

ST. CLARE OF MONTEFALCO CATHOLIC SCHOOL



SCHOOL HANDBOOK

(REVISED AUGUST 2008)

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

*The mission of St. Clare of Montefalco
Catholic School is to be a Gospel
presence in our diverse community and
to provide opportunities to develop each
child’s God-given talents.*

(August 2007)

St. Clare of Montefalco School Song

We are falcons soaring through the sky, flying high above the land.
Searching high and low for what is right, to lend a helping hand.
St. Clare, St. Clare, we pledge our loyalty.
We carry a banner of red, white and black, falcons flying free.
Of St. Clare we’re proud to walk your hallowed hall and to learn and sing and pray.
We are glad to be part of you when we go to school each day.
Raise our hands, lift our hearts, praise the Lord for everything he does.
And we’ll do our best to change our world for St. Clare teaches love.

*Music written by: Dorothy Ciesluk
Lyrics written by: Emily Chateau and Paula Vazquez, 1991-1992*

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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 individual on school property are subject to these policies and procedures. The handbook is supplemented by the policies and rules contained in the Policies and Rules Handbook for Catholic Schools of the Archdiocese of Detroit, a copy of which is in the school office. Issues regarding the implementation and interpretation of this handbook shall be as determined at the discretion of the Principal.

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

PROVISIONS FOR REVIEW

The St. Clare of Montefalco Catholic School Commission shall assign a special School Handbook Subcommittee consisting of Commission members and school staff to perform an annual review of the Handbook. During its review, the subcommittee 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 Christian 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 fosters a climate of moral awareness, social responsibility, and respect for one another. In so doing, this school community is sharing its common belief in Jesus Christ.

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.

Objectives

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:

A. As a School of Excellence:

1. Academic Objectives
 - a. Offer each child the highest quality education in Reading, Math, Religion, Science, Social Studies/History, Spelling, English and Handwriting.
 - b. Develop and maintain lifelong learning skills and habits.
 - c. Offer our children varied experiences with computers and creative arts.
 - d. Expand our children's knowledge base through various academic clubs, challenges and competitions.
 - e. Offer programs, which develop the physical, mental and emotional health of our children.
 - f. Provide opportunities to develop each child's creativity across the curriculum.

2. Social and Emotional Development
 - a. Encourage each child's self-motivation as the basis of an individual's learning.
 - b. Help each child develop a sense of responsibility for his/her actions.
 - c. Encourage each child to acknowledge and appreciate his/her self worth and the worth of each individual.
 - d. Provide an environment, which teaches and nurtures each child's development of self-esteem.
 - e. Develop an appreciation of all cultures and develop an acceptance of the individuals within that culture.
 - f. Foster an understanding of order and discipline, which in each child supports a learning environment.

B. As a Parochial School:

1. Catholic Objectives
 - a. Develop a deep belief in Jesus Christ as Savior and to live as He taught.
 - b. Foster a healthy knowledge and appreciation of the Catholic Church: doctrine, morals and devotions.
 - c. Give each child the opportunity to learn about the Good News through Scriptures.
 - d. Stress the benefits of active participation in the Catholic Church, the sacraments, and Christian Service activities.
 - e. Encourage the promotion of vocations as a means of fulfillment for an individual's life.
2. Christian Objectives
 - a. Respect and appreciate all religions.
 - b. Learn that an individual's responsibility is to reach out in service to another.
 - c. Promote Christian values in all our children.

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 Catholics 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 (Grades 2 through 8) 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 admission/acceptance is as follows:

1. Family fills out registration and submits registration fee* beginning in February.
2. Testing is 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/do not accept 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 December 1 of that year. Any First Grader entering the school at that level must be six (6) years of age on or before December 1 of that entry 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.

***PLEASE NOTE:** A \$25.00 SERVICE FEE IS CHARGED FOR ANY AND ALL RETURNED CHECKS.

Annual Registration

Complete registration packets for families who have completed their tuition payments and new families will be issued in February/March. Registration for the upcoming year cannot occur until the current school year's tuition, fund-raising and latchkey is paid in full.

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 NURSERY SCHOOL

A nursery school program, located in the Sweeney Center, is available during the school year using the same criteria for admission as the other school programs.

Classes are in session from 8:45 a.m. to 11:15 a.m. Monday, Wednesday and Friday.

Tuition costs are determined annually. This is a cooperative nursery school program, which requires families to make a commitment of time in addition to their financial obligation. Complete guidelines for this program are available in a separate handbook.

A child entering the St. Clare Nursery School must be three (3) or four (4) years of age on or before December 1 of the year entering.

Nursery School information and contact can be made by calling 313-647-5160.

Financial 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 School Commission by the Principal for review. The policy and fees are then submitted to and confirmed by the Parish Finance and Administration Committee. Different tuition rates apply to contributing parishioners and non-parishioners.

Starting June 5, 2008, 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.

To be Eligible for Parish Tuition, Families:

Must be a registered St. Clare Parish family
(A family must be Catholic or officially enrolled in St. Clare's RCIA Program to register in St. Clare's Parish.)

Must be "active" Parish family

- a. Attend Mass regularly
- b. Participate in Parish volunteer organizations (e.g. Knights of Columbus, PTO, Ushers, Parish Council, etc.)

Note 1: Use of the Parish envelopes provides a clear record of Mass attendance, even if envelopes contain little or no donations of money.

Note 2: If "active" membership is questioned, it will be the family's burden to show proof of participation.

Out-of-Parish Tuition -

Families will be required to pay the full or out-of-parish tuition if they are:

- A. Registered but Non-Contributing Parishioners either through mass non-attendance or lack of active participation in the parish.
- B. Parishioner of another Catholic Parish. The pastor of this family's parish should be contacted about helping with the out-of-parish charges.
- C. Non-Catholics.

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.
- 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 end of the year activities.
- Unpaid balances will be turned over to a collection agency.

Tuition accounts must be paid to date for the new school year before a child can begin classes in September. At the beginning of the second 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 POLICY

Fundraising plays an important role towards the financial security of St. Clare School. Each School family is required to contribute a minimum of \$250 towards fundraising each year. This fundraising fee requirement must be fulfilled by March 1st. This can be accomplished in two ways:

1. Submit to the school office a check payable to St. Clare School in the amount of \$250
2. Participate throughout the year in school-sponsored fundraising activities such as Sally Foster, Scrip, Market Day, Kroger Card, etc. All purchase profits made through these fundraising efforts by each family is credited towards their \$250 fundraising fee. For example, by spending \$100 with their Kroger Card, a family receives 4 percent or \$4.00 credit towards their fundraising fee.

During the school year, families will receive a fundraising statement to track their balance owed. These statements will detail the credits received from fundraising activities they've participated in and show a balance based on the credits deducted from the \$250.

Families showing an unpaid fundraising balance will be required to pay the balance owed by March 1st.

If the fundraising fee is not paid by March 1st, families will not be allowed to register for the following school year. Those families with children graduating from the 8th Grade will have the student's records withheld until payment is made.

All outstanding fundraising fees will be turned over to the tuition payment service for processing.

Those families whose fundraising statement exceeds the minimum \$250 will have 50% of the excess amount applied towards their fundraising fee requirement for the upcoming school year.

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 8:00 a.m. and ends at 3:20 p.m. unless otherwise notified.

SCHOOL DAY SCHEDULE (K - 8th Grade)

8:00 a.m.	Entry bell - children enter building
8:05 a.m.	Tardy bell - report to office
8:10 a.m.	Announcements
8:15 a.m.	Classes begin
11:20 a.m.	First lunch/recess
11:45 a.m.	Second lunch/recess
12:05 – 12:50 p.m.	Activity Period/Silent Reading
3:15 p.m.	Announcements
3:20 p.m.	Dismissal

All half days will dismiss at 11:35 a.m. for all grades.

During cold or inclement weather, children will be permitted to enter the school beginning at 7:50 a.m. and remain there until dismissed to their classrooms at 8:00 a.m.

PRE-SCHOOL – THREE/FOUR-YEAR OLD – Hours are 8:45 a.m. to 11:00 a.m. Monday, Wednesday and Friday.

EARLY MORNING ARRIVAL/LATE AFTERNOON PICK-UP – Students should be in line and waiting for the teachers to pick them up at 8:00 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 Extended Day. Please note that students must be registered for Extended Day prior to attending early morning Extended Day.

Students who have not been picked up by 3:30 p.m. are instructed to return to the office. If a parent cannot be contacted, then the child (who is registered for Extended Day) will be sent to Extended Day. Otherwise the child will be seated outside the office until the parent arrives. If this occurs, parents will be charged a service fee.

EXTENDED DAY PROGRAM

Extended Day 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. Extended Day may be available on half days. Parents must register their children for Extended Day with the School Office. Further information can be obtained by calling the School Office at 313-647-5100.

Attendance Policy

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. 3 tardies: student loses 10 minutes out of noon recess. 7 tardies: counts as 1 full day absence.

Students not in the classroom at 8:05 a.m. will be considered tardy.

If a student arrives after 8:05 a.m. he/she must report to the office for a late slip. If a student arrives after 12:05 p.m. he/she must report to the office for a late slip.

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 (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 9:45 a.m. will be marked ½ day absent. Students arriving after 1:35 p.m. will be marked a full 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 in Grades 3 – 8 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 must be picked up in the School Office between 3:20 and 4:00 p.m.

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.

If a child contacts a communicable condition (chicken pox, lice, scarlet fever, impetigo, pink eye, measles, mumps, etc.) please inform the school office at 313-647-5100. 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

Arrangements must be made **at least one week** in advance for vacation absences. The student will be given as many of the assignments as possible. Students will be responsible for any missed assignments. 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.

KINDERGARTEN

Children are expected to dress in an appropriate manner and must wear socks and the proper shoes with flat heels and closed toes/heels. The following items are **NOT** permitted: jeans, jewelry, wristwatch, nail polish, clogs, sandals, flip flops.

GIRLS Grades 1 - 8

Girls regulation uniform 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 with a collar; or School sanctioned long or short sleeved white 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 1 - 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 5 - 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.
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 may be worn prior to October 1 and after May 1. Shorts 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. Pants are to be free from ornamentation like chains, rivets, etc.
7. Solid navy or white knee socks, ankle socks, or tights. (**NO KNEE HIGH NYLONS OR PANTYHOSE IN ANY COLOR; NO FOOTIES OF ANY KIND**).
8. Permissible jewelry: wristwatch and /or small pair of post earrings (no dangling or hoop earrings. No other body jewelry.)
9. Dark dress shoes (brown, black or navy blue) with flat heels and closed toes/heels.

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). Excessive, large or distracting hair accessories are not allowed. Hair bows, for example, should be small.

BOYS Grades 1 - 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 or white 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, vest or pullovers – or St. Clare logo navy sweatshirt may be worn over dress shirt, knit shirt or turtleneck.
6. Solid navy or white socks must be worn.
7. Shoes must be dark dress shoes (brown or black).

Not Permitted: extreme hair styles (cut or color), earrings or other body jewelry except a wristwatch.

CONSEQUENCES FOR NONCOMPLIANCE

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

NON-UNIFORM DAYS

(8th Grade Jeans Days, Turkey Trot, and special days)

- Jeans, sweats or pants (no spandex).
- 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 during the designated season (before Oct 1 and after May 1.)

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, or halter tops are allowed.)
- **NO** jeans, athletic shoes, T-shirts, make-up.
- GIRLS: Simple jewelry and nail polish allowed
- Exception on make-up rule: 8th Grade graduation pictures allowed.

8TH GRADE GRADUATION FESTIVITIES

Baccalaureate Mass 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 Ceremony & 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 ladies 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 constituencies.

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 in proper uniforms as set forth in the Dress Code
7. Follow the rules contained in the School Handbook

SCHOOL STAFF RESPONSIBILITY

Teachers, social worker, 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

THE 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. Follow 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 facilities, 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. 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.
2. **Failure to return parent/guardian signed documents.** This applies to all documents that require a parent's 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.
9. **Violence.** Students may not use violence at any time. This includes at play, in their speech, writing or art.

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 IN-SCHOOL 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 automatically results 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. **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.
3. **Bullying** (see Bullying Policy on following pages).
4. **Possession of Pornographic or Explicit Materials.**
5. **Use of Profane, Indecent or Immoral Language.**
6. **Malicious Misconduct**
7. **Leaving School Premises without permission or authorization.**
8. **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.
9. **Gambling.** Playing games for money.
10. **Coercion.** Obtaining money or property by violence, making someone do something against his or her will by force or threat of force.
11. **Smoking or possession of tobacco products.**
12. **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.

POSSIBLE CONSEQUENCES FOR SERIOUS INFRACTIONS

1. Teacher/student conference, teacher/parent conference, detention

Three (3) detentions in 1 Quarter, will result in a ONE DAY IN-SCHOOL 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. Not eligible for re-enrollment

MAJOR INFRACTIONS

1. **Fire Alarm, Extinguisher and 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 on Page 22).
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.**

POSSIBLE CONSEQUENCES FOR MAJOR INFRACTIONS

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

APPEALS 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 Archdiocesan Officer 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 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 necessary, contact the Chairperson of the School Commission. **If appropriate**, the matter will be placed on the agenda for the next School Commission meeting.

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.

What is “Bullying”?

1. Name calling
2. Saying or writing nasty things about another person
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

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 Page 17 for Possible Consequences for Serious Infractions.)

Electronic Devices Policy

CELLULAR TELEPHONES

- Written parental permission required and will be kept on file
- Cell phone must be turned in to Home Room teacher at 8:00 a.m.
- Cell phone will be returned at 3:20 p.m.
- If a student is reporting to Extended Day, the cell phone must be given to an Extended Day staff member.
- Failure to comply will result in the cell phone being confiscated and held in the School Office. Cell phone will only be released to the parent.

CAMERAS/DIGITAL CAMERA/CELL PHONE CAMERAS:

- Students may not use cameras, digital cameras or cell phone cameras at school unless specifically sanctioned by a teacher or the Principal.
- Photos taken by students of fellow students, activities, staff, building etc., cannot be published on the Internet. This applies to all photos taken in or out of the school.

MUSIC PLAYERS, PAGERS, TWO-WAY RADIOS AND VIDEO GAMES ARE NOT PERMITTED ON SCHOOL PROPERTY.

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 reprisals 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

Because lunch recess is for all students, each family is charged a fee as part of the tuition plan that is used to provide compensation for adults who help supervise during this time.

Students in Grades 1 – 8 receive 40 minutes utilizing the following schedule

- **11:20 a.m. – 11:40 p.m.:** Lunch with Grades 1, 2, 7, and 8 while Grades 3, 4, 5, and 6 have recess
- **11:45 a.m. – 12:05 p.m.:** Lunch with Grades 3, 4, 5, and 6 while Grades 1, 2, 7 and 8 have recess

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 with the *Monthly Newsletter Packet*. Each lunch is \$ 2.50 (subject to change) 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.

Beverage machines containing water, juice and milk are available to everyone.

Please remember: *students calling home at lunchtime for a forgotten lunch is almost fruitless because of time constraints. We have supplies to take care of these emergencies.*

Both in the Lunchroom and at Recess we...

- follow directions when given
- will 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 palm pilots

Lunchroom/Recess Policy

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

During Recess we...

- use classroom equipment properly and return items to the classroom
- 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. **Iowa Test of Basic Skills** (revised 2007) – Grades 3, 5, 7 Annually, October.

Purpose of the Iowa Test:

- Improve instruction
- Offer a progress report (compare over time) of student to parents
- Compare students and schools nationally

Inappropriate use of test results:

- Evaluate teacher effectiveness
- Interpreting scores in isolation
- Determine who should be retained
- Select students for special programs

Grade Equivalent Scores Indicate:

- A student's developmental level
- Year to year growth
- They should NOT be used for placement

2. **Cognitive Abilities Test:** Measurement of learning characteristics and abilities, which contribute to academic performance. – Grades 1, 3, 5, 7 Annually, October.

Two other tests are also available for Junior High students:

1. **High School Placement Test** - for entry into Catholic high schools; annually the Saturday before Thanksgiving; taken at any Catholic high school
2. **MEAP Test** for 7th and 8th Graders - potential for \$500 scholarship; voluntary; in October; taken at test centers; must register at www.michigan.gov/meap then click on MEAP TEST CENTERS near the bottom of that page. Questions about MEAP Test Centers? Call 517-241-4987; Questions about the Michigan Merit Award? Call toll free 888-447-2687

Progress Reports

Progress reports are an interim means of reporting between card markings. All students in Grades 1 – 8 will receive a progress report at the midpoint of each quarter.

Report Cards

Report cards are issued quarterly (9-week intervals) in Grades 1 through 8. Kindergarten receive skills assessment reports during Parent-Teacher Conferences.

GRADING (GRADES 1 – 2)

O = Outstanding W= Doing Well S = Satisfactory NI = Needs Improving

GRADE/PERCENTAGE EQUIVALENTS (GRADES 3 – 8)

A: 100 – 93 B: 92 – 85 C: 84 – 70 D: 69 – 64 U: 63 and below

Conduct and Effort grades are determined on 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

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 academic subjects and a grade of A or B in Conduct and Effort in all subjects including Specials (Computers, Spanish, Music, Drama, Physical Education, Art, etc.)
- HONORS requires a 3.0 – 3.4 grade point average in academic subjects and a grade of A or B in Conduct and Effort in all subjects including Specials (Computers, Spanish, Music, Drama, Physical Education, Art, etc.)

B. CITIZENSHIP HONORS

CITIZENSHIP HONORS requires a grade of A or B in all subjects in Conduct and Effort including Specials

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 “U” ON ANY PART OF THE REPORT CARD DURING THAT QUARTER WILL DISMISS ALL HONORS.

Parent-Teacher Conferences

- Kindergarten
 - Three **MANDATORY** parent-teacher conferences
- Grades 1 – 8
 - First parent-teacher conference **MANDATORY** in November
 - January conference by teacher or parent request

Retention – Grades K - 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) major core subjects eliminates 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

- Monthly Newsletter & Calendar Packet
- PTO Newsletter
- Voicemail direct lines for each Faculty and administration member
- Email address for every Faculty and administration member
- School website: www.stclarem.org

EMERGENCY SCHOOL CLOSING

PTO Grade Reps will attempt to contact families about any emergency school closing. 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 in November/December and the Sacrament of Holy Eucharist in April or May.

CONFIRMATION

Seventh Grade students begin preparation for the Sacrament of Confirmation and Catholic students are confirmed in their 8th Grade year.

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
- Overdue book fines are 5 cents per school day
- 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
- All delinquent library accounts must be settled before report cards are issued

Books are not considered late if the child is absent on his/her library day, but must be returned as soon as the child is back in school. Late fees should be paid on the child's library day. (Jr. High students should pay fines when they return their late books.)

Funding to maintain the library collection is limited. This amount is supplemented each year in the following ways:

1. **The Birthday Book Club**

Families are given the opportunity to donate a book to the school library in their child's name. This may be to honor his/her birthday or any other special event. Parents will fill out a Birthday Book Club form indicating the child's interests and the amount they would like to donate. The child's name will appear on a permanent plate inside the front cover of the chosen book. The students will also have their names published in the PTO Newsletter as Birthday Book Club members, and have their names posted in the hall outside the library. The child may keep the book for two weeks, and then return it to the library to become a permanent part of our collection.

2. **Library Book Fair**

The library hosts a book fair, providing new books for purchase by school and parish families. A portion of the profits go directly to the purchase of books for the library. Parent volunteers assist in this fundraiser.

Enrichment and Extra-Curricular

ANNUAL CELEBRATIONS

- Turkey Trot: School Spirit & Physical Fitness
- Outdoor Education Camp: Grade 6
- NFL Gatorade Punt, Pass & Kick/NBA Pitch, Hit & Run
- Science Fun Day: Kindergarten & Grades 1-3
- Science Fair: Grades 4-6
- Christmas Program: Grades 1 through 8
- Spring Musical Production: Grades 4 through 8
- Field Day
- ACES with a Friend
- Awards Assemblies: Grades 3 through 8
- Mardi Gras Celebration: Grade 3
- Earth Day Celebration
- Read Across America: All grades
- Catholic Schools Week

ACADEMIC CHALLENGES

- Midwest Talent Search: Grades 7 & 8
- Accelerated Reading: Grades 2 through 8
- America & Me Essay Contest: Grade 8
- Daughters of the American Revolution Essay Contest: Grades 7 & 8
- Macomb Daily Spelling Bee: Grades 5 to 8
- National Geography Bee: Grades 5 to 8
- Free Press Letter to the Editor
- Michigan Fraternal Order of Police Essay Contest: Grade 8
- Arbor Day Poster Contest

RELIGION PROGRAMS

- Weekly Masses Prepared by Grade Levels
- Sacramental Preparation
- Daily All School Prayer
- Conflict Resolution
- Altar Servers: Grades 5 through 8
- Penance Services
- Rainbows for God's Children
- Summer Bible Camp
- Praise Him Liturgical Movement Group
- Puppet Ministry

PUBLICATIONS

- School Monthly Newsletter & Calendar
- PTO Newsletter: Monthly
- School Yearbook: Annual

SPECIALTY PROGRAMS

- Student Council: Grades 5 through 8
- National Junior Honor Society: Grades 7 & 8
- Michigan Future Problem Solvers: Grades 5-8
- Catholic Forensic League: Grades 5 – 8
- Scrabble Club: Grade 4
- Flag Football: Grades 5 through 8
- Feelin' Good® Mileage Club: Grades 1 to 8
- Techno Team: Grades 7 & 8
- Church Choirs: Grades 2 - 4; 5 - 8
- Bell Choirs 4-5; 6-8
- Safety Patrol: Grade 7 & 8
- Birthday Book Club: All students
- Student Advocacy Program
- Fitness Challenge U.S. Dept. of Health Gr.4/5
- Game Directors: Gr. 7/8
- Conflict Resolution: All grades
- Scouting: Boys & Girls
- Art Attic

SCHOOL BUDDY SYSTEM

- Grade 8 teams with Grade 2
- Grade 7 teams with Grade 1
- Grade 6 teams with Kindergarten
- Grade 5 teams with Nursery School

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
- Cheerleading: Grades 5 through 8

ANCILLARY STAFF

- Peer Tutors
- Student Assistance Teacher
- University of Detroit High School Tutors

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. Parents have the right to excuse a child from field trips.

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. (A-B's 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.

MICHIGAN FUTURE PROBLEM SOLVERS

Students in Grades 5 through 8 can be nominated by Faculty for this program which begins in the Fall of the school year and continues until the end of April. This program is for the academically talented because of the demands placed upon the student's verbal, reading, and writing skills. The final selections are based upon the student's previous report card and recent scholastic tests and there is no set number that can qualify for this program. Selected members meet weekly and prepare solution set problematic selections which then are entered in state level competitions throughout the year.

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.

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. STUDENT INTERNET ACCESS

Elementary students will have access only under their teacher's direct supervision using a classroom account. The parent and student must sign an Account Agreement to be granted an individual AOL@School account on the Network. 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 on line 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 person, etc.
- Students will not have email accounts through the school network. You will not use the school network to access personal email accounts (i.e., Hotmail, AOL, Yahoo.)

3. System Security

- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account.
- 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 them 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.

7. 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 times 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.

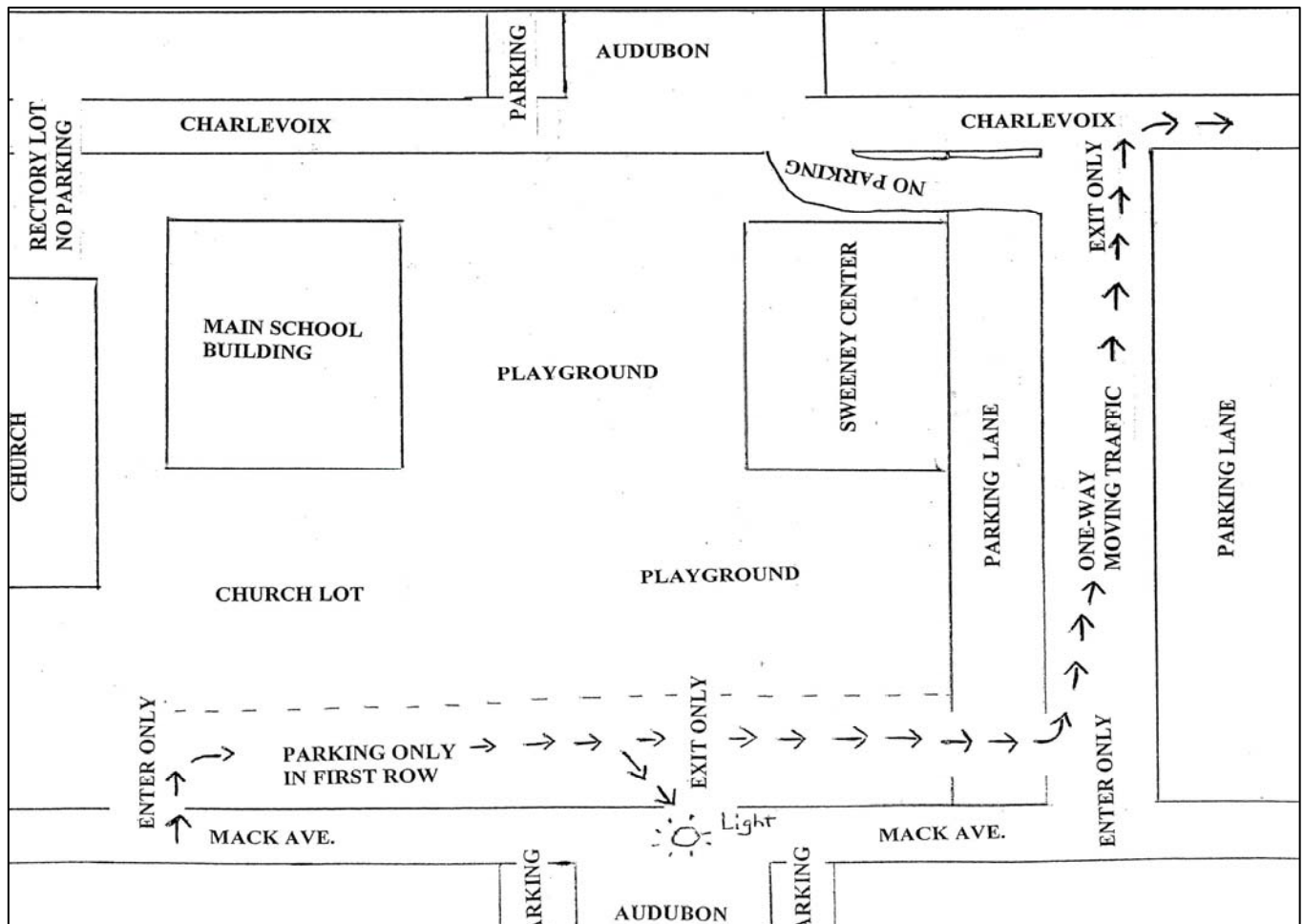
DROP OFF AND PICK UP

Sweeney Center Drop Off

3. One-way traffic behind Sweeney Center: enter at Mack; exit at Charlevoix
4. There are 3 traffic lanes behind the Sweeney Center. Extreme right and left are for **PARKING** and center is for **MOVING TRAFFIC**.
5. Children **MUST** get in and out of cars in the lanes to the left or right of the center lane
6. Drop off or pick up of students is not permitted along Charlevoix or in the circle drive
7. Parking is available along Audubon Avenue
8. No parking, stopping or standing in the Rectory Parking lot. This lot is for the priests only.

Main School Parking Lot Drop Off & Pickup

1. Enter driveway nearest to church off of Mack Ave.
2. Parking in the first row nearest to Mack Ave.
3. Exit at Audubon or follow one-way traffic behind Sweeney Center and exit at Charlevoix.



Other Important Information

PARTIES/TREATS/INVITATIONS

Parties are limited to special occasions. On a child's birthday, he or she may bring 1 simple nutritious 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. If Valentine's Day cards are distributed at school, one must be provided to every member of the class.

LOST AND FOUND

The Lost and Found area is located in the handicap 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 Archdioceses and the Michigan Department of Health. School personnel shall not, on their own authorization, dispense or administer medication of any kind to students, including Aspirin/Tylenol or other over the counter medicines.

If the Principal chooses to make the exception:

- A Parent Permission Form signed by a parent/guardian 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.
- 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 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.**

To provide for the care of 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 parents or contact person found on the child's emergency card. 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 tape 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 has always relied on the help and active involvement of school parents and guardians to coordinate and implement social and fundraising programs. Without parent/guardian involvement, St. Clare School would not exist. By actively being involved with St. Clare School, 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 the PTO Used Book Sale held every September and the annual PTO Auction held in the Spring – two major fundraisers that support the school financially. Other annual program opportunities that rely heavily on parent/guardian involvement include the: Punt Pass & Kick, Turkey Trot, PTO Snow Ball, School Open House, Coney Night, PTO Daddy-Daughter Dance, PTO Mother-Son Outing, Field Day, Ice Cream Social, and annual Spring School Musical. Becoming an active member of the PTO or School Commission is another way in which to get involved and serve.

Unless **EVERY** school parent and guardian gets involved and helps out, these 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 those PTO and school-sponsored activities listed above. Parents/guardians are free to offer their time to work on the program of their choice from this list of activities. Additional school and PTO-sponsored activities and programs offering service hour opportunities may be announced throughout the year as well.

Parents/guardians will be responsible for keeping a record of their service hours. That record will need to be submitted to the school office for recording at the end of each service month.

The program will be implemented in three phases:

Phase 1 (September 2, 2008 – April 15, 2009):

Each household (parent/guardian) will be required to provide a minimum of ten (10) mandatory service hours.

Phase 2 (April 16, 2009 – April 15, 2010):

Each household (parent/guardian) will be required to provide a minimum of ten (10) mandatory service hours. For each service hour not fulfilled within this time period, there will be a charge of \$10 per unfulfilled hour (made payable to St. Clare PTO). Report cards may be held until the fee is paid.

Phase 3 (Beginning April 16, 2010):

Each single parent/guardian household will be required to provide a minimum of ten (10) service hours. Each two-parent/guardian household will be required to provide of minimum of 20 service hours. For each service hour not fulfilled within this time period, there will be a charge of \$10 per unfulfilled hour (made payable to St. Clare PTO). Report cards may be held until the fee is paid.

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.

Major Annual Events Sponsored by the PTO:

September	Used Book Sale
December	Snowball Party
January	Family Coney Dog Night – Catholic Schools Week
March	Daddy-Daughter Dance
March	Auction
May	Mother-Son Event
June	Ice Cream Social

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 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 8 - 10 parents/guardians, a representative from the Faculty and the principal. The School Commission meets on the second Tuesday of every month during the school year. Any parent interested in serving on this committee can submit his/her name to the school office.

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, policy changes, etc.

Return to School Office

I have received a copy of the St Clare of Montefalco Catholic School Handbook (revised August 2008). I have read and I understand the Code of Conduct and School Handbook. I agree to abide by the Code of Conduct and School Handbook, including the:

- *Admission Criteria
- *Tuition Policy
- *Attendance Policy
- *Dress Code Policy
- *Code of Conduct
- *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
- *Student Internet Policy
- *Parent/Guardian Education Bill of Rights
- *Parent/Guardian Mandatory Service Hours Program

Family Name (Please Print Clearly)

Student Signature(s)

Date

Parent or Guardian Signature

Date

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