, doo-rags, headgear, or bandanas can be worn indoors.
- We expect students to wear appropriate clothing on **NON-UNIFORM DAYS** and for all programs. Follow directives sent home for specific activities.
- We expect students to properly represent our St. Clare of Montefalco School identity while in the care of our staff. Therefore, school uniforms will be worn on all field trips. Certain exceptions may be made at the discretion of the Principal.
- Athletic shoes of any kind are not permitted except for physical education class and on the playground.
- Ties or bow ties (black, navy blue, or St. Clare plaid) may be worn but must be in a neat, presentable manner. Students are encouraged to wear ties or bow ties on Mass days.
- Permissible jewelry: wristwatch and/or small pair of post earrings (No dangling or hoop earrings. No other body jewelry.)
- Pants and shorts must be worn properly at the waist and must not be excessively loose or tight fitting. **If belt loops are present, a belt must be worn for grades 3-8.** Pants are to be free from ornamentation like chains, rivets, etc.
- Boots may be worn outside only. School shoes must be worn inside the building.
- **Not Permitted:** Purses, pajama bottoms (NOT ALLOWED AT ANY TIME), make-up, colored lip gloss, colored nail polish, artificial nails, and extreme hair styles (either in cut or color; mohawks, feathers, etc.). Excessive, large, or distracting hair accessories are not allowed. Hair bows, for example, should be small. **Extreme haircuts/colors are up to the discretion of the school principal.**

GIRLS Grades K - 8

Girls' regulation uniform (jumper and skirt) can be purchased at Connie's Children's Shop, located on Mack Avenue near 9 Mile Road in St. Clair Shores.

The girls' regulation uniform consists of the following:

1. Shirt/Blouse: Long or short sleeved white blouse or light blue blouse with a collar; or school sanctioned long or short sleeved white or light blue 3-button knit shirt. **TUCKED IN.** Plain white T-shirts or undershirts can be worn under blouses.
2. Plain white turtleneck may be worn **UNDER** long-sleeve blouses or sweaters or uniform jumpers. **TUCKED IN.**
3. Grades K – 5: School sanctioned jumper. Length must be no shorter than the top of the knee. Yearly adjustment must be made to compensate for growth.
4. Grades 6 – 8: School sanctioned skirt or split skirt. Length must be no shorter than the top of the knee. Yearly adjustment must be made to compensate for growth.
5. Solid navy sweaters - cardigan, vest, and pullover - or St. Clare logo navy sweatshirt may be worn over blouses or turtlenecks. No hoodies may be worn during the school day.
6. Solid navy corduroy or dress slacks (**NO JEANS, CARGO PANTS or PAJAMA BOTTOMS AT ANY TIME**) may be worn. Solid navy twill walking shorts or skorts may be worn prior to October 1 and after May 1. Shorts and skorts must be no shorter than the top of the knee.

Pants and shorts must be worn properly at the waist and must not be excessively loose or tight fitting. **If belt loops are present, a belt must be worn for grades 3-8.** Pants are to be free from ornamentation like chains, rivets, etc.

7. Solid navy, black or white knee socks, ankle socks, or tights. (**NO KNEE-HIGH NYLONS OR PANTYHOSE IN ANY COLOR; NO FOOTIES OF ANY KIND**).

8. Leggings may be worn by Kindergarten students underneath the uniform jumper. In grades 1-8, leggings must not be visible or must be removed during the school day.
9. Dark dress shoes (brown, black or navy blue) with flat heels and closed toes/heels.

BOYS Grades K - 8

The boys' regulation uniform consists of the following:

1. Navy blue dress pants - cotton, double knit, twill, polyester or corduroy (**NO JEANS or CARGO PANTS**). Navy blue twill walking shorts are permitted prior to October 1 and after May 1. **Shorts must be no shorter than the top of the knee.**
2. Grades 3 – 8: Pants, **WITH BELT**, are to be worn at the waist and free from ornamentation like chains, rivets, etc. Belts can be navy, black, or brown and must be worn at all times.
3. Light blue or white dress shirt, long or short sleeve white or light blue 3 button knit shirt with or without St. Clare logo. **TUCKED IN**. Plain white T-shirts or undershirts can be worn under shirts.
4. White turtlenecks may be worn with long sleeve shirt, sweater, or sweatshirt.
5. Solid navy sweaters – cardigans, vests, or pullovers – or St. Clare logo navy sweatshirt may be worn over dress shirt, knit shirt, or turtleneck. No hoodies may be worn during the school day.
6. Solid navy, black, brown, or white socks must be worn.
7. Shoes must be dark dress shoes (solid brown or black).

CONSEQUENCES FOR NONCOMPLIANCE

1. A verbal warning is issued for noncompliance.
2. A written warning (Planner, Uniform violation notice, etc.) will be issued and must be signed by the parent and returned to school.
3. If compliance is still not attained, student will be issued a detention.
4. Any further violations may result in the parent being contacted. Student may be sent home

NON-UNIFORM DAYS

(Free Dress Days, Turkey Trot, and other special days)

- Jeans (without holes or ragged edges), sweats, or pants (no spandex). Tunic tops must be worn with jeggings or leggings.
- Appropriate shirts or T-shirts. (Not allowed: halter, or strapless or bare midriff tops.)
- Other dress code rules still apply to these days:
 1. **NO** jewelry, makeup, colored lip gloss, nail polish, hats, bandanas, doo-rags or other head gear, flip flops, t-shirts with inappropriate messages
 2. Walking length shorts (length must be no shorter than the top of knee) during the designated season (No cut offs) (before Oct 1 and after May 1)
 3. No outdoor boots may be worn inside the school.

Dress Up Days (picture day, last day of school, other days that may be designated for church purposes)

- Dress slacks with belt (**NO** cargo pants), skirts, blouses, or dresses. (Length of dress or skirts must be no shorter than the top of the knee. **NO** spaghetti straps, strapless, bare back, deep V-neck or halter tops are allowed.)
- **NO** jeans, athletic shoes, T-shirts, make-up, outdoor boots
- Simple jewelry and nail polish allowed

- Exception on make-up rule: 8th Grade graduation pictures allowed.

8TH GRADE GRADUATION FESTIVITIES

Baccalaureate Mass/Ceremony and Brunch - Morning attire is church appropriate and dressy casual.

Ladies

- Dress or skirt (Knee length or longer)
- Dress slacks
- Blouse or sweater
- Dress shoes

Gentlemen

- Dress pants (Khaki type pants are appropriate, but no cargo style pants)
- Dress shirt and tie
- Dress shoes

Graduation Celebration - Evening attire must still be church appropriate but is or can be dressier.

Ladies

- Dress or skirt (Knee length or longer)
- Dress slacks
- Blouse or sweater
- Dress shoes

Gentlemen

- Dress shoes
- Suit, dress shirt and tie OR
- Dress jacket, dress slacks, dress shirt and tie

Please Note: At **NO** time should students have bare midriff, deep V neck, or bare back. This eliminates strapless, halter, and dresses with shoulder straps. Skirts and dresses should not have slits above the knee. Also, the aisle of St. Clare Church is 140 feet long. Students will have to walk up and down stairs. Therefore, it would be wise to choose shoes that are comfortable and appropriate.

Code of Conduct

“Seek first His kingdom and His righteousness and all the things will be given to you as well.”

Matthew 6:33

Certain rules are necessary to maintain a safe learning environment. Violations of these rules must be dealt with firmly, or the school does an ultimate disservice to the majority of the students who have shown their good faith in following the rules. While it is rarely necessary to remove a student from the school, the school has an obligation to look out for the welfare of all persons on the St. Clare campus.

Because we recognize that students will make mistakes, the school has a responsibility to be clear in its statement of the rules and fair in its enforcement. Consequences for rule infractions will always be assigned with consideration for the individual circumstances of each incident and the student's past conduct.

This guide for students and parents was prepared as a Code of Conduct policy and adopted by the St. Clare of Montefalco Catholic School Commission and approved by the St. Clare of Montefalco Catholic School Administration.

This document covers the conduct of students, parents, guardians, staff, administrators, volunteers, and all other individuals on school property, property adjacent to the school, and school-sanctioned functions and field trips. The implementation and interpretation of this Code shall be determined at the discretion of the Principal.

RESPONSIBILITY FOR STUDENT CONDUCT

Many people share the responsibility for student conduct. Each student is primarily accountable for his or her own conduct and this obligation increases as students grow older and mature.

Discipline within the school is the responsibility of the school staff and administration. With the cooperation of students, parents, and others, the staff seeks to maintain an environment that is safe, orderly, and conducive to learning.

STUDENT RESPONSIBILITY

Students are expected to:

1. Reflect Christian values and behavior.
2. Attend school regularly and be punctual.
3. Devote their energies to learning under the direction of the total school staff.
4. Respect the health, safety, and rights of others.
5. Follow the rules contained in the School Handbook.

PARENT/GUARDIAN RESPONSIBILITY

Parents and guardians are expected to:

1. Assume responsibility regarding conduct of their children at school.
2. Assure regular and punctual attendance of their children.
3. Establish and maintain appropriate communication with the school.
4. Assist in resolving behavioral and academic problems.
5. Provide positive encouragement to students and reinforcement to the school.
6. Maintain students wear proper uniforms as set forth in the Dress Code.
7. Follow the rules contained in the School Handbook.

SCHOOL STAFF RESPONSIBILITY

Teachers, administrators, custodians, and other school employees have the obligation to:

1. Provide a safe environment conducive to learning.
2. Help maintain and encourage proper student conduct.
3. Make efforts to stop misconduct and report serious persistent violations.
4. Assist students in following the Code of Conduct.
5. Establish and maintain appropriate communication with the parents.
6. Follow the rules contained in the School Handbook.

SCHOOL ADMINISTRATION

1. Carries out the policies of the Pastor and the St. Clare of Montefalco Catholic School Commission.
2. Initiates procedures for the proper establishment, maintenance, management, and operation of the school.
3. Supervises all staff and operations of the school.
4. Establishes and maintains appropriate communication with the parents and staff.
5. Exerts control for the protection of the school programs, school environment, health, safety, and due process.
6. Follows the rules contained in the School Handbook.

CATEGORIES OF MISCONDUCT

The administration may determine and invoke suspensions and may take other steps intended as disciplinary or corrective action, regarding cases of misconduct on school premises, in school vehicles or at school functions.

Misconduct shall be regarded as those actions which may interfere materially or substantially with the operation of the school by endangering the health and safety of any person, by infringing on the rights of others, by causing disruption of educational programs or discipline, by causing loss or destruction of property, and actions which are otherwise in violation of laws, school policies and regulations, and school or classroom rules.

Acts of misconduct in any of the following categories will result in disciplinary, corrective and/or legal action against a student. Severity of the consequences will be determined based on the child's age and grade.

Many acts listed are violations of state law and city ordinances as well as school regulations. Police assistance will be called for as needed in serious matters. The Archdiocese of Detroit legal department will be contacted for advice whenever police will be involved. In the event police are contacted, parents will be notified immediately and must be present with their child before any contact or questioning occurs with the police.

THE FOLLOWING GENERAL CATEGORIES ARE NOT INTENDED TO BE ALL-INCLUSIVE:

MINOR INFRACTION

1. **Uncooperative with school personnel.** Students will do assigned class work and obey instructions of school personnel, including all teachers, lunch staff, and other school staff.
2. **Failure to return parent/guardian signed documents.** This applies to all documents that require a parent or guardian's signature upon return to the classroom. This includes such items as tests, planner, report card, conference request, progress reports, notice of concern, detention, etc.

3. **Improper Dress and Appearance.** Students must follow the dress code as outlined in the School Handbook.
4. **Dishonesty**
 - a. Lying
 - b. Cheating (this applies to all parties involved – the ones who let others have their work and the ones who copied it)
 - c. Plagiarism
 - d. Forgery
5. **Excessive Tardiness.** Students will be punctual in attending scheduled classes or academic activities.
6. **Violation of Classroom Rules.** Rules are established by teachers and posted in the classroom to ensure the proper atmosphere for learning. Each grade level's discipline program is age appropriate, falling under the general school guidelines: "Keep your hands and feet to yourself" and "Think before you say or do anything."
7. **Violation of General School Rules.** Policies, regulations and school rules are established to assure the proper atmosphere for teaching and learning, for health and safety, and for the maintenance of the rights of others.
8. **Gum chewing.** Students are not allowed to chew gum on school premises.

POSSIBLE CONSEQUENCES FOR MINOR INFRACTIONS

1. Verbal warning, teacher/student conference, parent notification through Notice of Concern (NOC) or planner, etc., parent/teacher conference, detention
Three (3) detentions in 1 Quarter, will result in a ONE DAY SUSPENSION
2. Repeated minor infractions may result in any or all of the following:
 - a. all or part of Number 1 above
 - b. one day suspension with parent conference
 - c. suspension or exclusion from all or part of the school program, ceremonies, or activities
 - d. probationary status with written terms*Three (3) suspensions in 1 School Year may result in EXPULSION from St. Clare School.*

SERIOUS INFRACTIONS

1. **Disrespectful conduct or insubordination.** Acts of disrespect, insubordination, persistent disobedience, disorderly behavior, and inhibiting the rights of others.
2. **Cell phone** use during the school day to contact another person within/outside the school building.
3. **Acts of Misconduct.** Behavior which can clearly be interpreted to be in defiance of school authority which occurs immediately before, after, or during school hours, on school property, on property adjacent to the school premises or at school-sponsored events.
4. **Bullying** (see Bullying Policy on following pages).
5. **Possession of Pornographic or Explicit Materials.**
6. **Use of Profane, Indecent or Immoral Language.**
7. **Malicious Misconduct.**
8. **Leaving School Premises without permission or authorization.**
9. **Stealing.** Theft of any nature, be it a large amount of money, a pencil, or a computer file or disk from someone else's locker or classroom, is unacceptable.

10. **Gambling.** Playing games for money.
11. **Coercion.** Obtaining money or property by violence, making someone do something against his or her will by force or threat of force.
12. **Smoking/vaping or possession of tobacco products.**
13. **Fighting** – striking of other persons. There shall not be fighting or other similar aggressive behavior on the campus, in the vicinity or under the jurisdiction of the school. The school firmly believes that fighting will not solve problems but will instead create new ones.
14. **Violence.** Students may not use violence at any time. This includes at play, in their speech, writing or art.

POSSIBLE CONSEQUENCES FOR SERIOUS INFRACTIONS

1. Teacher/student conference, teacher/parent conference, suspension
Three (3) detentions in 1 Quarter, will result in a ONE DAY SUSPENSION
2. Principal/parent conference
3. 1 – 3 day suspension (either in-school or out) with 1 year probation
4. Exclusion from all or part of the school program, ceremonies, or activities
5. May not be eligible for re-enrollment

Three (3) suspensions in 1 School Year may result in EXPULSION from St. Clare School.

MAJOR INFRACTIONS

1. **Fire Alarm, Extinguisher and Automated External Defibrillator (AED) Misuse.** Fire equipment and AEDs are present for the safety of all members of the school. Misuse of the fire alarms (false alarm), fire extinguishing equipment or an AED is a very serious offense, as it endangers all members of the school body. There is a \$500.00 fine mandated by state law.
2. **Arson.** The intentional setting of a fire
3. **Assault.** Physical threats or violence to persons.
4. **Destruction of Property.** This includes writing on walls or desks, carving into woodwork, unauthorized entry into and/or altering of computer management systems or files and equipment, or other abusive behavior. Such actions are unacceptable.
5. **Burglary/Larceny.** Breaking and entering; concealing or selling of stolen school or personal property.
6. **Explosives.** Possessing, using, bringing to school or placing on school property.
7. **Weapons.** Possession or use of dangerous or potentially dangerous objects. (See Archdiocese Weapons Policy)
8. **Vandalism.** Destruction of property.
9. **Trespassing.** Being present in an unauthorized place or refusing to leave when asked.
10. **Initiating a Bomb Threat.**
11. **Drinking or Possessing Alcoholic Beverages/Using, Selling, or Possessing any and all Controlled Substances.**
12. **Violating Sexual Harassment Policy.**
13. **Threats.** A threat is anything written or verbal that indicates harm, whether real or perceived, to a person or property. Words like "I'll kill you." "I could strangle you." "I'm going to beat you up." "We'll take care of this problem outside of school/on the playground, etc." are some examples of statements that are considered threats.

POSSIBLE CONSEQUENCES FOR MAJOR INFRACTIONS

1. Archdiocese of Detroit legal department contacted
2. 1 – 3-day suspension (either in-school or out) with 1 year probation
3. Principal/parent conference
4. Contact appropriate law enforcement
5. Expulsion
6. Not eligible for re-enrollment

MEDIATION PROCESS FOR STUDENTS AND PARENTS

The following is a guideline to be used to address an issue or concern within the school community:

1. The issue or concern should be first discussed with the person(s) most directly involved. (Classroom concerns with teacher; school policy with principal, etc.)
2. If not satisfied with this response, an individual may contact the next level of administration (Principal, if teacher contacted in step #1 or Pastor, if Principal previously contacted.)
3. A joint meeting of all persons involved may be beneficial if the issue or concern is not settled in step #2 (parent, teacher, and Principal or Parent, Principal and Pastor.)
4. If contacted, a staff person from Archdiocese Department of Catholic Schools may serve in a consultative manner.
5. The Pastor makes the final decision.

PROBLEM SOLVING AT ST. CLARE SCHOOL

STEP #1: Consult your handbook.

STEP #2: Engage in ***constructive dialogue*** with the appropriate person(s), with the ***proper perspective*** that the School is, should, and will always be operated in the ***best interests of ALL the children, staff, and programs.***

*It is important to: stay calm; focus on the problem-not the person involved; listen carefully; look for common ground and the opportunity to work in collaboration and be positive!

*Remember: complaining to or gossiping with other parents—***especially in front of children***—may prevent both a constructive dialogue and an ultimate solution.

Below are some examples of methods that could be used in dealing with situations of concern:

PROBLEMS/QUESTIONS WITH THE CURRICULUM

Speak ***privately*** (outside of class and children) with Teacher(s). If dissatisfied, speak with Principal. If not satisfied at this level, speak with the pastor.

PROBLEMS/QUESTIONS RE: SCHOOL POLICIES, RULES, ETC.

Speak with Principal. If necessary, contact the Chairperson of the School Commission. If ***appropriate***, the matter will be placed on the agenda for the next School Commission.

PROBLEMS/QUESTIONS RE: YOUR CHILD'S BEHAVIOR OR ANOTHER CHILD'S BEHAVIOR IN CLASS INCLUDING DISCIPLINARY ISSUES

Speak ***privately*** with the Teacher(s). If dissatisfied, speak to Principal.

PROBLEMS/QUESTIONS RE: RELATIONSHIPS WITH THE TEACHER(S)

Speak first with Teacher(s) in ***private***. If dissatisfied, speak with the Principal.

PROBLEMS WITH PRINCIPAL RE: “OFFICIAL ACTS”

Speak *privately* to the Principal first. If dissatisfied, speak privately with the Pastor.

Bullying Policy

The bullying policy of St. Clare of Montefalco Catholic School is based on Roman Catholic principles and ideals and recognizes the dignity and worth of each student. St. Clare of Montefalco Catholic School will encourage compassionate behavior between students and all others. When it is necessary to use corrective measures, the action taken is to be based on an understanding of the student and the particulars of the situation as well as on school guidance procedures. Bullying will not be tolerated under any circumstances nor will the school tolerate retaliatory action against any employee, student, or other person for making a bullying complaint.

What is “Bullying”?

1. Name calling
2. Saying or writing nasty things about another person, including electronic communication such as social media outlets including, but not limited to, Facebook, Twitter, Instagram, etc.
3. Excluding others
4. Threatening others
5. Making others feel uncomfortable or scared
6. Taking or damaging another’s belongings
7. Hitting or kicking
8. Making others do things they don't want to do
9. Any ongoing or persistent pattern of the above-listed behavior

Some people think bullying is just part of growing up and a way for young people to learn to stick up for themselves. However, bullying can make young people feel lonely, unhappy, and frightened. It makes them feel unsafe and think there must be something wrong with them. They lose confidence and may not want to go to school any more. It may even make them feel sick.

What will happen if a Charge of Bullying is made?

- There will be a prompt investigation by the teacher and/or the administration based on the seriousness of the allegation.
- Appropriate discipline of the student(s) shall occur if the allegation is found to be valid as determined by the teacher and/or administration.

Consequences for Bullying

St. Clare of Montefalco Catholic School will impose consequences for students who are determined by the teacher and/or administration as having bullied another student. Our progressive discipline regime is intended to deter future bullying and encourage compassionate behavior towards others.

Philosophy: Deterrence of bullying is best achieved when discipline is based on the following elements:

- **Certainty.** If a student bullies another, then it is certain that the student shall receive a consequence.
- **Immediacy.** The student’s consequences will occur swiftly after the bullying occurs.
- **Severity.** The student’s consequences will be appropriate to the seriousness of the bullying and/or the frequency of that student’s bullying behavior.
- **Types of Discipline.** The type of discipline can vary from informal admonishment to expulsion based on the seriousness of the bullying event and/or the frequency of that student’s bullying. (See Handbook - Code of Conduct Pages 16 for Possible Consequences for Serious Infractions.)

Electronic Devices Policy

An electronic device is any cellular phone, tablet, computer, laptop, e-reader, iPod, iPhone, music device, smart watch, or any other device that is electronic and can be used for communicating, connecting to the internet, and/or has the ability to download files.

CELLULAR TELEPHONES

- Written parental permission is required and will be kept on file.
- Cell phone must be turned in to Home Room teacher by 8:00 a.m.
- Cell phone will be returned at the end of the day.
- If a student is reporting to latchkey, the cell phone must be given to a latchkey staff member.
- Failure to comply will result in the cell phone being confiscated and held in the School Office. A cell phone will only be released to the parent after a fine of \$25 for the first offense and \$50 for the second offense and each additional confiscation. Students may also face disciplinary consequences such as detention or suspension.
- Exceptions to this policy for medical reasons may be made on a case-by-case basis with the Principal's discretion.

CAMERAS/DIGITAL CAMERA/CELL PHONE CAMERAS:

- Students may not use cameras, digital cameras or cell phone cameras at school unless specifically sanctioned in writing by a teacher or the Principal.
- Photos, videos, audio recordings, or any other type of recording taken by students of fellow students, activities, staff, building etc., cannot be published on the Internet. This applies to all recorded images, sounds, video or any other recording taken in or out of the school.

CELL PHONES, MUSIC PLAYERS, SMART WATCHES, AND VIDEO GAMES ARE NOT PERMITTED ON SCHOOL PROPERTY without permission.

One-to-One School Devices

St. Clare of Montefalco will provide one-to-one Chromebooks and iPads for all students. Students in grades K-2 may receive either an iPad or a Chromebook, and students in grades 3-8 will receive a Chromebook. Students must sign the Responsible Use Agreement (see appendix) every year before being issued a Chromebook. Students must adhere to the terms outlined in the Responsible Use Agreement. Failure to adhere to those terms may result in the temporary or permanent loss of privileges to use school devices. Students may not use the device to record any audio, video or still pictures of any other students, staff members, or objects unless given permission by teachers or staff. All devices will be returned to the school at the end of the academic year unless otherwise permitted by the principal.

Sexual Harassment Policy

Policy 4003 of The Archdiocese of Detroit - It is the policy of the Archdiocese of Detroit and St. Clare of Montefalco Catholic School to make every effort to provide an educational environment free from all forms of harassment. This policy applies to the actions of all Faculty, staff, and students at St. Clare of Montefalco Catholic School, as well as others who may be in a working relationship with the school. Both the Archdiocese of Detroit and St. Clare of Montefalco Catholic School are open to and respect the complaints brought under this policy.

St. Clare of Montefalco Catholic School will neither tolerate sexual harassment nor will it tolerate retaliatory action against any employee, student, or other person for making a sexual harassment complaint. Any supervisor or Faculty member who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action, including termination of employment. Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at Faculty, staff or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

What is sexual harassment?

- Sexually inappropriate behavior that is not welcome, is personally offensive, and fails to respect the rights of others.
- Harassment can be either conduct or communication.
- Sexually inappropriate behavior means inappropriate touching, gestures and language of a sexual nature directed at Faculty, staff, or other students.
- Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive educational environment.

The school will investigate all complaints of harassment in a prompt and confidential manner and will take appropriate corrective action when warranted. Any Faculty, staff member, student or other person in a working relationship with St. Clare of Montefalco Catholic School, who is determined to have engaged in harassment in violation of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment or exclusion from school.

Retaliation in any form against a person for exercising his or her right to make a complaint under this policy is strictly prohibited, and will result in appropriate disciplinary action, up to and including termination of employment or exclusion from school.

Archdiocese of Detroit – Weapons Policy

Students are prohibited from bringing weapons to or having weapons in school, on the school premises or in the immediate vicinity of the school.

Definitions

A weapon is any object which can be used to threaten or injure another. It includes, but is not limited to: guns of any kind, nature or description; knives of any kind; chains; karate sticks; brass knuckles; sling shots; sharpened instruments of any kind; ammunition...etc. A "firearm" means any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device.

School premises include the school building and the adjacent grounds, e.g. parking lots and playgrounds and student lockers.

Immediate vicinity of the school means within a one-block radius of the school.

Any student discovered to be or suspected of carrying, possessing, concealing, or transferring a weapon on school premises or in the vicinity of the school shall be immediately excluded from classes pending an investigation. Any teacher, school employee, or school volunteer who has any information regarding a violation or suspected violation of this rule shall report all such information to the Principal who will take appropriate action including the application of policies and rules relating to expulsion and suspension.

Any student found to be in violation of this policy and rule is subject to permanent expulsion.

A student who interferes with or otherwise obstructs the search and questioning in this policy and rule shall be subject to disciplinary action including the possibility of expulsion.

Lunchroom/Recess Policy

Lunch and recess will be between 11:35-12:20.

Only students who have a note or a parent request by phone may go home for lunch. Students must sign in and out at the office.

Students may bring their lunch or take part in our "Hot Lunch" program at any time. The "Hot Lunch" program, beginning a few weeks after school starts and ending around Memorial Day, is available **by preorder** on a form sent home each month. A fee is charged (subject to change) per student, per lunch, and ordering can be selective – choosing one, some, or all days. *Because all hot lunches are preordered and prepared off site, extra lunches are generally **not** available on any given day, nor can refunds be given for missed hot lunches due to absences or field trips.*

Note: Forms are available in the school office (*and they are confidential*) for those families who may qualify for free or reduced-price lunches. Parents are encouraged to take advantage of this program. This program benefits both families and the school. Those who qualify for free or reduced lunches must fill out an order form each month, or no lunch will be ordered for the child.

Milk is available for purchase.

Both in the Lunchroom and at Recess students will...

- follow directions when given
- be respectful and polite with everyone
- belong to a **NO BULLYING** school, which means **NO** teasing, name calling, cursing, hitting, fighting, or excluding others
- never have candy, gum, or glass containers and do not bring personal items like radios, CD players, electronic games, or other devices

In our Lunchroom we...

- never run or throw *anything*
- remain seated while eating
- leave all unconsumed food in our lunchbox in the classroom lunch crate
- always clean up after ourselves
- recycle plastic containers in the recycling bin.

During Recess we...

- use playground/recess equipment properly and return items after use
- never consume food or drink
- stay off landscaped areas
- stay off snow piles and never throw snow or ice

PLEASE NOTE

Violence may never be used in speech, play, writing or art.

CONSEQUENCES

Verbal warnings are generally given followed by removal from recess. The Code of Conduct also applies to lunch and recess.

Testing

Standardized aptitude and achievement tests are a tool for the teacher to see student strengths and weaknesses. They also provide a means of identifying a child's capabilities and achievement at a particular level. Combined with other information, these tests help present teachers and parents with a more complete picture of the child's progress.

St. Clare offers a complete battery of tests including:

1. **Star Renaissance Assessments** – administered three times per year; in August/September, February, and May
 - Reading (Grades 2-8)
 - Math (Grades 1-8)
 - Early Literacy (Grades K-1)
2. **High School Placement Test** - for entry into Catholic high schools; annually the Saturday before Thanksgiving; taken at any Catholic high school.

Report Cards

Grades are recorded in FACTS. Each parent has access to the Family Portal to view his/her child's grades as often as they wish. At the end of the quarter the grades are averaged, and a quarter grade is recorded. This can be viewed on FACTS.

Report cards are issued quarterly (9-week intervals) in Grades K through 8. Kindergarten students also receive skills assessment reports. St. Clare uses the Archdiocese of Detroit Grade Scale.

Students in kindergarten through second grade will use the standards-based report card with the following key. Accommodations will be noted in comments.

- Proficient (83%-100)
- Developing (72%-82%)
- Needs Support (71% and below)

Students in grades three through five will use a standards-based report card with the following grades. Accommodations will be noted in comments.

- A- 93%-100%
- B- 83%-92%
- C- 72%-82%
- D- 60%-71%
- F- 59% and below

Students in grades six through eight receive grades according to the following scale. Accommodations will be noted in comments.

- A- 93%-100%
- B- 83%-92%
- C- 72%-82%
- D- 60%-71%
- F- 59% and below

CITIZENSHIP: Conduct and Effort. The Citizenship grade is determined by the following criteria:

CONDUCT:

- The child shows respect for other students and adults.
- The child adheres to classroom rules established and communicated by the teacher.
- The child cooperates with the teacher and other students.
- The child demonstrates an attitude consistent with and becoming of a St. Clare student in class and school-related functions.

EFFORT:

- The child is prepared for class with all necessary materials.
- The child completes all assignments in a timely manner, both homework and in-class work.
- The child asks for assistance if necessary.
- The child follows directions given by the teacher.
- The child puts forth the necessary effort to produce high quality work.
- The child completes the required number of Accelerated Reading points (grades 3-8). If points are not met, a C in effort will be given.

CITIZENSHIP: CONDUCT/EFFORT ASSESSMENT

- A- exceeds grade level expectations
- B- meets grade level expectations
- C- Satisfactory
- D- Needs Improvement
- F- Unacceptable

HONOR ROLL CRITERIA (GRADES 3 – 8)

The Honor Roll will be determined on a quarterly basis each school year. The requirements are as follows:

A. SCHOLASTIC HONORS

- HIGH HONORS requires a 3.5 or better grade point average in all core academic subjects and a grade of A or B in Citizenship in all subjects including Specials (Computers, Spanish, Music, Physical Education, Art, etc.) Students must complete the required number of AR points for the quarter.
- HONORS requires a 3.0 – 3.4 grade point average in all core academic subjects and a grade of A or B in Citizenship in ALL subjects including Specials (Computers, Spanish, Music, Drama, Physical Education, Art, etc.) Students must complete the required number of AR points for the quarter.

B. CITIZENSHIP HONORS

- CITIZENSHIP HONORS requires a grade of A or B in all subjects in Citizenship including Specials. Students must complete the required number of AR points for the quarter.

C. IMPROVEMENT HONORS

IMPROVEMENT HONORS (2ND, 3RD, 4TH Quarters only) requires grades that exceed the grades of the last marking period in at least two major subjects and no drastic reduction of grades which would indicate less effort or poor behavior.

IT MUST BE NOTED THAT A MARK OF “F” ON ANY PART OF THE REPORT CARD DURING THAT QUARTER WILL DISMISS ALL HONORS.

Parent-Teacher Conferences

Parent-teacher conferences will be held after the first and second quarter for grades K-8. The first conference, held in November, is **MANDATORY** for all families. Mid-year conferences will be scheduled by teacher or parent request.

Retention – Grades PK - 8

Retention may be recommended for various reasons (emotional, developmental, psychological, social, academic). These are the guidelines for retention:

1. Teacher(s) will contact the parents at the beginning of the Third Quarter.
2. Midway through the Third Quarter student progress will be reviewed by the teacher(s) and the Principal.
3. Parents will be contacted in writing no later than April 15 if progress continues to be unsatisfactory
4. A meeting will be held at the end of April with the parents, teacher(s) involved, and the Principal, if necessary, to determine retention.
5. Parents may appeal the decision of retention with the Principal after the April decision but no later than May 15.

Academic Failure – Grades 3 – 8

Failure in three (3) out of four quarters indicates that a student has failed the subject for the year and may be required to complete summer school in that subject.

Failure in three (3) major core subjects may eliminate a student from promotion to the following grade. This could lead to dismissal from school entirely.

School Records

According to the Family Education Rights and Privacy Act of 1974, parents may request access to the file of their child by making an appointment with the school office.

Communications

HOME/SCHOOL COMMUNICATIONS

- Weekly Newsletters are sent via email and hard copy and include all information from the principal and the school office. Monthly calendars are sent via email and hard copy. All newsletters and calendars are posted on the school website.
- Email addresses and direct phone numbers for each teacher are available on the school website (www.stclareschool.net).
- Other communication from the principal and teachers is shared through email, phone calls, articles in the parish bulletin, and posts on the school website.

EMERGENCY SCHOOL CLOSING

We have an electronic notification system for emergencies and reminders. Parents/guardians must be sure to provide updated emergency contact information in FACTS. Notifications may be sent via call, text message, email, or any combination of the aforementioned.

The school office voicemail can be accessed for specific emergency closing information and local radio/TV stations like WJR, WWJ and the local TV news carry closing information.

Sacramental Preparation

St. Clare of Montefalco is a **Catholic** School. Sacramental preparation will take place through the religious curriculum for the relevant grade level and in separate scheduled meetings. In addition, St. Clare teachers teach the Catholic faith and students observe Catholic liturgical and seasonal traditions. All students, both Catholic and non-Catholic, are **required** to participate in the religious curriculum and in all in-class activities.

FIRST RECONCILIATION & FIRST EUCHARIST

All second-grade students are prepared for the Sacraments of Reconciliation and First Eucharist. Catholic students celebrate their First Reconciliation and the Sacrament of Holy Eucharist as scheduled by the School and the Church.

CONFIRMATION

Seventh Grade students begin preparation for the Sacrament of Confirmation and Catholic students are confirmed in their 8th Grade year. Fifteen hours of Christian service are required in both 7th and 8th grade.

All 8th grade students are required to attend a retreat prior to Confirmation.

Student Library Policy

The Charles H. Verheyden Memorial Library is dedicated to enhancing reading for research, education, and enjoyment for all students.

LIBRARY LENDING POLICY

The following guidelines must be set forth to ensure the vitality of our library collection:

- Library books are loaned out for one or two weeks and may be renewed at the Librarian's discretion.
- The number of books and other library materials that may be borrowed at one time is governed by the reasonable needs of the reader and the amount of material on hand.
- Students will be allowed to take new books only when previously borrowed books are returned.
- Students will receive late notices sent to their classrooms. A letter may be sent home with the child. If no response is received, a letter will be sent through the mail notifying the parent/guardian(s) of the overdue book.
- Students must pay for any books that are lost or damaged. Fees must be paid before report cards are issued.

Student Locker Policy

Hall lockers have been installed for the use of Grades 3 through 8. Each student will be assigned a specific locker number and must comply with the following rules to be eligible for continued locker use.

- No locks may be placed on any locker.
- Only magnets may be used on the inside of lockers. Nothing will be placed on the exterior of the lockers.
- It shall be the responsibility of each student to properly maintain the assigned locker.
- It shall be the responsibility of the student and family to pay for any damages caused by the student to the locker.
- Lockers may be accessed in the morning **ONLY** prior to the first class, prior to and following lunch/recess/gym, at school dismissal or with the express permission of faculty. Students at lockers other than these times will face disciplinary consequences.
- All rules regarding prohibited items elsewhere in this Handbook apply to lockers.
- All spray bottles, perfumes, etc. are prohibited from the lockers.
- All food and beverages are prohibited from the lockers.

Lockers may be subject to search at the discretion of the Principal, Assistant Principal or Teacher.

Enrichment and Extra-Curricular

ANNUAL CELEBRATIONS

- Turkey Trot: School Spirit & Physical Fitness
- Outdoor Education Camp: Grade 6
- Curriculum Fair: Grades PK-8
- Christmas Program: Grades PK-8
- Spring Musical Production: Grades 4-8
- Field Day: Grades K-8
- ACES: Grades PK-8
- Awards Assemblies: Grades 3-8
- Mardi Gras Celebration: Grade 8
- Read Across America: Grades K-8
- Catholic Schools Week
- Earth Day Celebration
- Summer Reading Celebration

ACADEMIC CHALLENGES

- Midwest Talent Search: Grades 7 & 8
- Accelerated Reading: Grades 3-8
- America & Me Essay Contest: Grade 8
- Knights of Columbus Spelling Bee: Grades 3-8
- National Geography Bee: Grades 5 to 8
- Arbor Day Poster Contest: Grade 4

RELIGION PROGRAMS

- Weekly Masses Prepared by Grade Levels
- Sacramental Preparation
- Daily All School Prayer
- Restorative Practices
- Altar Servers: Grades 5 through 8
- Penance Services
- Summer Bible Camp

PUBLICATIONS

- School Weekly Newsletter
- Monthly Calendar
- School Yearbook: Annual
- Alumni Newsletter: Annual

SPECIALTY PROGRAMS

- Student Council: Grades 5 through 8
- National Junior Honor Society: Grades 7 & 8
- Catholic Forensic League: Grades 5 – 8
- Flag Football: Grades 5 through 8
- Church Choirs: Grades 3– 8
- Safety Patrol: Grade 7 & 8
- Fitness Challenge U.S. Dept. of Health
- Robotics

SCHOOL BUDDY SYSTEM

- Grade 8 teams with Grade 2
 - Grade 7 teams with Grade 1
 - Grade 6 teams with Kindergarten
 - Grade 5 teams with Preschool
- Buddy pairings may vary from year to year.

ATHLETIC PROGRAMS

- Soccer: Grades 5 through 8
- Volleyball: Grades 5 through 8
- Basketball: Grades 5 through 8
- Baseball: Grades 7 & 8
- Softball: Grades 7 & 8
- Track: Grades 3 through 8
- Intramural Basketball: Grades 3 & 4
- Summer Sports Camps
- Knights of Columbus Free Throw Contest

ANCILLARY STAFF

- Resource Teachers
- Berkley Teachers
- Volunteer tutors
- U of D - Jesuit High School Student Volunteers

ALL-SCHOOL ENRICHMENT

- Various events sponsored by the PTO

Enrichment and Extra-Curricular

Field Trips

Field trips are scheduled throughout the year. Written notification, sent home with students prior to each scheduled trip, provides details regarding time, cost, and place. Permission authorizing participation is required by the parent.

Special Student Groups

STUDENT COUNCIL

The Student Council is composed of student representatives from Grades 5 through 8 and officers from Grades 7 and 8 who are elected in the fall of the school year to plan and implement various activities for the school. One of the goals of this organization is to provide students with leadership and decision-making opportunities. Staff members moderate the Council.

NATIONAL JUNIOR HONOR SOCIETY

Students in Grades 7 and 8 may qualify for this national organization based on scholarship (3.3 grade average in the previous year and first two marking periods of the current year), character, leadership, service and citizenship (As and Bs in Conduct/Effort).

A five-person Faculty council makes final selection once a year after nomination list is compiled and posted and the *Student Activity Form* has been submitted by the student. New members are initiated at a special ceremony at which time the NJHS certificate of registration is presented. Regular monthly meetings are presided over by the Society-elected officers and supervised by the Chapter Advisor. The Chapter carries out activities which are of service to the school and community as required by their Chapter.

SAFETY PATROL

Service-minded 7th and 8th graders provide assistance to crossing guards and protection at various crossing locations both mornings and afternoons for our students in this voluntary program, which is very rewarding community service.

Acceptable Use Policy

St. Clare of Montefalco Catholic Church/School

1. Introduction: As St. Clare of Montefalco administers computers and networks, users should be apprised of the issues that accompany technology, Internet, and network use in school. This document defines the policy of the school, and church regarding the use of technology.

The use of the computer, the network, the Internet, and other related technologies is a privilege, not a right, and unacceptable use may result in a cancellation of the privilege. The school/church may deny, restrict, revoke, or suspend specific user accounts at any time. In addition, the school/church may take other disciplinary action for violations of the acceptable use policy. Nothing in this acceptable use policy is intended to preclude the supervised use of the system under the direction of a teacher or other approved user acting in conformity with the school/church policy and procedure in accordance with Archdiocese of Detroit policies and procedure. The network account holder is held responsible for their actions and activity within their account.

2. Maintain and protect security. Users are to assume other users' information is private property and treat it accordingly. Password sharing is prohibited. Users may not allow others to use their account except for purposes of technical support by an authorized technician. Users may not attempt to access folders, directories, or network resources not designated for their use. Users are to log out, shut down, or otherwise secure the computer when they leave it.

3. Help maintain operability. Users shall not knowingly upload or download any software, file, or other content which adversely affects the performance or availability of the system, or which contains any virus, worm, cancelbot, harmful component, or corrupted data. To protect the integrity of the system, only Technology Services or authorized persons will conduct software installations. Any attempt to harm or destroy the data of another user, computer, network or system either internal or external to St. Clare of Montefalco is a violation of the acceptable use policy.

4. Follow the law. State and federal laws and Archdiocesan policies govern the use of the school/church systems. Users shall follow laws and help enforce them. Users shall obey copyrights and not violate trade secrets. The unauthorized installation, use storage, or distribution of copyrighted software or similar unauthorized materials on school/church systems and technology is prohibited.

5. The school/church's computers and technology are to be used for educational purposes and to conduct the business of St. Clare of Montefalco. Accounts are not intended to conduct or promote personal or private businesses. Any costs incurred by a user are the user's responsibility. Users shall not distribute material throughout the network, which, without the approval of St. Clare of Montefalco, contains any advertising, promotion, or solicitation of goods or services for commercial purposes; or endorses political or religious viewpoints outside of church teachings. "Spamming" (mass emailing of "junk mail") is not allowed. Users must not create, distribute, or seek out material that is profane, vulgar, or that advocates or condones violence or discrimination towards other people.

6. Preserve personal safety, especially for students. School/church web pages and other electronic documents must preserve student safety. Public documents may not include a child's telephone number, street address or box office number, or names of other family members. Public documents may not include any information that indicates the physical location of a student at a given time other than attendance at school or participation in school activities. Photos which identify students will not be published on web pages without parent permission. The

school/church shall instruct students about online safety practices. Such instruction may include the following key points.

- Students should not reveal their personal information or that of others.
- Students should not meet anyone in person that they have met online without permission.
- Students should report to a teacher or principal or any employee any web page, unsolicited email, security problem, or information that makes them uncomfortable.

7. There is no guarantee of privacy when using school/church technology. St. Clare of Montefalco has the right, but not the obligation, to examine the content of users' documents or email or track websites visited by users. Routine maintenance and monitoring of the system may lead to discovery that a user has violated the law or a school/church policy. Furthermore, the Internet employs systems owned by others and beyond the control of the school/church. Email may be intercepted by third parties. Email can be viewed by others. St. Clare reserves the right to read all emails that are sent from a St. Clare owned email account and sent using St. Clare's network. Users are advised not to put anything in an email that they would not put on school/parish letterhead.

8. Online information, including web pages, must meet school/church standards. The school/church's web pages, emails, and other communications must be consistent with St. Clare of Montefalco's mission and philosophy as a Catholic community. Documents may not contain objectionable material or contain links that point directly or indirectly to objectionable material. Documents must conform to Archdiocese of Detroit policies and established school/parish guidelines. The school/church reserves the right to edit from its web site pages any material that does not meet the school/church's standards.

9. Things will change. The settings and configurations of the network and its related components will be constantly evaluated and changed when necessary to better meet the needs of the school/church and the users. Similarly, changes to other policies, regulations, and laws may affect the operation and management of the network. The school/church reserves the right to change this policy.

10. General use. Users must make efforts to conserve limited system resources. The school/church may impose individual limitations on bandwidth, electronic storage capacity, printer capability and other resources. Users should act in a way to conserve the resources. For example, users should regularly delete old email messages and unwanted files.

11. Connecting personal devices to St. Clare of Montefalco's network. To connect a personal device to the network the permission of the pastor or Director of Technology. All policies and rules set forth in this policy shall be in full effect when using a personal device on St. Clare of Montefalco's network.

12. Student failure to comply with any and all parts of this policy shall include but are not limited to: verbal reprimand, suspension network access, detention, suspension, expulsion.

Student Internet Policy

A. EDUCATIONAL PURPOSE

1. The Network has been established for limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.
2. The Network has not been established as a public access service or a public forum. St. Clare of Montefalco has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth on the St. Clare School student conduct regulations and the law in your use of the Network.
3. You may not use the Network for commercial purposes. This means you may not offer, provide, or purchase products or services through the Network.
4. You may not use the Network for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Elementary students will have access only under their teacher's direct supervision using a classroom account. This Agreement must be renewed on an annual basis. The parent can withdraw approval at any time.

C. UNACCEPTABLE USES

1. Personal Safety

- The student will not post personal contact information about themselves or other people. Personal contact information includes home address, telephone, school address, work address, etc.
- You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- You will not agree to meet with someone you have met online without your parents' approval. Your parent should accompany you to this meeting.
- You will not attempt to gain unauthorized access to the Network or to any other computer system through the Network or go beyond your authorized access. These include attempting to login through another person's account or access another person's files. These actions are illegal even if only for the purposes of "browsing."
- You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- You will not use the Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- Students will have email accounts through the school network. You will not use the school network to access personal email accounts, Instant Messaging, or social network sites (i.e. Gmail, Facebook, Instagram, etc.)

3. System Security

- You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- You will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures if you download software.

4. Inappropriate Language

- Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- You will not post information that could cause damage or a danger of disruption.
- You will not engage in personal attacks, including prejudicial or discriminatory attacks.

- **You will not harass another person.** Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending those messages, you must stop. You will not knowingly or recklessly post false, defamatory, or threatening information about a person or organization.

5. **Respecting Resource Limits**

- You will use the system only for educational and career development activities and limited, high-quality, personal research.
- You will not download any file without teacher approval.
- Printing individual documents or information from the Internet is allowed only with teacher approval.

6. **Plagiarism and Copyright Infringement**

- You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately copy a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

6. **Inappropriate Access to Material**

- You will not use the Internet or Network to access material that is profane or obscene (pornography).
- If you mistakenly access inappropriate information, you should immediately tell your teacher or another St. Clare School employee. This will protect you against a claim that you have intentionally violated this Policy.
- Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. St. Clare School fully expects that you will follow your parent's instructions in this matter.

D. **YOUR RIGHTS**

1. **Free Speech**

Your right to free speech applies to your communication on the Internet. The Network is considered a limited forum similar to the school newspaper, and therefore, St. Clare of Montefalco School may restrict your speech for valid educational reasons. St. Clare of Montefalco School will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. **Search and Seizure**

- You should expect only limited privacy in the contents of your personal files on St. Clare of Montefalco School system and records of your on-line activity. The situation is similar to the rights you have in the privacy of your school desk.
- Routine maintenance and monitoring of the Network may lead to discovery that you have violated this Policy or the Law.
- An individual search will be conducted if there is reasonable suspicion that you have violated this Policy or the Law. The investigation will be reasonable and related to the suspected violation.

3. **Due Process**

- St. Clare of Montefalco School will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the Network.
- In the event there is a claim that you have violated this Policy in your use of the Network, you will be provided with notice and an opportunity to be heard.

E. **LIMITATION OF LIABILITY**

St. Clare of Montefalco School makes no guarantee that the functions or the services provided by or through the system will be error-free or without defect. St. Clare of Montefalco School will not be

responsible for any damage you may suffer, including but not limited to, loss of data, or interruptions of service. St. Clare of Montefalco School is not responsible for the accuracy or quality of the information obtained through or stored on the system. St. Clare of Montefalco School will not be responsible for financial obligation arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

Safety & Traffic Information

LOCKED DOORS

All exterior doors are locked at all times. At no time should a student, parent, or teacher admit anyone into the school during the school day at any entrance. All visitors (including parents) will be directed to the main entrance, where they will be buzzed into the school. They must **immediately** go to the school office for a visitor's pass.

As required by fire code, every locked door may be opened from the inside, permitting immediate exit.

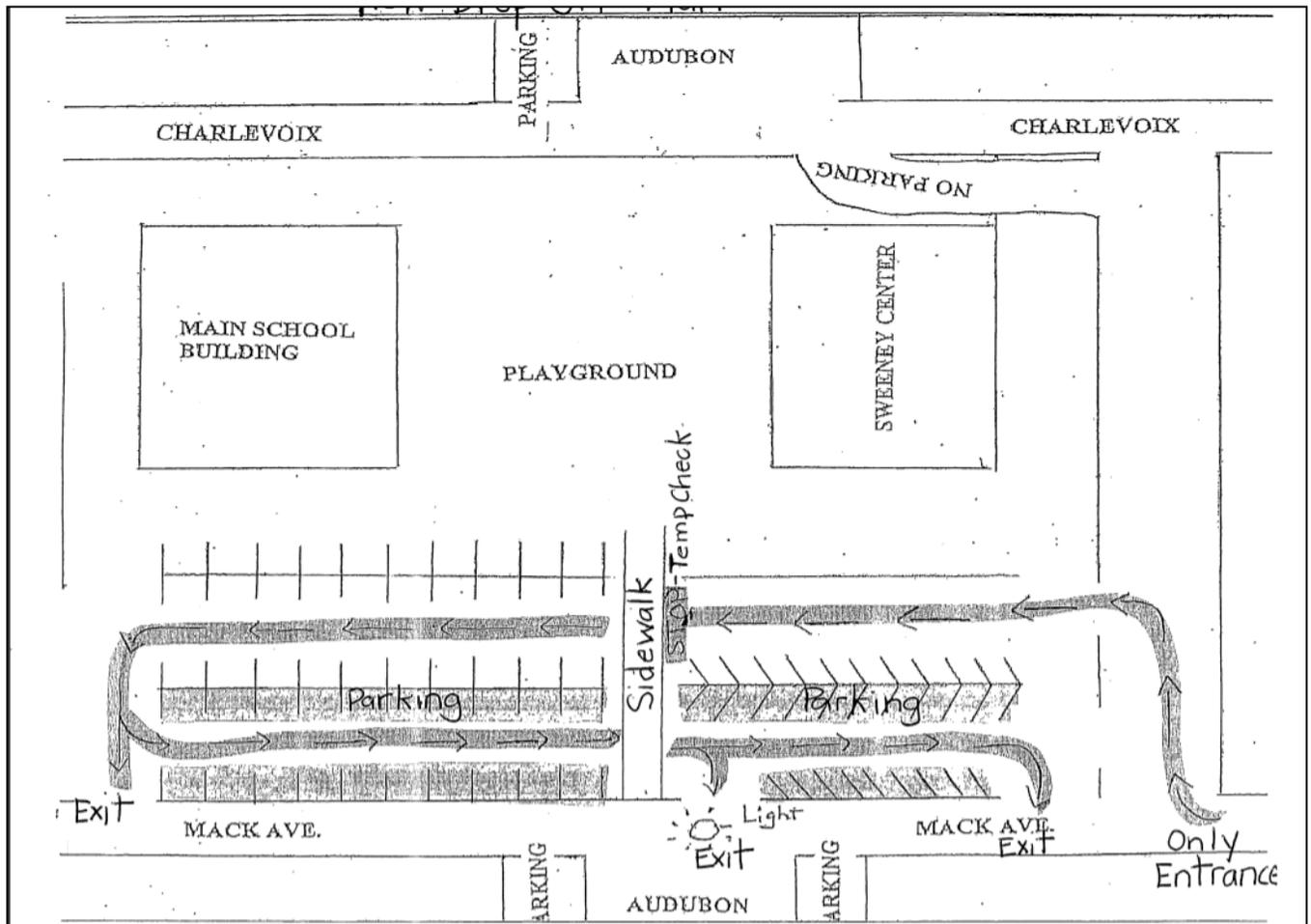
DROP OFF AND PICK UP

No parking, stopping, or standing in the Rectory Parking lot. This lot is for Fr. Andrew and parish employees.

Pick Up – Parents/guardians may park in the designated parking areas. Students will walk to their cars. Children in grades K-2 must be walked to their cars by parents/guardians.

Parking Lot Drop Off Procedure - 15 Miles per hour on the lot.

1. Enter driveway nearest to the field off of Mack Ave. Follow the lanes marked by cones through the drop-off lane.
2. **Cars must drive through marked lanes.** Cars will stop at the sidewalk where students will exit.
3. Parents/guardians may park in designated parking areas after pulling through the drop-off lane, or they may immediately exit the parking lot.
4. **Exit to Mack at the driveway nearest the church, or follow the one-way traffic to exit near the field.**



Other Important Information

PARTIES/TREATS/INVITATIONS

Parties are limited to special occasions. On a child's birthday, he or she may bring 1 simple treat for each member of the child's class. Treats must be accompanied by the appropriate paper products.

Party invitations can be distributed at school only if an invitation is distributed to every member of the class or to all girls or all boys in the class. If Valentine's Day cards are distributed at school, one must be provided to every member of the class.

Please inquire of any potential food allergies the teacher or student(s) may have prior to bringing items into the classroom.

LOST AND FOUND

The Lost and Found area is located in the ramp entrance hallway. Each child's name should be placed on all their items so identification can be made and the items returned. All belongings unidentified after a period of time are donated to the St. Vincent de Paul Society.

MEDICATION POLICY

The policy guidelines for dispensing medication are from the Archdiocese and the Michigan Department of Health. School personnel shall not dispense or administer medication of any kind to students, including Aspirin/Tylenol, cough drops, or other over the counter medicines without written permission from parent and doctor.

- A Parent Permission Form signed by a parent/guardian and doctor must be on file.
- For prescription medication, a signed physician's order indicating drug name, dose, method of administration, and time period for administration must be on file with the signed Parent Permission Form. Prescription medicine must be in the original container.
- Only an assigned administrator or designee shall supervise the taking of medication. A record of date and time medication was administered must be kept.
- The school does not keep its own independent source of medication for students. All medicine must be provided by the parent. It should be clearly labeled with the student's name, name of medication, and directions for dispensing.
- Priority will be given to the security of all medications.

ACCIDENT POLICY

General student health forms are updated in the fall of each school year, noting current health and other problems. If there is a change in emergency phone numbers, medical information, or contact person, the school **MUST** be informed of the changes so that the information on the emergency card is current. Information must also be updated by parents/guardians in FACTS through the Family Portal.

If a child is injured and it is not noticed by a person in charge, the child must make his/her injuries known to an adult on duty or report to the office.

To provide for the care of a child should he/she be involved in an accident, the policy below will be followed by school personnel and lunchroom supervisors.

1. Take care of the child's immediate needs first.
2. Do not administer any medication or apply any medication to the injured area.
3. Report accident to office and check child's emergency card, which is kept on file in the office.
4. Any injury, especially any injury to the face, head, eyes, or teeth must be reported immediately by the person on duty to the school office. Parents will be contacted regarding any injury needing medical attention.
5. If the child needs professional medical care, notify the Principal or person in charge immediately. The parents or contact person will be contacted. If the child must go to the hospital, the Principal or the person in charge should take the student to the hospital and await the arrival of the parents

or contact person.

6. If a child must go home, he/she may do so only if transportation is provided by the parents or contact person.
7. For any accident involving serious injury, a report will be completed and placed on the Principal's desk and kept on file in the office.

STUDENT INSURANCE

All students receive insurance coverage from the Michigan Catholic Conference at no charge to the family. This coverage applies during **SCHOOL HOURS ONLY** and is a basic insurance for those who do not have any and a supplement to those with current family coverage. Extended coverage (24 hours) can be purchased at an additional cost and is available at the beginning of the school year.

ACQUIRED IMMUNE DEFICIENCY SYNDROME/AIDS RELATED CARRIER AND COMMUNICABLE DISEASES POLICY

All cases involving serious communicable diseases will be treated with dignity and compassion. Whether a student will be able to participate in the school community will be based on the best then available information from treating physicians and other medical sources. Each case will be reviewed by the parent/guardian, the Principal, the primary care physician, a public health nurse, and the Pastor. The full Archdiocese of Detroit School and Policies Guidelines are available in the school office.

Parent/Guardian Education Bill of Rights

The parent or legal guardian of a minor (under age 18) pupil shall have the right to review the school's curriculum guide and the textbooks that are being used in the grade in which the minor pupil is enrolled.

Parents or legal guardians may visit a classroom. Those visits shall be made in accordance with the following guidelines:

1. Visits shall be scheduled through the Principal. The Principal may limit the number of visitors allowed to be present at one time.
2. The Principal may accompany the visitor.
3. Visits are for the purpose of becoming acquainted with the school instructions, programs, personnel, operation, and/or the Faculty.
4. Visitors shall direct questions and concerns to the Principal. Discussions shall not take place in front of students.
5. The visitor shall remain seated in a location selected by the teacher, and shall not eat, drink, read, chew gum, talk, or engage in any activity, which would be distracting or disruptive.
6. Parental observations will not be arranged when a class is participating in a test.

Consistent with the Family Rights and Privacy Act, parents or legal guardians shall agree that:

- They will not discuss any activity or behavior of other children observed in the classroom with any person other than the teacher and/or Principal.
- They will not record (audio or video) or photograph other students in the instructional setting.
- Parents will observe but not participate, unless invited by the teacher or mutually agreed upon prior to the class session.

Parent/Guardian Mandatory Service Hours Program

St. Clare of Montefalco Catholic School relies on the help and active involvement of school parents and guardians to coordinate and implement social and fundraising programs. By actively being involved, parents and guardians set an important example of community service and commitment to their children.

There are many ways to get involved at St. Clare. This includes an annual fall and spring PTO fundraiser – two major fundraisers that help to support the school financially. The PTO sponsors many other activities that rely heavily on parent/guardian involvement as well and cannot be offered without parent/guardian participation. Involvement will count toward fulfilling required service hours. Participating in those events that happen after April 10 will count toward the service hours for the following school year.

Becoming an active member of the PTO is another way in which to get involved and serve.

Unless **EVERY** school parent and guardian gets involved and helps out, programs that have made St. Clare School such a great community will simply disappear.

Because the issue of service hours is so crucial to the future existence of this school, the St. Clare School Commission and Parent Teacher Organization (PTO) have designed a Parent/Guardian Service Hours Program that will require parents and guardians to contribute their time (determined by a set number of service hours) each year.

HOW IT WORKS

Each household (parent/guardian) will be required to provide a minimum number of service hours towards the planning or on-site help of PTO and school-sponsored activities. Parents/guardians are free to offer their time to work on the program of their choice from this list of activities, subject to the minimum hours required for major fall and spring fundraisers. Additional school and PTO-sponsored activities and programs offering service hour opportunities may be announced throughout the year as well.

Parents/guardians need to sign in for each activity that they have been contacted to work. (Just being present and not working does not count toward your hours!) Each family should keep a record of their service hours. That record may be needed for verification. Only adult service hours will be counted in this program.

Volunteers Needed!

The program runs from April 16 each school year to April 15 of the following school year. Each household (parent/guardian) will be required to provide a minimum of twenty (20), with a minimum of fifteen (15) hours towards the major fall and/or spring fundraisers, mandatory service hours. For each service hour not fulfilled within this time period, there will be a charge of \$25 per unfulfilled hour (made payable to St. Clare PTO). Report cards will be held until the fee is paid.

Opt-Out Option

Volunteers are the key to making all our programs possible. We encourage all parents to get involved in school programs and help your children learn the importance of volunteering in a community. However, we understand that it can be challenging for some families to find a convenient time to volunteer. You may OPT OUT of volunteer hours by sending in a check with the PTO volunteer sheet at the beginning of the school year. Checks for \$500.00 should be made payable to St. Clare PTO. If you decide to volunteer later in the year, we would love to have you do so. (No refunds will be made).

St. Clare School Parent Teacher Organization (PTO)

The objectives of the St. Clare School Parent Teacher Organization (PTO) are:

1. To advance the educational and spiritual welfare of St. Clare students through a coordinated effort of parents and teachers
2. To provide a means of communication and community among the parents and teachers of our children
3. To promote the image of the school within the community
4. To provide financial assistance for special programs and instructional materials for the school
5. To provide social opportunities for families to meet

Every parent/guardian automatically becomes a member of the St. Clare PTO when they register their child at the school. General membership meetings for all parents are held yearly. Executive Committee meetings are held monthly and are open to all members. Parents are expected to participate in PTO activities throughout the year and are encouraged to take on leadership roles towards the planning and implementation of these activities as well. The PTO meets on the first Wednesday of each month. (Dates are subject to change.)

For new parents, St. Clare's PTO is a great way to get involved in the school and meet other parents. For more information on how to get actively involved as a member of the PTO, please contact the school office.

St. Clare School Commission

The School Commission is an operative body of the St. Clare Parish Council and provides the principal, the pastor, and a representative faculty member with a group of parents of varied backgrounds who bring multifaceted points of view, religions, educational backgrounds, experiences, and expertise to focus on how to provide the best Catholic Christian education.

The School Commission has two primary functions:

1. To provide an advisory body reporting to the Parish Council
2. To develop policies for St. Clare of Montefalco Catholic School

The principal, in consultation with the staff, implements these policies and recommendations to establish curriculum and develop procedures. The School Commission consists of 5 - 10 parents/guardians, a representative from the Faculty, the pastor, and the principal. The School Commission meets on the second Monday of every month during the school year. Any parent interested in serving on this committee can submit his/her name to the school office. (Dates are subject to change.)

Responsibilities include:

1. Plan, set, and revise long and short-range goals
2. Update and revise the School Handbook
3. Address parental concerns within the context of policy
4. Assist with development and marketing of school information to the community
5. Select and facilitate Enrichment Programs
6. Send a representative to sit as a member of the St. Clare of Montefalco Parish Council & Finance Commission
7. Receive reports from the principal and make appropriate recommendations to the principal and pastor.

Return to School Office

I have read on the St. Clare website the St Clare of Montefalco Catholic School Handbook (revised August 2021). I have read and I understand the Code of Conduct and School Handbook. I agree to abide by the guidelines outlined in the Handbook, including the:

- *Acceptable Use Policy (Internet)
- *Admission Criteria
- *Tuition/Assessment Policy
- *Attendance Policy
- *Dress Code Policy
- *Code of Conduct
- *Concussion form
- *Bullying Policy
- *Cameras/Digital Cameras/Cell Phone Cameras Policy
- *Electronic Devices Policy
- *Archdiocese of Detroit - Weapons Policy
- *Lunchroom/Recess Policy
- *Sexual Harassment Policy
- *Student Library Policy
- *Parent/Guardian Education Bill of Rights
- *Parent/Guardian Mandatory Service Hours Program

*I have reviewed & discussed the above with my child(ren).

*I have read and understood the information regarding tuition and other fees.

Family Name (Please Print Clearly)

Student Signature _____

Student Signature _____

Student Signature _____

Student Signature _____

Parent or Guardian Signature

Date

Table of Contents

Appendix A School Song (2019)
Appendix B Student Responsible Use Agreement - Devices

St. Clare School Song

Keir Ward, 2019

We are the children, men, and women of St. Clare.
Ready to live, to learn, to grow, to love and share.
When there's a need for God-giving, you will always find us there.
Serving our God with growing hearts that care.

We are brothers and sisters,
Living to learn about our faith,
Learning to grow stronger, deeper in knowledge and love.

We are bright and shining lights
In this lonely, cold, dark world,
Helping others as instructed from above.

We are the children, men, and women of St. Clare.
Ready to live, to learn, to grow, to love and share.
When there's a need for God-giving, you will always find us there.
Serving our God with growing hearts that care.

We are the salt of the Earth
With the flavor of compassion
Sprinkling over those in need of mercy and grace.

And we're the voice crying for justice,
For those that have no voice,
God's willing vessels who long to see His face.

We are the children, men, and women of St. Clare.
Ready to live, to learn, to grow, to love and share.
When there's a need for God-giving, you will always find us there.
Serving our God with growing hearts that care.

We are a family, a village,
A haven for the soul.
Lifting our praise high we worship, sing, and praise.

In unity we stand,
By faith we crush the devil's plan.
Always moving by God's hand, He knows the way.

We are the children, men, and women of St. Clare.
Ready to live, to learn, to grow, to love and share.
When there's a need for God-giving, you will always find us there.
Serving our God with growing hearts that care.

Student Responsible Use Agreement - Devices

I, _____, understand that St. Clare of Montefalco Catholic School is providing me with a device to use for my schoolwork. I understand that accepting this device means I accept full responsibility for using the device safely and responsibly. I will adhere to the following guidelines:

- I will use the device only for school-related activities and never for personal use.
- I will bring my device home every day. (Grades K-2 will leave devices at school unless otherwise instructed.)
- I will bring my device to school every day. I will make sure my device is fully charged for the school day.
- I will not allow any other students, friends, or family members to use my device. My parents/guardians may help me use my device if I need assistance.
- I will make sure my device is stored in a secure location whenever I am not using it.
- I will not use my device in any way that could damage the device.
- I will notify my teacher and/or my parents/guardians immediately if I encounter any issues with my device.
- I will keep my device charging cord in a safe place.
- I will not record any photos/videos/audio with my device at school or at home. I may only use my device to participate in video calls if those calls are school-related.

I understand that if I do not follow these guidelines, I will not be permitted to keep my device. I will need to return my device and charging cord to St. Clare of Montefalco in the condition in which it was received.

Upon following these guidelines, I will be permitted to keep my device for the duration of the school year as long as I remain an enrolled student. The device and charging cord must be returned to St. Clare of Montefalco at the end of the school year. I will be financially responsible for any damages or loss sustained while the device and charging cord are in my possession. Parents/guardians assume responsibility for their children's devices.

Student Name _____ Grade _____

Student Signature _____ Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____
