



St. Clare  
CATHOLIC SCHOOL

# Parent/Student Handbook 2016 – 2017

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[stclarek8.org](http://stclarek8.org)

Last Update – August 2016



Dear Parents and Guardians:

Welcome to St. Clare Catholic School! As we begin this year, let us reflect on the reasons for selecting a Catholic school for your children. These will be many and varied, but it is hoped that primarily the choice was made to insure your child of a sound Catholic education rooted in Gospel values. A challenging and rigorous academic program designed to meet the needs of each student and a faculty dedicated to the principles of a Catholic education will help in attaining this goal.

The faculty, staff, and administration at St. Clare Catholic School look forward to a rewarding school year.

This policy handbook has been prepared so that parents/guardians and students may become familiar with the policies and procedures of the school in order to obtain the greatest benefits from the experience of attending St. Clare Catholic School.

**It is required that you, the parents/guardians, carefully read and discuss the contents of this handbook with your child/children. After you have done so, you and your child/children agree to comply with the policies and procedures set forth in this handbook, please sign and date the Handbook Agreement Form and Internet policy found in your family folder. These signed documents will become a permanent part of your child's/children's permanent record.**

### **St. Clare Catholic School Mission Statement**

The Mission of St. Clare Catholic School is a family of lifelong learners dedicated to the growth and development of each person by nurturing Catholic faith, talents, and stewardship.

### **St. Clare Parish Mission Statement**

We, St. Clare Catholic Community, bring love and the teachings of Christ to all, locally and globally through,

- Loving God
- Loving & Serving Others
- Forming Disciples
- Encouraging Lifelong Faith Formation

### **Diocese of Green Bay Mission Statement**

As friends and followers of Jesus, we are devoted to fostering households and communities of discipleship through the mission and ministry of the Catholic Church.

### **Diocese of Green Bay Department of Education Mission Statement**

Instill a strong Catholic Identity through education, prayer, service and worship.

Diocese of Green Bay Department of Education Vision Statement:

Catholic Schools will continue to welcome all students and are committed to a partnership with parents and guardians. Our schools will embrace the Gospel imperative of service to others. Students will be missionaries who are spreading the gospel and defending their faith. Graduates will be known for their excellent academic preparation through the standards, benchmarks and assessments set forth.

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## SECTION 1

### General Information

#### Admission and Registration

General registration for St. Clare Catholic School is held in January for the upcoming school year. Families are encouraged to register early so that school staff can adequately plan for the upcoming school year. New students and transfer students may register at any time during the year by contacting the Principal. New students are asked to bring a copy of their Baptismal certificate, certified birth certificate, immunization record, and have their records and report cards forwarded from any previous school attended.

Because St. Clare Catholic School is an integral part of the parish, parents are strongly encouraged to be active members of the parish and are expected to support St. Clare Parish when their children attend the school. This support can be given financially and/or through volunteering their time and talent to the parish. It is the parish that subsidizes each student's education well beyond what the parents pay for tuition.

#### Admission Age

The admission age of children entering 3 year-old preschool at St. Clare Catholic School is three (3) years of age on or before September 1 and they also need to be fully potty trained. The admission age of children entering 4 year-old preschool at St. Clare Catholic School is four (4) years of age on or before September 1. The admission age of children entering Kindergarten at St. Clare Catholic School is five (5) years of age on or before September 1. Children entering first grade need to be six (6) years old on or before September 1. This policy is in accordance with the Wisconsin State Statutes 118.14. Any exception or request for early admission will need to be reviewed and approved by the administration.

#### Admission Criteria

St. Clare Catholic School reserves the right to limit class size. The facilities and faculty available to the school will determine class size at the time. Admission criteria will be as follows:

1. Families with children currently in school will have first priority in enrolling their children in St. Clare School. This would include faculty members' children even if they belong to a parish other than St. Clare.
2. Active parish members seeking initial enrollment of a child (or children) in the school, will be registered on a first come, first served basis.
3. Families from parishes other than St. Clare, as well as non-Catholic families, who wish to enroll children for the first time, will be admitted in classes where space is available. Families that are included in points 1 and 2 above will have priority of registration through May 31. Families from outside the parish will be placed on a waiting list until June 1. At that time, those from outside the parish will be placed in classes where space is still available. Parents will be notified of the status of their enrollment request at this time.

## **Asbestos**

The EPA AHERA asbestos inspection, management plan, and periodic surveillance report are available for review by contacting the principal.

## **Statement of Non-Discrimination**

St. Clare Catholic School does not discriminate on the basis of sex, race, or national origin in the enrollment and participation of students. Non-Catholic students enrolled at St. Clare Catholic School are required to participate in all the school activities and courses of study as Catholic Students, and to participate in liturgies as allowed by Canon Law.

## **Registration Fee Policy**

A Registration Fee Policy has been established to better enable the planning of class sizes, teachers, and materials needed for the coming school year and is reviewed yearly. St. Clare Catholic School registration will include a set fee of \$75 per student/\$150 per family for pre k thru 8<sup>th</sup> grade students. This is due upon registration and is non-refundable.

At the time of registration, families will commit to one of three payment schedules. Tuition payment schedules from the previous year must be up-to-date before tuition for the following year will be accepted. The Administration, in collaboration with the School Committee and Finance Council, will review and determine this fee and tuition on a yearly basis.

## **Tuition Assistance**

Any families needing assistance may complete the Tuition Grant Application Form. Grant applications and the information contained therein will be held as confidential. The Parish Administrators based on guidelines similar to the Federal Lunch Program will determine Grant awards. Those families who have extenuating circumstances that make meeting their tuition obligation difficult (e.g. loss of a job, medical bills, etc.) need to write a letter describing these conditions and then contact the pastor or business manager.

Families receiving tuition assistance are still required to meet their fundraising fee obligation. This may be done through the purchase of SCRIP or by means of a cash payment.

## **Scrip**

The St. Clare Scrip Program is designed to support Catholic education and to help support the overall Parish. The use of the Scrip program is encouraged to help offset the fundraising fee and tuition costs for School and Religious Education (RE) families. The program can be utilized by either directing funds to the School, Church or RE/Youth Ministries Program.

## **School Scrip Tuition Replacement/Fundraising Policy**

Scrip rebates are split 50/50 between the school and family's tuition statement.

The Scrip year will run from March 1, 2016 through February 28, 2017. The school will bill families for the balance of tuition owed as of March 1 of each current school year.

For example: Scrip rebates earned from March 1, 2016 through February 29, 2017 will be credited to the 2016-17 school year. The rebate credit will appear on your tuition statement. Rebate credits are  
August 2016

unlimited. Rebate amount remaining after your last child leaves the school will be credited to the School General Fund and/or the Tuition Assistance Fund **OR** applied to the upcoming year's Religious Education Program fees.

### **Dress Code**

St. Clare Catholic School expects students in all grades to attend school dressed in a manner appropriate to our Catholic values. As representatives of our school and members of our Church, students need to be dressed and groomed in such a way as to promote self-dignity and modesty.

As the primary educators of their children, we ask parents to take responsibility for implementing and complying with the dress code guidelines. Please discuss the dress code with your children and highlight that the dress code exists to eliminate excesses in dress and appearance. If there are questions about particular clothing items, please check with the principal **BEFORE** allowing your child to wear the item to school. The principal has final discretion concerning questions that arise in daily dress code compliance issues. Students who arrive at school in inappropriate attire will be asked to change. This may mean a call to a parent who will be asked to bring in a change of clothing for their child.

It may be necessary to have a set of school clothes and other clothes for outside of school activities. Comments that the items in the dress code are not in style or are not fashionable are not relevant to the dress code. Respect, safety, and modesty in appearance are the driving forces behind a dress code.

The St. Clare Catholic School Committee has approved the following dress code. The school staff will monitor appearance and dress to prevent distraction from the educational process.

All clothing should be neat and clean without holes or tears. Clothing that is baggy or tight fitting is prohibited.

#### Shirts/Dresses:

- All shirts must have sleeves. Spaghetti straps, halter-tops, or oversized tank tops will NOT be allowed in school.
- All shirts with tails (shirt is longer in front and/or back than on the sides) need to be tucked in.
- In an effort to promote modesty, low-cut, scoop neck, tight-fitting or other tops that emphasize or expose cleavage are not acceptable.
- T-shirts, shirts, or sweatshirts with graphics that constitute an educational distraction are prohibited. Examples include, but are not limited to, advertisements for cigarettes, alcohol, or other drugs; inappropriate or disrespectful sayings or pictures; sayings or pictures that promote violence.
- Midriff skin and underwear will be covered at all times.

#### Pants:

- All pants are expected to fit appropriately. Pants that are excessively baggy, too tight, or too long will not be allowed.
- All pants must be mid-waist or higher. No hip-huggers will be allowed.
- Midriff skin and underwear will be covered at all times.
- Tear-away pants, sweatpants, flannel, or pajama bottom-type pants are not considered appropriate classroom attire.

- Pants will not have holes or tears in them that display bare skin.

Shorts/Capris/Skirts/Skorts/Dresses must be of modest length, mid-thigh or longer.

Shoes:

- Shoes must be safe and allow for the active movement of students on the playground.
- Shoelaces must be of a reasonable length and tied at all times.
- Clogs, wheelies, or flip-flops are not permissible.
- Strapped-back sandals are acceptable.

Hats/Caps:

- All head coverings will be removed and stored away during school hours unless there is a medical reason for the head covering.

Liturgy Days:

Liturgy is a time set aside each week when we gather as community to worship and praise our God. To show our respect to the God who made us, and in keeping with the dignity of the celebration:

- Students are encouraged to dress up for liturgy day. Boys may wear regular shorts to mass; regular shorts do not include athletic shorts. Girls can wear capris or shorts that are the appropriate length. Please wear a shirt that is acceptable for mass, i.e. no sports jerseys. Remember that mass is a time to celebrate Christ, not make a fashion statement.

Physical Education:

- Athletic shoes with non-marking soles are required. Leaving an extra pair at school is acceptable.
- Shorts or sweatpants may be brought and changed into for class.
- Grades 5-8 are required to bring a change of clothes for class, as well as non-aerosol deodorant.

General Grooming:

Any accessory or style that draws undue attention is not permitted. This includes, but is not limited to unreasonable hairstyles and body jewelry.

Winter Weather Wear:

Fresh air and physical activity are hugely beneficial to students even in winter. Students will be going outside on a daily basis unless the wind chill is below 0° F. All students need to dress appropriately for the cold weather. Winter jackets, snow pants, boots, hats, and mittens are a MUST to protect against hypothermia and frostbite. Students without proper winter attire (including snow pants and boots) will be prohibited from playing in the snow.

Violation Consequences:

The classroom teacher along with the principal will handle the majority of dress code concerns. Immediate parent contact will be made if a clothing change is necessary for the continuation of the day.

## Daily Schedule

Office Hours:	7:30 AM – 3:30 PM
School Hours:	7:55 AM – 2:57 PM
3 year-old Preschool:	8:00 – 11:00 AM (Monday, Wednesday, Friday)
4 year-old Preschool	7:55 AM – 2:57 PM (Monday through Friday)
4 year-old Preschool	7:55 AM – 2:57 PM (Monday, Wednesday, Friday)
4 year-old Preschool	7:55 AM- 11:00 AM (Monday through Friday Half-Day option)
Grades K – 8:	7:55 AM – 2:57 PM
7:30	Teacher preparation
7:45	First bell
7:55	<b>Classes begin</b>
8:05	Thursday all-school mass
9:30	Morning recess
11:30	Lunch (K-3)
11:40	Noon recess (4-8)
11:55	Lunch (4-8)
	Noon recess (K-3)
12:30	Classes resume (K-8)
2:57	<b>Dismissal</b>
3:30	Teacher dismissal

## Arrival

**Students should not arrive at school before 7:30 AM. Children may come in school during inclement weather. Please enter the door nearest the school office. The school will assume responsibility for supervision of students at 7:30 AM.**

## Dismissal

At the 2:57 PM dismissal time, all Pre K-8 students will leave by way of the door on Main Street. Parents who will be picking their children up will need to park their cars across the street in the parking lot and wait for your children. Please do not park in the first row along the fence for visibility purposes.

Students will not be permitted to ride home with another party without written permission.

Most early dismissals will coincide with the Wrightstown School District. The usual time will be at 11:20 AM.

Our school calendar is set as closely to the public school calendar as possible. However, should we need to hold school on a day that the public school has off, you will receive a form asking if your child

will be riding the bus to and from school that day. Please fill these forms out promptly so that we can give the bus garage an accurate number of St. Clare students that require busing.

### **School Cancellation**

St. Clare Catholic School will be canceled when Wrightstown School District cancels. Cancellation takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis.

Every practical means will be used to notify parents of impending cancellations, including radio, TV, and the school website at <http://stclarek8.org>.

When weather conditions are such that the school must close, the following radio/TV stations will present the complete listing for both the parochial and public schools: WIXX, WDUZ, WGEE, Channels 2, 5, 11, and 26. In the event of a morning delay to the start of school, please do not bring students to school earlier than 30 minutes prior to the start of school. If there is a late start on a preschool day, the PM Preschool class will meet as usual.

When there is a question of canceling school already in session because of weather, equipment failure or public crisis, we will follow the guidelines that parents indicate on the school emergency form.

### **Student Withdrawal Procedure**

A request for permanent student withdrawal during the school year must be directed to the principal. Tuition billing issues should be discussed with the St. Clare School Office.

### **Student Records**

**Admin codes 4040 Student Records and 4060 Health; D/B code 5125 Student Records; State Statute 118.125 Student Records**

A student's official file is kept in the school office. The file contains registration, progress reports, and attendance records, standardized testing and testing to determine intervention needs. A parent/guardian wishing to review this file must give a 24-hour notice by way of a written request and set a time with the principal to review to file. The school abides by the provision of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent access to the student records. It is the custodial parent's responsibility to provide the school office with the official court order denying the rights of the non-custodial parent to have access to student information.

### **Attendance**

Regular attendance is essential to a student's success in school. Subjects are taught in sequence, requiring the understanding of each concept in order of its presentation. Please try schedule vacations during school vacation times, if at all possible. Persistent or extended absenteeism creates a genuine hardship for a student.

### **Vacations**

While we encourage and promote consistent attendance of students daily in every grade level, we also understand that parents may choose to take their children out of school on a family vacation. Realizing that the child misses out on classroom discussion, teacher direction and instruction, it is necessary that the parents take an added responsibility to help their child get caught up with his/her class when the

child returns. Assignments may be given to the child prior to vacation. The teacher will compile a list of missing assignments to be completed by the absent student upon his/her return to class.

### **Tardy**

Any child who arrives at school between 7:55 AM and 10:00 AM is considered tardy; late buses are an exception to this rule. All students who are tardy, regardless of reason, will be listed on the report card as having been tardy; no distinction is made on the card for excused or unexcused tardiness, although the school keeps these records. Unexcused tardiness includes things such as oversleeping and getting a late start. Excused tardiness includes reasons such as illness and doctor appointments. Any student arriving at 10:00 AM or later will be marked as having been absent for ½ day rather than tardy.

### **Absentee Policy**

If a student will be late or absent for any reason, please call the school by 8:05 AM. This will assure us of the safety of your child and will save time for office personnel who will call to locate those absent students for whom we have received no call.

### **Truancy**

#### **State Statute 118.16**

A student is considered to be truant if he/she is absent without an acceptable excuse for all or part of one or more days when school is in session. He/She is considered to be habitually truant if absent without an acceptable excuse all or part of 5 or more days in a school semester.

Acceptable excuses include, but are not limited to: illness, appointments at a doctor or other health care provider, attendance at a funeral, and family vacation when prior notification is given.

### **Illness**

St. Clare Catholic School is in compliance with Wisconsin State Statutes regarding children attending elementary schools, 118.16. The following policies are established in accordance with these statutes:

1. When a child is absent because of illness, he/she should return only when ready and able to participate completely in school activities. Please use the following guide to determine if your child needs to remain home with an illness: If your child has an oral temperature of 100° or more, it is recommended that your child stay home for at least 12 hours after the child's temperature has returned to normal. If your child has vomited or has had diarrhea, the child should stay home until 24 hours after the last episode.
2. Communicable diseases, such as measles, chicken pox, mumps, pink eye, etc., need to be reported to school because of reporting requirements of the county.
3. Students are not allowed to leave the campus during scheduled education sessions for any reason without written consent from their parents.
4. Parents/guardians are encouraged, whenever possible, to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for appointments. A written excuse must be given to the office.
5. Students arriving or leaving outside of normal hours must be signed in and out of the school office by the parent/guardian.
6. Work from absentee days must be made up. This is the responsibility of the students and parents. The length of time for make-up work will be determined by the teacher according to the age and ability of the student and type of assignment.

Students who come to school are expected to participate in all activities, including physical education and outside recess, unless we have a note from the physician stating that this is not advisable.

### **Food and Milk Programs**

Hot lunch is a service offered through the Wrightstown School District. A nutritious meal is served each day and students are encouraged to take advantage of this service. Payment is due prior to the beginning of the month and should be placed in an envelope labeled with family name and names/grades of the children. Milk can be purchased separately and should be ordered monthly in the same fashion as the main lunch. Students will be allowed to purchase a second carton of milk during lunch unless a parent tells us otherwise. The cost of this second carton will be taken from the child's lunch account.

### **Lunch Help**

Parents are responsible for Hot Lunch Help. Each family (Fulltime Prek4 – 8) are charged a \$60 Hot Lunch fee on their tuition statement. A schedule of the school year is made up using *SignUp Genius* and provided via an internet link to each family (Full time Prek4 -8). Each family is able to sign up to earn their \$60 charge back in credit. Each hot lunch duty is valued at \$20. Hot lunch help is from approx. 11:20 a.m. to 1:00 p.m. We ask that you are considerate in signing up, and begin with only three for the first couple of weeks after the link has been sent. This will allow everyone a chance to check their calendars and sign up if they wish to do so.

### **Recess**

Recess is a part of the regular school program. During rainy, severe or very cold weather (wind chill = below 0°), recess is held indoors. Generally, a student who has been ill is expected to take part in school activities; he/she should only return when all of the school activities, including recess, can be part of his/her day. Indoor recess for returning students will be granted only at the suggestion of your physician or upon written request from parent and approval of the principal.

## **SECTION 2**

### **Academics and Religious Education**

#### **Standardized Tests**

The academic progress of students at St. Clare Catholic School is measured using a variety of tools. In the fall and spring, students in grades 1-8 are given MAP (Measure of Academic Progress) Tests. The school uses results of these tests to evaluate and plan curriculum. Additionally, students in grades 5 and 8 take the ACRE test to evaluate their understanding of our Catholic faith. Individual student results are shared with parents.

If there is a concern regarding a student's academic progress, specialized testing is available through the public school district to address these special concerns and needs.

#### **Report Cards**

Report cards are issued four times a year, at the end of each quarter.

Contact reports are sent home in the middle of each nine-week period. The purpose of the contact report is to inform parents of the area(s) in which their child is making satisfactory progress and those that need to be given more attention. No letter grades are given at this time. Contact reports will be posted online through PowerSchool unless a parent requests hard copies of this mid-term report. Quarterly report cards, however, will continue to come home as a hard copy.

### **PowerSchool**

PowerSchool is a web-based information system that tracks school attendance and grading, as well as performing other recordkeeping functions. This program, used throughout the Diocese of Green Bay, gives parents current information regarding their child's progress. As a parent, you will receive mid-quarter reports that will be available for you to view online.

Parents with children in grades 4-8 will also be updated on assignments and grade reports on a more frequent basis. Please be aware that there may be a 2-4 day lag between the times a teacher receives an assignment and the time that grade updates show up in the electronic grade book. The teachers need this time to grade the assignments and enter the information in the system. If you have a question about your child's progress as reflected in the electronic grade book, please contact the teacher.

### **Parent/Teacher/Student Conferences**

Conferences are held in the first and second quarters. The second quarter conference is optional unless requested by teachers or parents. In addition, conferences may be scheduled at any time during the year at the request of parents or teachers.

Conferences afford parents, as well as the teacher, an opportunity to question and to listen. Strategies should be planned to help the child achieve the goals that parents and teachers feel are realistic and appropriate for the child.

Parents are encouraged to keep in close contact with the teacher concerning the progress of their child. Contact can be made through notes and emails directed to the teacher, telephone calls, or pre-arranged conferences with the teacher after school. Do not wait for a problem to develop to express a concern or seek advice or assistance. Lunchtime, however, is not always the best time to try to contact a teacher. If the issue can wait, please call the teachers after 3:00 PM or leave a voice message for the teacher so that he/she can contact you when time permits.

Parents that have a concern that needs to be addressed by the principal should contact her/him through a note or telephone call. A conference can then be scheduled. When a concern needs to be discussed, a conference is a way to ensure sufficient time to listen and talk things over. A spontaneous visit may not allow enough time to address the issue.

School staff wishing to speak to the parent will send a note, and/or may contact you by phone.

### **Homework**

Homework is an important extension of the teaching/learning that takes place in school. It reinforces learning and provides opportunities for deeper understanding, research, and creativity. Parents can assist their children by providing a quiet place and ample time for the student to work. Checking over assignments and helping the child understand the assigned work is good, as long as the goal is to help the child understand how to do the work independently.

If study time is used well in school, no student should have to spend more than the amount of time listed below, except on rare occasions. Larger projects are always assigned over several days or weeks and should be planned and worked on accordingly. If your child never has any homework, it would be wise to encourage outside reading for pleasure. It is also important to help children practice math fact memorization.

Kindergarten: 10 – 20 minutes  
Grades 1-2: 20 – 30 minutes  
Grades 3-4: 30 – 45 minutes  
Grades 5-6: 45 – 60 minutes  
Grades 7-8: 45 – 90 minutes

Homework must be handed in by the due date and be of acceptable quality as determined by the teacher to receive full credit. If there is a question as to the amount of work a child receives on a regular basis, parents should contact the teacher.

### **Religious Development**

While Religion class is taught daily at St. Clare Catholic School, our teachers strive to integrate faith into all areas of the curriculum. Most of our curriculum content, skills and attitudes are identified in the standards, benchmarks and grade level expectations approved by the Green Bay Diocese Board of Education; however, each discipline must touch the core of Catholic teaching – faith integration.

The nine areas of faith implementation are Environment, Community, Prayer, Spirituality, Scripture, Social Justice, Morality, Mission, and Witness. Teachers will strive to develop these core teachings in all areas of the educational day.

As a unified faith community, students will receive the sacraments of Reconciliation and Eucharist in second grade with their fellow classmates in the Religious Education program. Reconciliation and/or Penance services are part of the school program during Advent and Lent.

As liturgy is central to our faith, students and faculty participate in liturgy once a week. Students in K-8 will attend liturgy on Thursday morning. Family members are invited and welcome to participate in the scheduled liturgy with their children.

Catechesis for Chaste Living is a newly created document from the Diocese of Green Bay. This document will provide recommended catechesis for families and educators alike to understand and live a call to Christ-like love. Students in 8<sup>th</sup> grade will study the Theology of the Body for Middle School Students to promote a healthy and moral understanding of their body and of family life.

### **School Services**

Speech and special needs programs are provided through the Wrightstown School District.

### **Promotion/Retention**

Promotions and retentions are based on each student's academic, physical, social and emotional growth. Students will be promoted to the next grade level upon satisfactory completion of all state and diocesan requirements of the previous grade level.

When students have completed their 8<sup>th</sup> grade year, they formally graduate within a special graduation liturgy. The 8th grade teacher and students with approval of the school principal and pastor work out details.

Studies are clear that retention is an ineffective means of raising a student's academic achievement. It is therefore to be use only after careful consideration and only in the following limited circumstances:

Teachers follow these guidelines when considering retention:

- Upon entering school in preschool or kindergarten a child may be deemed to be immature. This may be due to chronological age, such as when a child's birthday is near the September 1 cutoff date. A student whose immaturity is due to a special educational need, however, is not to be held back. As a general rule, no student shall be held back after kindergarten year.
- Regular communication must have taken place between the parents, the principal and the teachers showing information of the student's difficulties and that remediation efforts are being implemented. Remediation efforts need to be documented.
- A final decision on retention needs to be made by parents, teachers, and the principal well in advance of the fourth quarter.
- No student who has been identified with a learning disability, physical disability that impedes learning or intellectual delay will be retained.

### **Curriculum**

St. Clare School follows diocesan guidelines for school curriculum. Curriculum guidelines are available in the office.

### **Grading System**

Preschool – reports are given quarterly.

Kindergarten: S+ Exceeds basic requirements

To Grade 2 S Satisfactory progress

S- Having difficulty meeting basic requirements

P Making progress for student's aptitude, but below grade level

U Unsatisfactory

N Does not apply this quarter

Grade 3-8: A Outstanding mastery of subject goals

B Very good mastery of subject goals

C Satisfactory mastery of subject goals

D Experiencing difficulty in mastery of subject goals

U Failure to master subject goals

(Plusses and minuses may be given in addition to the letter grade)

## SECTION 3

### Health and Safety

#### Persons Entering School

Parents and families are always welcome in the school. Please contact the teacher to set up a convenient time for classroom visits.

Any person entering the school building during school hours must first report to the school office where they will need to sign in and receive a visitor badge. This is to ensure the safety and protection of children and the school.

Please inform the school office in writing if someone other than a parent is to pick a child up for any reason. **The school will not release a student to anyone other than a parent, guardian or the emergency contact designated by the parent without prior written authorization.** If the child is to be picked up during the school day due to illness or appointment, the child will wait by the office. The person picking up the child must sign them out at the school office.

#### Health Services

On occasion, vision and hearing screening will be conducted at St. Clare Catholic School. Guidance counselors or psychologists are not available at St. Clare Catholic School. Counseling services can be discussed with the principal. The Diocese of Green Bay offers counseling through Catholic Social Services. Brown County offers assistance through Family Services. The public district psychologist's role is only advisory when testing for special education.

The Brown County Health and Nursing Service provides the following services to St. Clare Catholic School.

- Visitation with cases of referrals throughout the year.
- Educational resources for classroom.

#### Immunization Requirements

Immunizations are required according to the schedule provided by the Wisconsin Department of Health and Education. A report of compliance is sent to the state annually.

#### Illness and Emergency Care

In case of illness or injury, a member of the school staff will care for a child temporarily until a parent or designee can be reached. School personnel will render minimal first aid treatment. If urgent medical consult is necessary, **the school will call 911.** In the event of such an emergency, the parents will be informed immediately following the 911 call so that medical assistance for the child is not delayed. If a parent or emergency contact cannot be reached, the school will act with prudence to ensure the health and safety of the child as well as the timely notification of the parents.

#### Administration of Medicine

School personnel shall give no medication, over the counter unless written instructions for dispensing the medication. Along with written authorization from the parent/guardian authorizing the school to administer such medication in the dosage prescribed has received prescription, to a student. The

medicine must be provided from home, and must be in its original container. All medication, with the exception of rescue inhalers for asthma must be secured in the office and may not be kept in desks or backpacks. **This includes such medication as cough drops and common pain relievers.** In order for school personnel to dispense the medication, parents must complete a **Medication Consent Form.** (This form is given on Parent Night and also included in the Appendix).

### **Fire Plan**

At the sound of an alarm, all students will proceed quickly and safely out of the school building. The teacher will make sure that all lights, doors, and windows are closed, including the bathroom and office doors. Drills are held on a monthly basis following procedures established by the school and practiced in the classroom.

### **Tornado Plan**

At the sound of the alarm, as well as a verbal announcement over the PA, students will proceed quickly and safely to the proper designated areas in the school basement. Drills are practiced on an annual basis.

### **Critical Incident/Crisis Plan**

The Crisis, Safety, and Critical Incident Plan are available in the school office. In the event of a crisis, a verbal message will be sent through the PA system. Doors will be locked, blinds closed, and children moved away from classroom windows until an all-clear message is heard.

### **Change of Address/Phone Number/Emergency Forms**

In case of emergency, every family must provide the school office with the following emergency information:

1. Parent(s)/guardian(s) name(s).
2. Complete up-to-date address.
3. Home phone number and parent(s)/guardian(s) work phone.
4. Emergency phone number of relative or friend.
5. Physician/dentist name and phone.
6. Medical alert information.

Please contact the school office if there is a change in any emergency information during the year. In the event of custody cases, the school must have written documentation detailing which parent may or may not leave with their son or daughter. Parents are assumed to have equal access to their children unless otherwise spelled out in a legal custody agreement. If we do not have documentation, we may not deny any parent the right to see his/her child. It is for this reason that all custody agreements (even those that do not limit a parent's access to his/her child) need to be kept in a confidential file at school and updated as circumstances change.

### **Alcohol/Substance Abuse**

The underage or otherwise illegal possession, sale, or use of alcohol, drugs, or any other controlled substance on the school premises is strictly forbidden. Violations will be reported to the appropriate authority and suspension/expulsion will follow. The Brown County Sheriff's Department in 5th Grade for one semester provides the D.A.R.E. Program.

## **Transportation**

### Bicycles

Bicycles will be parked in the racks provided during school hours. School authorities are not responsible for damage done to bicycles. Bicycle riders need to follow safety regulations (including the wearing of bike helmets) or they will be asked to leave their bike at home. Students may not ride their bicycle during recess or the lunch period.

### Car Transportation

Parking on Main St. in front of school is not allowed. This is an emergency, loading, and bus zone. If your car will be at school during the day, please park in the church parking lot across the street.

### Bus Transportation

The school assumes responsibility for students who ride the bus from the time the bus arrives at school in the morning until the students leave in the afternoon. The Wrightstown School District provides transportation through First Student Bus Transportation (920-532-4956) for all students living within the defined transportation area of the school district. At no time should the safety of the students riding the buses be endangered because of the behavior of another student. The principal will contact parents in the event that their child is misusing the privilege of riding the bus. The school has the right to issue disciplinary consequences for bus infractions.

**Riding the bus is considered a privilege.** The bus driver is in charge. Proper respect and obedience must be shown to the driver and other passengers at all times.

Rules established by St. Clare Catholic School are:

1. Every bus rider is expected to abide by the expectations of the bus company.
2. The Bus Company, public school principals, or principal of St. Clare Catholic School reserve the right to revoke bus-riding privileges.
3. All riders will remain seated when the bus is in motion.
4. All riders will keep head, hands, and arms inside the bus.
5. Pushing, fighting, obscene language, and loud voices or noises will be considered grounds for loss of privileges.
6. All litter from food or snacks will be properly disposed of in the garbage.
7. Bus drivers reserve the right to determine behavior as acceptable or unacceptable.
8. Bus drivers will report any behavior considered to be inappropriate to school principal and/or parents.
9. Parents will be notified of inappropriate behavior.

Failure to follow these rules will result in the following consequences:

- 1<sup>st</sup> Offense: Verbal warning, parent notified.
- 2<sup>nd</sup> Offense: Principal and student meet to discuss behavior and consequences. Parents are called and a copy of the incident report will be sent home. If the situation warrants, the student may lose bus privileges for up to three days.
- 3<sup>rd</sup> Offense: Student suspended from the bus for a period of three days to one week. Parents are notified and a copy of the incident report will be sent home.
- 4<sup>th</sup> Offense: To be determined by bus company.

## SECTION 4

### Behavior Expectations

#### Code of Conduct

In accordance with our mission and the mission of St. Clare Parish, students are expected to:

- Show respect for one another by being considerate in both word and action.
- Maintain proper behavior.
- Show respect and pride for school grounds, equipment, and books.
- Bullying behavior and harassment are considered serious behavioral infractions and will be addressed as such.

#### General Rules

- Obedience and respect for all staff and volunteers is expected inside and outside of the building.
- Abusive or disrespectful language will be considered inappropriate.
- Students writing on furniture, walls, school property, or involved in any way in vandalizing property will be held responsible for the restoration of the property or financing the cost of replacement.
- Students who destroy or damage school property will be required to pay for damages and/or do what is needed to repair what was damaged whether by carelessness, accident, or on purpose.
- Students who lose or damage a school textbook or library book beyond what might be expected during normal wear will receive a bill for the replacement cost of the book.
- Matches, weapons, toys designed to look like weapons or any other items that could endanger the safety of others are not permitted on the school premises.
- Gum chewing is not permitted in order to maintain a professional atmosphere and to avoid maintenance problems.

#### Discipline

As members of a Christian community, we believe each of us is created in the image and likeness of God. Discipline implies a way of learning and behaving. One of the most important facets of education involves the learning of an inner discipline and the wise use of freedom. It is expected that students respect themselves, those with whom they come in contact, and the facilities and materials available to them. Parental support is essential for the effectiveness of the discipline policy. St. Clare follows a school wide behavioral program called "St. Clare has Character!" This program has three basic expectations: Respect, Responsibility, and Safety. Students are taught what each of these expectations look like in all areas of the school.

A student will be reprimanded for an action that endangers the health, safety, or welfare of him/herself, fellow students, and school personnel, or for actions that impede the learning process. School property that is damaged or destroyed must be repaired or replaced by the parties responsible.

We reserve the right to deem any behavior inappropriate and impose appropriate consequences for such behavior. The administration reserves the right to discipline students for off-campus behavior, such as cyber-bullying, that is not in line with the behavior expectations of St. Clare Catholic School. Any items brought on St. Clare Catholic School grounds may be searched.

Each teacher at St. Clare Catholic School is responsible for maintaining the discipline and good order in his/her classroom and on the playground. Corporal punishment may never be administered.

- Step 1: The teacher deals with the situation using an established set of classroom rules and school-wide behavior expectations. The teacher sets consequences. Parents will be notified if the undesirable behavior persists.
- Step 2: The principal is notified and has a conference with the student.
- Step 3: A conference is held with the students, teacher, principal and parent to develop a behavior modification plan.
- Step 4: The student may face the suspension or expulsion procedure.

### **Suspension**

If in the judgment of the principal, a student is guilty of such conduct as should prove detrimental to an individual, or to the class as a whole, that student may be temporarily suspended from all school activities. A suspension is not to exceed three days, and will require a conference with the teacher, student, parent, and principal before the student is allowed to return to school. This meeting must take place within three days of when the suspension was issued. Suspensions may be served in or out of school, as the need requires, to be determined by the principal. Suspension is of a temporary nature and should be used only until the reason for the suspension is removed.

### **Expulsion**

A student may be dismissed from St. Clare Catholic School due to serious misconduct or failure to practice the policies stated in the handbook at the discretion of the staff, the administration, and the school committee.

If negative behaviors continue, or an extreme situation occurs, expulsion may be the only alternative. Parents will be notified if this occurs, which will coincide with a meeting with parent, teacher, student, and principal. Depending on the gravity of the behavior, this may occur on a first offense, or after repeated offenses. Expulsion is permanent and must be reported to the local public school administrator.

These are examples of general situations that may lead to suspension or expulsion. It must be verified by evidence.

1. When the emotional or physical well-being of a student or teacher is endangered. See the Harassment Code in this handbook.
2. When there is prolonged and/or open disregard for school authority.
3. Weapons of any sort are forbidden on the premises. Law enforcement officials are an exception to this policy.
4. Willful damage or destruction of school and/or parish property. The school requires that the student(s) according to the terms determined by the administrator make restitution.

## **Parent Grievance Procedure**

Questions and problems are usually best handled at the level closest to the issue; therefore, parental concerns should be addressed initially to the classroom teacher. If after talking to the teacher, the parent remains unsatisfied, or if the situation is of a sensitive nature to the student or parent, the principal may be contacted. In most cases the procedure for communication is as follows:

1. Parent to meet with teacher.
2. Parent to meet with the principal.
3. Parent to meet with the pastor.

The principal or the pastor may ask all parties to sit down together to work out a solution to the issue at hand. The Education Committee is a consultative entity and is generally not involved in grievance procedures, especially if the matter includes student or personnel issues. The exception would be if the parent questions an established policy or suggests a new policy for the school.

## **Loitering**

St. Clare Parish and school buildings and grounds are private property. Supervision is provided during normal school hours. Students should not be present at unauthorized times.

## **Playground Guidelines**

St. Clare Catholic School would like the playground to be a safe and fun place for students to play. These rules are designed for the safety and well-being of each person on the playground. Students are encouraged to use good judgment when playing on all equipment.

Engage in safe play only.

- Play fair, be a good sport.
- No tackle football.
- No throwing sticks, stones, woodchips, sand, dirt, etc.
- No name-calling.
- No spitting.

When using the slide:

- Feet first, sitting up.
- No sand, water or other materials on the slide.
- Slide straight down and walk off to the side immediately.
- Wait your turn patiently. Only one person on the slide at a time.

When using the swings:

- One person on a swing at a time.
- You may have one pusher at a time.
- Do not jump off the swings.
- Hold on with both hands.
- No sideways swinging.
- No trying to touch the tree branches while swinging.
- When pushing a swing, do not follow it.

- Stay clear of moving swings.

All games involving balls need to:

- Have adult supervision.
- Stop if the ball goes into the road, over the ledge, or outside of the fence.

In the winter:

- No snowballs, ice chunks, or snow throwing or kicking of any kind.
- All students must have snow-pants, boots, mittens, and hats.
- Sleds are not permitted.
- No sliding or "skating" of any kind.

The playground area consists of the playground equipment and the black top area around the school. Students must be in the sight of the playground supervisor at all times. Students in grades 4-8 may use the grassy area across the street for recess time if supervised. Students are to cross with the permission of an adult and may not be across the street without adult supervision.

St. Clare Catholic School provides some equipment (including sport balls) for playground use. Personal sports equipment may be brought to school by the student, but must be approved for use by the school, and clearly marked with the student's name. The school is not responsible for loss of equipment. Items that present a safety concern in a playground setting are forbidden for use at school (e.g. hardballs). School personnel will have the final say in regard to the appropriateness of items brought from home. In addition, students may not bring any toy representing a weapon to school.

Because of windows, no baseball or dangerous hard-throwing games are to be played in the black top area along side of the school. Jump ropes are to be used for jumping rope only. Those using the playground are to do so with care, watching for each other's needs. All playground equipment is to be brought in at the end of each recess.

Once outside, students may not return inside unless they receive permission from the supervisor. It is the expectation that if a child is well enough to go to school he/she should be well enough to play outside.

#### Playground – Indoor Recess

- Quiet games may be played in the classroom on rainy or extremely cold days. All activities are under the direction of the classroom teacher or playground supervisor.
- The school is not responsible for any loss of or damage to personal items brought from home.

#### Playground – Supervision

As a noon supervisor, authority is given to act in the name of the teacher in:

- Discontinuing any games considered too rough.
- Correcting a student for being out of order by not following school rules or otherwise being disrespectful.

Students should be brought to the classroom teacher or principal if the supervisor's authority is challenged or disregarded. In the event of a student causing injury to another student through

intentional, negative or harmful physical contact, that student causing the injury must be reported to the teacher or principal either by verbal or written communication explaining the situation.

### **Lunchroom Behavior Expectations**

1. Wait in single file during serving.
2. No pushing or shoving.
3. Proceed to designated table.
4. Good table manners are expected.
5. Normal talking only – no shouting or yelling.
6. Clean up your own mess. Scrape trays, return silverware, and properly dispose of garbage.
7. Remain seated until dismissed by the supervisor.
8. Supervisor should accompany students outside upon dismissal.

### **Harassment**

St. Clare Catholic School Committee will adhere to the Policy of the Diocesan BOE 4115.10 4/20/98. These expectations apply to both employees and students.

- A. It is the policy of the educational programs governed by the Diocesan Board of Total Catholic Education to maintain a learning environment that is safe, both for the students, and those employed or volunteering for services in an educational ministry. The school atmosphere must be free from unsolicited and unwelcome overtones.
- B. It shall be a violation of this policy for any employee, student, or volunteer to engage in sexual, harassing, or threatening conversation, harassing activities or language, or exploitation as defined in the Teacher Handbook and Diocesan Policy Book.
- C. Students will abide by a “hands off” policy toward their fellow students.
- D. Student or employee verbal or physical conduct that creates an intimidating, hostile, or fearful environment is subject to disciplinary action.
- E. It shall be a violation of this policy for any employee, student, or volunteer to engage in sexual exploitation as defined in Teacher Handbook and Diocesan Policy Book.

The principal shall be responsible for promoting understanding and acceptance of, and assuring compliance with local, state, and federal laws and School Committee policy and procedures governing sexual exploitation within his or her school, office, or program.

## **SECTION 5**

### **Programs and Organizations**

#### **Athletics**

St. Clare Catholic School believes that athletics are important to developing physically and mentally fit young adolescents; however, the current size of our school does not allow us to have our own athletic program. The Wrightstown Community School District athletic program is open to students at St. Clare Catholic School.

The Wrightstown Middle School Athletic Programs available to St. Clare Catholic School students in Grades 5-8 include:

- Grades 5-8 Football
- Grades 7-8 Volleyball
- Grades 5-8 Soccer
- Grades 5-8 Girls Basketball
- Grades 5-8 Boys Basketball
- Grades 6-8 Wrestling
- Grades 7-8 Track & Field
- Grades 5-8 Cheerleading

Students are expected to abide by the policies set up by the district. The principal will contact Wrightstown coaches if a need arises to enforce the policies. Students in Grades 5-8 must attend an athletic code meeting with one parent or guardian prior to participation in practices for their desired sport. Once the athlete and parent sign the athletic code it is effective through grade eight.

Parents with questions or concerns are encouraged to contact the coaches first. If your questions are not answered to your satisfaction, please contact the Wrightstown Athletic Director at (920) 532-0525 Ext. 6502.

Periodically information regarding other “club” sports is provided to students of St. Clare Catholic School. The club sports typically include younger students or provide additional practice and competition for middle school students. Parents with questions or concerns regarding “club” teams should contact the coaches or club representatives. The club teams are supported, but not affiliated with or sponsored by the Wrightstown Community School District or St. Clare Catholic School.

### **Athletic Eligibility**

Students at St. Clare Catholic School are invited to be a part of the athletic program at Wrightstown Public Schools. Although athletics is an important and enjoyable part of a student’s school career, it remains a privilege that can only be granted if a student meets academic criteria.

Wrightstown Public Schools remain in close contact with us in regard to the athletic eligibility of our students who choose to participate in their athletic programs. While the Public School requires that the student athletes have grades that are not failing, we at St. Clare School require that students have grades of D or better to be in good standing. Students who are receiving a **D-** or **U** will be placed on Athletic Probation.

### **Athletic Probation**

If a student receives a **D-** or **U** in the grading period prior to the season of the sport that he/she wishes to join, that student will be placed on Athletic Probation. Parents and the Public School will be notified of this probationary status. When the sport begins for the season, the student will be allowed to practice and play in competitions. Grades will be checked again at mid-season. If the student’s grades improve, he/she will be removed from probation. If the student continues to receive a **D-** or **U** in one or more classes, he/she will not be allowed to play in competitions until grades reach an acceptable level. He/She will be allowed to attend practice, however.

Students who have a service plan (private schools have “service plans” while public schools have IEPs) and who do not receive a letter grade may participate in sports if their academic achievement is satisfactory in accord with their service plan.

In following this probation policy, we are in line with the wishes and practice of the Wrightstown Public School.

### **Student Council**

The Student Council coordinates student activities, sponsors several events of its own, and acts as a student voice to the faculty and the administration. In addition to the officers chosen at large for each class year, representatives are selected from each grade level, in grades 5-8.

### **St. Clare Home and School**

All families, by virtue of having a child enrolled at St. Clare School are members of the St. Clare Home and School. This committee operates as a subcommittee of the St. Clare Education Committee and consists of Home and School officers, a teacher representative, the school principal and parents. The purpose of the Home and School Committee is to establish an effective partnership among parents, teachers, and St. Clare Parish in order to support the mission of St. Clare Catholic School. The Home and School Committee is also a means of promoting fellowship among school families through family activities and fundraising events. Meetings are held on the first Monday of the month at 6:30 PM.

### **Volunteer Program**

St. Clare Catholic School depends on the active support and involvement of our parents. This is essential to the success of our education system. We request that each family contribute some service to the school during the year.

Please Note: All volunteers must complete VIRTUS® as required by the diocese. More information regarding this requirement follows this section on Volunteers.

Library – Volunteers assist students in locating materials, shelving books, checking in new books and reading to the younger children.

Classrooms – Volunteers are involved in tutoring students or helping teachers.

Labor Skills – Volunteers assist with various projects involving the maintenance and improvement of the building.

### St. Clare Catholic School Areas in Need of Volunteers

Please consider volunteering your time to help out with the following:

1. Sell Scrip
2. Classroom parent volunteers
3. Home and School Committee
4. \$10,000 Raffle event held in the spring of the year

### **VIRTUS® Training**

The Diocese of Green Bay and St. Clare Catholic School are committed to creating, providing and maintaining safe environments in all parishes, schools, and other institutions so that all persons, especially children, youth and individuals at risk, will be protected as far as possible from all harm including physical and sexual abuse.

VIRTUS® is the brand name that identifies best practices' programs designed to help prevent wrongdoing and promote "right-doing" within religious organizations. The National Catholic Risk

Retention Group Inc. created VIRTUS® to empower organizations and people to better control risk and improve the lives of all those who interact with the Church through a continuous process of training and information.

All priests, deacons, other ministers, and employees who may or may not have regular contact (defined below) with children, young people and individuals at risk and volunteers who have regular contact with children, young people and individuals at risk are required to complete the VIRTUS® Adult Awareness Training Session.

Regular contact is defined as any employee or volunteer, age 18 and over, who has direct contact with children/youth/individuals at risk and

- Encounters said person(s) more than four (4) times in a program year and/or,
- Acts as a chaperone on an overnight event and/or,
- Is the adult driver in a vehicle transporting said persons and/or spends an average of one (1) or more hour(s) a week in any given four (4) week period with said person(s) and/or is not under the direct/immediate supervision of a parish, educational, or catechetical employee.

Training sessions for Protecting God's Children Adult Awareness Sessions are offered throughout the year all around the Diocese of Green Bay. If you need to attend a training session please go to the diocesan website at [www.gbdioc.org](http://www.gbdioc.org) and click on "Protecting Our Children."

### **School Fundraising**

Fundraising helps to support St. Clare Catholic School, and keeps costs down. But, as a parish school we are limited to the number of fundraisers we can hold. In an effort to make the best use of the fundraisers we are allowed, all school related fundraisers must have the permission and approval of the Principal, Pastor and Finance Council. If you or your committee would like to propose a new or different fundraiser for the school or parish, you will need to contact either the school or parish office to suggest the idea and, if approved, pick up a fundraising form. After filling out the form, you will need to submit it to the Finance Council for their consideration.

Our major fundraiser each school year is the \$10,000 Raffle. The \$10,000 Raffle event held in the spring of the year has brought in over \$900,000 to assist with the education of our children. Laptop computers, wireless Internet, projectors, new flooring, and textbooks have all been purchased through this fundraiser.

There are many opportunities for you to support St. Clare Catholic School:

- Help with the \$10,000 Raffle by selling tickets, soliciting auction items, planning, organizing, and staffing the event.
- Continue purchasing Scrip even after you've met the family fundraising fee. This will continue to provide a regular source of revenue for the parish, which financially supports the school.
- Please consider saving your Box Tops for Education and Campbell Soup labels and turn them into the school office.
- Bring in your used printer cartridges. The school can recycle them and earn credit toward office supplies.

Please note:

There are also times during the year when the children participate in charity or community projects to promote the Christian teachings of peace, justice, and stewardship. Such projects are not for the financial benefit of the school.

## **SECTION 6**

### **Miscellaneous**

#### **Field Trips**

Field trips broaden the educational experience of the students. During field trips, students experience learning unavailable to them within their classroom, yet highly supportive of the curriculum. Field trips and school-related activities conducted under the supervision of the school staff are part of the school day and an extension of the classroom activity, and therefore are not considered optional.

If, however, a student's behavior in the classroom or on the playground is of such a nature so as to jeopardize the learning experience for or general safety of the other students on the trip, the teacher in consultation with the principal and the parents, may exclude him/her from the field trip or require that a parent accompany him/her on the trip.

#### Process for field trips

1. Teachers are to submit a field trip request to the principal detailing educational purpose of the trip.
2. Parents are to be informed about the purpose of the trip, type of transportation, date, approximate time of departure and return, cost, and suggestions for dress, if needed.
3. Students/families will pay expenses of the trip in advance of the field trip day.
4. No student may participate in a field trip without the signed permission slip from parent/guardian.
5. Transportation arrangements must be made through the school office. Bus transportation is preferred for all field trips. Exceptions to this requirement must be cleared with the principal.
6. The teacher will arrange for an adequate number of chaperones. There should be at least one chaperone for every ten students. Chaperones will be briefed on the responsibilities and expectations of the trip.
7. Students must stay with their group and chaperone/teacher.
8. Students must be polite, listen, and obey directives of chaperone and/or teacher during transportation and at field trip location.
9. Gift shop visits will not take place as part of a field trip experience.
10. If necessary, the teacher is to arrange with the principal for the supervision and work of students who do not accompany the class. Students not on the field trip are required to be in school.
11. The teacher is to have a plan for emergencies in case it is needed. He/she should be aware of special needs or medications of students.

### **Guest Speakers/Assemblies**

Guest speakers and assemblies enhance the curriculum and expand horizons, opportunities, and experiences. Some typical assembly themes include Lent and Advent, athletics, cultural presentations, Catholic Schools Week, and professional speakers. Special attention to proper behavior and good manners is expected of all students. Dismissal after the assembly, including an assembly at the end of the day, will be from the classroom as usual.

### **Weekly Communications**

A folder containing general communication and items of interest to parents and students will be distributed every Tuesday. It is important that every school family go through the information that is sent home. The empty folder, plus any return information should be returned by Friday of the same week. Announcements to be made or to be posted are done with the consent of the Principal. If you have any materials for the weekly newsletter, please send or email them to the office by Friday of the previous week. The parish bulletin also contains items of school interest and schedules.

### **Personal Items**

Students are encouraged to leave anything considered a distraction, breakable, or have value at home. St. Clare Catholic School is not responsible for damage or loss of personal items. Clothing items should be labeled with the child's name. Items found will be placed in a designated lost and found area. Any clothing item that remains unidentified and unclaimed at the end of the school year will be donated to Goodwill.

### **Housekeeping**

Students are expected to keep their desks or lockers, as well as any other area they use to hold personal belongings, in order. In carrying out the responsibility to maintain a safe and healthy environment, the principal and faculty are sometimes faced with the decision of balancing the school's interest in conduct and safety against the student's interest in freedom from intrusion into his or her privacy. It may be necessary, for example, to check an individual's desk to locate assignments and or books when absent, to pull out inappropriate materials, or to check for a suspected illegal substance. Students are to understand that the school has ownership of desks and that it is the right of the administration and faculty, when necessary for the well-being of all, to check or inspect desks.

### **School and Classroom Celebrations**

The school staff will plan the classroom parties for special occasions. Room parents may be asked to assist with these parties. Seasonal parties are allowed. Parents may provide a small birthday snack for their child's classmates. Healthy snacks are encouraged. Please, no gum treats. Inform the teacher ahead if possible, so it can be worked into the schedule.

### **Personal Party Invitations**

Invitations to off-campus parties should not be distributed at school. If invitations are given out at school, it is required that all members of the class receive an invitation.

### **Pets**

As a general rule, pets of any kind are not allowed in school. The principal may give special permission for pets to be brought to school as part of a special program or activity providing that no child's health is endangered by the presence of that pet (allergies, etc.). Under no circumstances is a potentially dangerous pet to be brought to school.

**Phone Use**

The office phone is used for business. Students may use the phone with permission of office personnel. Necessary calls will be made before or after school or during recess time. Parents are asked to refrain from calling school to leave messages for the child(ren) unless it is an emergency.

**Cell Phones and Personal Music Players**

The use of cell phones and personal music players and items such as iPods and MP3 Players is not allowed during normal school hours.

**Publicity Disclaimer**

Photos, slides and videos of school students, as well as examples of student work, will be used at the discretion of the school staff for purposes of publicity, unless otherwise directed by the parent in writing. Parents will be given an opportunity to sign a release at the beginning of each school year indicating whether their child may or may not be photographed for publication purposes.

**Insurance**

Families are expected to have health/accident insurance which covers their child(ren) during the course of the school day.

**Public Library**

Students walk to our public library on a regular basis, as well as for special projects. They will need a library card to use this service. Parents will sign an open permission form for the school year to walk to and from the Brown County Library – Wrightstown Branch as needed.

**Technology/Computer Use**

Computer, network, and Internet access is a privilege provided to the staff, students, and families of St. Clare Catholic School, and is intended for the purposes of study, research, service, and other activities related to the official business of Catholic education.

When accessing the computer, network, and internet at St. Clare Catholic School, all existing local, state, and federal laws, as well as Green Bay Diocese policies will be enforced, including those that deal with intellectual property protection, privacy, sexual harassment, data security, and confidentiality.

Use of the Internet is a privilege, not a right. Expectations are:

- Each staff or student using St. Clare Catholic School's computers, network, or internet shall identify themselves honestly, accurately, and completely when corresponding.
- Staff and students have no right of ownership or expectation of personal privacy to their Internet usage. St. Clare Catholic School and St. Clare Parish reserve the right to, without notice, limit or restrict any computer, network, or Internet usage.
- Offensive content may not be accessed, displayed, archived, stored, distributed, edited, or recorded using St. Clare Catholic School's computers, network, or internet access.
- Administration reserves the right to determine whether material is offensive or not. Offensive content may include, but will not be limited to pornography, sexual comments or images,

profanity, racial slurs, gender-specific comments, or any content that can reasonably offend someone on the basis of sex, race, color, religion, national origin, age, sexual orientation, gender, mental or physical disability, veteran status or any protected status of an individual or that individual's relatives or associates. Any content that may be interpreted as libelous, defamatory, or slanderous is prohibited.

- Computer, network, or Internet access shall not be used to run a personal business, gamble, conduct political campaigns, for personal gain, or to take part in any prohibited or illegal activity.
- No user of St. Clare Catholic School's computer, network, or Internet shall post messages to web message boards, chat rooms, "weblogs", listservs, or other Internet communication facility, except in the conduct of official school or parish business or for the furtherance of the school mission.

Infractions of these policies will result in disciplinary actions and may result in the loss of computer, network, and Internet privileges.

### **Equipment Use/School Property**

Our school has a variety of educational, safety, and janitorial maintenance equipment. Students are not permitted to use or handle equipment, unless they have official permission to do so. If school equipment is damaged because of negligence or unauthorized use, the person at fault is held financially responsible.

### **School Administration Right to Amend Handbook**

The school administration retains the right to amend the handbook for just cause. Parents/students will be given prompt notification if changes are made.

### **Handbook Agreement**

Thank you for taking the time to read this school handbook. Hopefully it will be a tool to help answer many of your questions. Please take the time to read this with your students.

Please complete the Handbook Agreement Form and return it to school to be kept on file. This is a legal requirement for all diocesan schools.

### **Appendix**

Handbook Agreement

Internet Policy Agreement

**St. Clare School  
Handbook Agreement Form**

We have received a copy and read the handbook and understand the reasons for its guidelines.

Student Signatures:

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Parent/Guardian Signatures:

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Date: \_\_\_\_\_

**School Administration Right to Amend Handbook:**

The school administration retains the right to amend the handbook for just cause. Parents/students will be given prompt notification if changes are made.

## St. Clare Catholic School 2016-2017 Internet Policy Agreement

Parent: \_\_\_\_\_ Student: \_\_\_\_\_  
 Student: \_\_\_\_\_  
 Student: \_\_\_\_\_  
 Student: \_\_\_\_\_

THE FOLLOWING SHOULD BE DUPLICATED, DISTRIBUTED, SIGNED AND DATED BY THE APPROPRIATE PARTY (IES) BEFORE INTERNET USE BEGINS:

A. School's Technology Coordinator and each classroom teacher:

I have read the ST. CLARE CATHOLIC SCHOOL TECHNOLOGY/COMPUTER USAGE in the student handbook and agree to review this agreement and network etiquette with my students at the beginning of the school year and then periodically throughout the year. I will also monitor all student use in a diligent and responsible manner. Since students may also use the network for individual work or in the context of other classes, I must also hold each of them responsible.

B. Each student's parent or legal guardian:

As the parent or legal guardian of this student, I have read the ST. CLARE CATHOLIC SCHOOL TECHNOLOGY/COMPUTER USAGE in the Student Handbook. I understand that this access is only for educational purposes. I also recognize that it is impossible for the school to restrict access to all controversial materials and I will not hold the Diocese of Green Bay, the school or any employee responsible for materials acquired on the network. I hereby give permission to grant Internet access privileges to my child and certify that the information contained on this form is correct.

C. Each student (Parents should ensure that the student understands his/her obligations prior to signing.):

I read, understand and will abide by the ST. CLARE CATHOLIC SCHOOL TECHNOLOGY/COMPUTER USAGE. I further understand that any that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

\_\_\_\_\_  
 PARENT SIGNATURE DATE

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 STUDENT SIGNATURE DATE

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 STUDENT SIGNATURE DATE

\_\_\_\_\_  
 STUDENT SIGNATURE DATE

\_\_\_\_\_  
 STUDENT SIGNATURE DATE

