

# **FAMILY HANDBOOK**

**2017-2018**



**ST. CLARE OF ASSISI**  
CATHOLIC SCHOOL

**Reverend Jose Maria Quera, Pastor**

**Sister Mary Elisha Glady, R.S.M., Principal**

**SAINT CLARE OF ASSISI CATHOLIC SCHOOL  
FAMILY HANDBOOK  
2017-2018**

**Reverend Jose Maria Quera, Pastor  
Reverend Gerardo Puga  
Reverend Tomasz Strzebonski  
Reverend Crispin Kibambe  
Sister Elisha Glady, R.S.M., Principal**

**PURPOSE OF THE HANDBOOK**

The purpose of the Family Handbook is to provide families with information about St. Clare of Assisi Catholic School. The Handbook states the mission, philosophy, rules and regulations of our school. The Family Handbook is intended to help explain and clarify the regulations, policies and procedures of the school, and to act as a guide for answering questions that may arise during the school year. The Archdiocese of Denver Catholic Schools Administrator's Manual has been used as a guide in the preparation of the St. Clare Family Handbook. All elements of this Handbook are in compliance with the policies and guidelines of the Archdiocese of Denver (Policy #1100).

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

**MISSION STATEMENT**

At St. Clare of Assisi Catholic School (St. Clare), we live, spread, and celebrate the gospel values of respect, responsibility, and reverence in a Catholic environment. We embrace a challenging, safe and nurturing environment that enriches the heart, mind and soul for life.

**PHILOSOPHY**

Our Catholic faith is the cornerstone of St. Clare School. We believe that each person is created in the image and likeness of God for a special purpose. This realization is what builds true self-esteem and gives meaning to our lives.

Jesus is at the heart of our school and its curriculum. He teaches that we treat others as we wish to be treated, and that we are responsible for one another. His message is the reason for everything we do. At St. Clare, we focus on the development of the whole child: intellectual, spiritual, social, moral and physical. Following the curriculum of the Archdiocese of Denver, students learn Catholic values and basic skills necessary for life. Learning opportunities include direct, differentiated, and small group instruction. Through study of the faith, active participation in liturgies and the sacramental life of the parish, students experience God's unconditional love for them. They are encouraged and provided with opportunities to serve others in order to practice their faith and extend God's love into the larger community. Students at St. Clare School are taught how to develop love of God, love of learning, love of themselves and love for others. Throughout their school career they are helped to discover their gifts and talents, and have opportunities to develop them in a variety of ways. Students learn to communicate well, think critically, take responsibility for their choices and actions, and begin to understand the importance of being well-informed and faith-filled contributing members of an ever-changing world.

**STUDENT LEARNING GOALS**

In concert with the support of the parent(s)/guardian(s), who are the first educators of their children, and with the support of the larger parish faith community, the educational focus of St. Clare of Assisi Catholic School is on the development of the whole child: intellectually, spiritually, morally, socially and physically. This is a primary concern that underlies all efforts to teach a curriculum that integrates and explains the true meaning of culture and life. Therefore, a student graduating from St. Clare is expected to be:

- a. A faithful Catholic who:
  - Has developed a moral conscience and models good behavior for others
  - Has knowledge of Church teachings, the Saints, prayers, and the Scriptures
  - Has a strong personal faith in Jesus Christ
- b. An active community member who
  - Participates willingly in community service

- Lives the core values of respect, reverence and responsibility
- c. A diligent learner who
  - Becomes a life-long learner who solves problems independently, communicates effectively and thinks critically
  - Has developed study and organizational skills that allow him/her to set goals and work towards accomplishing them
- d. A globally aware citizen who
  - Appreciates and respects cultural and religious diversity
  - Has developed a sense of responsibility and is aware of how personal actions impact the environment, community and society at large
  - Recognizes and understands key current events and past and present world issues.

**STATEMENTS OF NON-DISCRIMINATION (Archdiocesan Policy #6020)**

**Assurance Statement of compliance with the purposes of Title IX Education Act**

The Catholic schools of the Archdiocese, under the jurisdiction of the Archbishop, and at the direction of the Superintendent, attest that none of the Catholic schools discriminates on the basis of sex in its admission policies, its treatment of students or its employment practices.

**Notice of Student Non-Discrimination Policy**

The Catholic schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila, S.T.L. and at the direction of the Superintendent, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit handicapped students in accord with the policy on Admissions in the Archdiocese of Denver Catholic Schools Administrator’s Manual. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, or athletic or other school-administered programs.

**STATEMENT OF ACCREDITATION AND LICENSING**

St. Clare is accredited by the North Central Accrediting Association and is a member in good standing with the National Catholic Education Association. Full-time teachers have a valid state teaching license or are in the process of obtaining Colorado teacher certification.

**LIABILITY INSURANCE INFORMATION**

St. Clare, under the direction of the Archbishop, has general liability insurance coverage through Commercial General Liability Coverage. This coverage includes clergy, employees and volunteers. Injuries resulting from student accidents are not covered under the medical payments feature. It is assumed that parent(s)/guardian(s) are providing accident and health insurance.

**USE OF NAME**

Faculty members, staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia **ONLY** with the written approval of the principal and pastor.

**BUILDING INSPECTION REPORTS**

Building inspection reports are on file in the office and may be viewed upon request.

**USE OF FACILITIES BY OUTSIDE AGENCIES**

Outside agencies wishing to use St. Clare facilities must gain permission, adhere to Archdiocesan policies, and have a Certificate of Insurance on file with the office.

**ST. CLARE OF ASSISI PARISH ADMINISTRATION, FACULTY AND SUPPORT STAFF**

**ADMINISTRATION**

**Reverend Jose Maria Quera, Pastor  
Sister Mary Elisha Glady, RSM, Principal**

**FACULTY**

<b>Art (K-4)</b>	<b>Dr. Janet Newman</b>
<b>Art (5-8)</b>	<b>Scott Hilty</b>
<b>Band (5-8)</b>	<b>Sr. Mary Andrea Lesko, R.S.M</b>
<b>Music (K-4, choir)</b>	<b>Doré Marott</b>
<b>PE (K-2)</b>	<b>Sr. Mary Rosanna Leinberger, R.S.M.</b>
<b>PE (3-5)</b>	<b>Amanda Painter</b>
<b>PE (6-8)</b>	<b>Mike Martinez</b>
<b>Reading Specialist</b>	<b>Debbie Vernell</b>
<b>Religion (K-5)</b>	<b>Mary Ball</b>
<b>Religion (6-8)</b>	<b>Sister Mary Andrea, R.S.M.</b>
<b>Math (6-8)</b>	<b>Jenica Swanson</b>
<b>Science (6-8)</b>	<b>Jenica Swanson</b>
<b>Social Studies (6)</b>	<b>Sr. Mary Hanah Doak, R.S.M.</b>
<b>Social Studies (7-8)</b>	<b>Scott Hilty</b>
<b>Spanish (2-3)</b>	<b>Sr. Mary Rosanna Leinberger, R.S.M.</b>
<b>Spanish (4-8)</b>	<b>Mike Martinez</b>
<b>Kindergarten</b>	<b>Roxie Carreon</b>
<b>1<sup>st</sup> Grade</b>	<b>Katie Voight</b>
<b>2<sup>nd</sup> Grade</b>	<b>Sister Mary Rosanna Leinberger, R.S.M.; Mary Ball 2<sup>nd</sup> grade math</b>
<b>3<sup>rd</sup> Grade</b>	<b>Jennifer Chesery</b>
<b>4<sup>th</sup> grade</b>	<b>Linda Feucht</b>
<b>5<sup>th</sup> Grade</b>	<b>Sr. Mary Hanah Doak, R.S.M., Dr. Janet Newman</b>
<b>6<sup>th</sup> Grade Homeroom</b>	<b>Jenica Swanson</b>
<b>7<sup>th</sup> Grade Homeroom</b>	<b>Stephen Lajoie</b>
<b>8<sup>th</sup> Grade Homeroom</b>	<b>Sr. Mary Andrea Lesko, R.S.M.</b>

**SUPPORT STAFF**

**Administrative Assistant to Principal – Gina Demarest  
Director of Development – Ann Gallo  
Finance Director – Marilyn Brock  
IT – Jean-Claude Moritz  
Athletic Director – Randy Schouten**

## SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Council is a ministry of the parish school. Its role is to promote participation in the ministry of Catholic education. The SAC consists of no more than nine members. These members are parents and one or two parishioners. The pastor and the principal are ex-officio members. There is a three-year term limit for SAC members. The SAC is responsible for assisting in areas such as strategic planning, policy formation, finances, selection of principal, public relations, marketing, building and grounds, and development. In addition, the SAC is to provide parent(s)/guardian(s) with a voice in their child(ren)'s education. These duties of the SAC enable the principal to spend adequate time as an educational leader,

The SAC meets regularly. The Chair prepares the agenda in conjunction with the principal and sends it out before the meeting. Parents wishing to have an item put on the agenda should contact the principal.

The School Advisory Council does not function as a grievance board, so members should not be contacted regarding your grievances. Discussions and hearsay with persons who cannot resolve the issue are destructive to the Catholic school community, and are in direct conflict with the values being taught and modeled for the students.

Final decisions for all school policies rest with the pastor. Implementation of school policies are the duty of the principal.

## ADMISSION POLICIES AND PROCEDURES

### **(Archdiocesan Policy #2000)**

All Catholic preschools, elementary schools and Archdiocesan high schools are open to students who sincerely seek a Catholic education and meet the requirements listed below. Because every Catholic child has a right to religious instruction and formation in the Catholic faith, preference is given to Catholic students.

#### **1) Admission Policies**

- a) No person shall be admitted as a student in any Catholic school unless that person and his/her parent(s) subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and Archdiocese.
- b) No student shall be admitted to any Catholic school unless she/he is deemed to have reasonable hope of successfully completing that school's program. In doubtful cases, students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.
- c) Students shall not be denied admission to an Archdiocesan school because of a disability; or unless the school cannot provide sufficient care or make reasonable accommodation for the disabled child.
- d) A birth certificate, as proof of age, must be presented to the school prior to admission. A baptismal certificate shall be required of all baptized Catholic students. The information on birth and baptism shall be entered on the permanent office record in the proper place, but only when verified by the official document.
- e) A child entering kindergarten must be five years old on or before October 1. No exception is to be made to this regulation. A student entering the first grade must be six years old on or before October 1. Exceptions to the first grade age limit may be made at the discretion of the principal when students are transferring from another school and have successfully completed a kindergarten program.
- f) Each Catholic school retains the right to set local admissions standards, policies and procedures in addition to those specified by the Archdiocese.

St. Clare requires that students entering kindergarten or first grade pass the student readiness assessment for the respective academic programs. Legal verification of age must be provided to the school prior to admission. There are no exceptions to these criteria.

- Prior to admission of a transferring student, the principal and the teacher will assess the school records and the recommendation from the previous school.
- All new students are on probation for the first quarter of the school year. They will be re-assessed at that time.

- The presence of non-Catholic students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the Catholic formation as an integral component of the educational program of St. Clare of Assisi Catholic School. Non-Catholic students are required to participate in the religion class daily and in all liturgies, daily prayers, prayer services, etc. throughout the school year. Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church positions on scripture, moral teaching and practices.

## **2) Admission Procedures**

### **Application Fee and Student Records**

All parent(s)/guardian(s) must provide a non-refundable \$50 application fee, copies of the student's birth certificate, sacramental records, academic records and immunization records. Should we conclude after nine weeks that we could not meet the child's educational needs, or that his/her needs would not be best served in our school, we would deny his/her placement and request that the child be withdrawn.

Re-Enrollment will be the 3rd week in February and new enrollment will be the 1st week in March.

### **Certificate of Immunization**

Colorado State Law requires that any student attending a Colorado elementary school must be immunized against polio, tetanus, diphtheria, pertussis, measles, rubella, mumps and chickenpox hepatitis B. All students must have a current certificate, or a state waiver, on file by the first day of school each year.

### **Admission Priority**

1. Registered a minimum of six months as a contributing member of St. Clare of Assisi, St. Mary or St. Patrick parish
2. Non-registered Catholic Family
3. Christian Family
4. Non-Christian Family

## **TUITION AND FINANCIAL OBLIGATIONS**

### **1) Tuition Cost**

Tuition for registered parishioners of St. Clare, St. Mary and St. Patrick is \$4,500 per student/year. For out-of-parish students, the tuition is \$6,800 per student/year. A non-refundable deposit fee of \$500 is due once all paperwork is completed and submitted to the office.

### **2) Payment through FACTS**

If you choose to pay your tuition in full, it must be paid on or before **June 1st**. If you choose to use FACTS, your paperwork must be in by June 1. The monthly payments through FACTS begin in July and are spread over a ten-month period. You may pay a portion of your tuition to St. Clare and put the remaining balance on FACTS.

All textbook/technology and supply fees are included in the tuition rate. There will be additional fees charged on a case-by-case basis for activities and events such as athletics and field trips, to name a few. These notices will be given in a timely fashion.

### **3) Parish Affiliation/Stewardship**

The time, talents and treasures of the parishioners of St. Clare, St. Mary, and St. Patrick support St. Clare School. Therefore, **registered** parishioners of these parishes are allowed a parish tuition rate. A **registered** parishioner is one who **supports their parish consistently** by sharing the gifts of time, talent, and treasure that God has given them.

To qualify for the parish tuition rate, the family must have been registered in the parish for at least six months, must verifiably contribute on a regular basis to the financial support of the parish, must attend Mass regularly and be involved in the activities, organizations, and/or programs at the parish. All families requesting parishioner status must have their *Parish Affiliation Form* signed by the pastor. This signed *Parish Affiliation Form* will allow a family to receive the parish tuition rate.

#### **4) Tuition Assistance**

Due to the generosity of many parishioners, financial aid is available. Families applying for financial assistance must request the form from the office or go online to [www.factsmtg.com](http://www.factsmtg.com) and fill out the proper paperwork by the deadline indicated for that school year. New families may request an application form once their child has gone through the process.

#### **5) Financial Reimbursement**

Tuition will be reimbursed, or pro-rated, when a family withdraws due to circumstances beyond their control, such as job relocation. Tuition will not be refunded for a student that has withdrawn, or been asked to leave the school because of discipline issues. Families who withdraw their child(ren) to go to another school in the valley, through their own personal choice, will have refunded any tuition that was paid beyond the \$500 non-refundable desposit. There is a \$25 fee for checks returned for insufficient funds.

### **VOLUNTEERISM**

#### **1) Required Hours of Volunteer Service**

Families must contribute at least 20 hours of volunteer service to the school/parish throughout the course of the school year. Families receiving tuition assistance must contribute an additional 20 hours of volunteer service per year, resulting in a total of 40 hours of volunteer service given by families on tuition assistance. There are many opportunities for such service. Materials for sign up are provided through the school. The procedure for keeping track of your volunteer service hours is handled through School Speak.

#### **2) Volunteer Opportunities**

The PIE Committee (Partners in Education) helps coordinate volunteers. Each year there will be a parent representative for each classroom. It will be that parent's responsibility to coordinate and help with field trips, class parties, and teacher appreciation luncheons, family get-togethers promoting the school/community relationship, art and music education, property beautification and other school related events. The student fee for PIE events is part of tuition..

#### **3) Praesidium/Called to Protect**

Anyone wishing to volunteer in the school must first take our Safe Environment training course, *Praesidium/Called to Protect*<sup>TM</sup>. Courses are offered in the beginning of the school year and throughout the year. Course certification is good for 5 years, at which time there is an online update that must be taken.

#### **4) Fundraising Projects**

There are two major St. Clare fundraisers during the course of the academic each year: Wine Tasting, which is held in the fall, and the Are You Smarter than a Middle Schooler?, which is held in the late winter. Both of these events provide many opportunities for volunteer help. The success of these fundraising events is very dependent upon the generosity of volunteer workers.

Miscellaneous fundraising includes, but is not limited to: collecting "Box Tops for Education," Scholastic Book Fair and raffle ticket sales.

All funds collected by the various activity groups of the school will be deposited in an authorized school/parish account. These funds are administered by the principal and pastor. Unless previously designated and approved by the pastor/principal, all funds raised on behalf of the school, or its activities, are ultimately used at the discretion of the principal and pastor. The pastor must have his signature on any account.

No organization may promote a fundraising project in the school's name without the prior approval of the school principal/pastor.

### **HOURS OF OPERATION**

St. Clare is open from 7:45 am—3:45 pm Monday through Friday. Supervision of students begins at 7:45 am. The school day begins at 8:05 a.m. with school-wide prayer and announcements. Students are considered tardy if they arrive after 8:05 am. Students must then report to the office for a tardy slip. The school day ends at 3:00 pm. If a student needs to be dismissed from school early, parent(s)/guardian(s) must report to the office to sign their child out. Students are in school 176 days.

## **SUPERVISION OF STUDENT (Archdiocesan Policy #2180)**

Students are supervised by a staff member at all times during the regularly scheduled school day, as well as all on off site school trips.

### **EARLY DISMISSAL**

Days indicated on the calendar as half days end with dismissal at 12 noon unless otherwise noted.

### **SCHOOL CLOSING DUE TO WEATHER**

It would be a very rare instance when school would close due to weather. If the school is closed, families will be notified via the phone tree and the local EC alert system.

### **AFTER-SCHOOL CARE PROGRAM**

Hours of operation are Monday to Thursday, 3:15 – 5:15 pm. The cost is \$15.00 per child/day. If you are late in picking up your child, a late fee of \$10.00 for the first fifteen minutes plus \$1.00/min for each minute after 5:30 pm will be assessed and is payable upon pick up. All students in the school building after 3:15 pm must report to their after school activity (choir, athletic practice, yearbook, etc.) or to the *After-School Care Program*. Please note: No students are to be in the hallways, outside or in the front foyer. Athletes waiting for their game to begin must be supervised by a parent/coach or report to the *After-School Care Program*. There are no free drop-ins and/or prorated partial days.

Students who are not picked up by a parent/guardian, and those who are waiting to watch athletic events, must report to After-School Care Program and will be billed the full amount for the day. Students who are not picked up on time from their after school activity will be sent to *After-School Care Program* and will be billed the full amount for the day. (Please know the correct start/end times of the activities your child will be participating in.

Money owed will be billed once a month and is due within two weeks from the date of billing. All students in the *After-School Care Program* must have the agreement form and an emergency card completed on file. Students are expected to follow directions, follow school rules and act appropriately during After-School Care Program. Students who are disruptive may be asked to not return to the *After-School Care Program*. Students must be signed out by the parent or other authorized adult. We reserve the right to refuse service to anyone. Attendance in the *After-School Care Program* will be revoked if a student continues to display misconduct or discipline issues, or if your bill is not paid within one month of the invoice billing date.

### **STUDENT DROP-OFF AND PICK-UP**

It is extremely important for the safety of the children, as well as for the good order of the school, that you follow the designated route through the parking lot. Drop off students **only** on the sidewalk side of the car. The driving route is for pick-up and drop-off only. Please, do not pick-up or drop-off students in the turn-around between St. Clare and *The Family Learning Center*. Please note that Parking is not allowed in the drop-off/pick-up line at any time. Please provide a note to the office if there is a change in your child's normal pick-up schedule, or if there is a change in whom will be picking up your child on a given day.

#### **1) Drop-Off and Pick-Up Safety Rules**

- Please do not open doors on the driver's side of the car.
- Please make sure that your children are ready to get out of the car when you drop them off.
- Please drop your children off and pick them up quickly as we have a long line and not a lot of time.
- Please do not conference with the teachers or others in the line.
- Please do not use your cell phone to text while in line.
- Please drive slowly and carefully. Safety is our most important concern!
- Please follow the drop-off and pick-up route. DO NOT drop-off or pick-up directly in front of the building because The Family Learning Center families need to get through.
- Please remind your children that the sidewalk is sometimes slippery when wet and icy... no running in these conditions!
- If you need to pick your child up in front of the building for special circumstances, we need to have a written request.
- On snowy mornings, we usually give the children an extra 5-15 minutes (more, depending on conditions) to get into the school building before we consider them tardy.



We are always thinking on new ways to keep our school safe and happy. Thank you for what you do to help make this possible!

### **BUILDING SECURITY**

Front doors will be unlocked from 8-8:20 am to allow for entry of students arriving late. The doors will be locked at all other times. The main entrance is secure through a buzzer system. Visitors must be “buzzed in” through to the main office. Students are taught that they are not to open the other doors for anyone at any time. Visitors will NOT be allowed to go to classrooms to drop off items such as lunches or homework. The Office will hold the item and/or call the student down to retrieve the item.

St. Clare has a number of new faculty and staff members. Please be understanding and patient if they are not familiar with you at first. They may ask the nature of your business, your child’s name or any other pertinent question to verify your need for entrance into the school. Thank you!

**All visitors, including parents, must sign in at the office when they enter the school for any and all purposes.**

#### **1) Emergency Information**

Emergency information for each child will be kept in the office. These sheets must be updated yearly as you may have had changes to your phone numbers, address, places of employment, etc. It is very important that the correct information be on file at all times. Students will be given an identification card after school pictures are taken in September.

#### **2) Emergency Drills**

Emergency Drills will be held randomly. Building evacuations, strangers in the building, and other emergency situations require a security plan that is on file in the principal’s office. This plan will be reviewed with the students and there will be practice drills throughout the school year. Each classroom has two clearly posted evacuation routes, class roster and evacuation plan in a file by the door.

### **STUDENT ATTENDANCE**

The school is obliged to keep an accurate record of daily attendance. This record will be placed in the pupil’s permanent record and kept on file indefinitely. Any recurring pattern of tardiness/absences require administrative intervention.

#### **1) Absence Policy**

If your child will not be attending school, **you must call the school by 8:30AM.** If no message is received at school, parent(s)/guardian(s) will be called at home or at their business to check on the whereabouts of the child. If a child is absent 17 days or more, a note stating the reason for the absence must be given to the office when the child returns to school. A written notice regarding a planned absence is to be given to the teacher and school administrative assistant before the child leaves.

- **Excused Absences** are temporary illness, family emergencies, serious illness or a death of a family member, participation in religious observances, scheduled doctor or dental appointments that cannot be made on scheduled days off, after school or on weekends.
- **Unexcused Absences** are vacation days not on the school calendar, such as: hair appointments during school hours, ski days with relatives and similar activities.

**More than 5 unexcused absences or 5 unexcused tardies will deny a student the opportunity for tuition assistance.**

**Frequent absence from school is a key factor in the decision to promote or not promote a child to the next grade. Students who have absences in excess of 20 days may be required to attend summer classes before being promoted or they may need to be retained. A conference will be held with the parent(s)/guardian(s) to determine the child’s readiness to advance the next grade.**

If your child(ren) will be staying with someone else for a period of time, the school must have the emergency information of the guardian, the dates the child(ren) will be with them, and any other information to insure the safety of the child(ren). (For example: photo ID’s, driver license numbers, phone numbers to match the information given to the front office in

your absence). Students will not be allowed to leave the school or be in contact with a person not listed on the emergency information form.

### **2) Absences and Homework**

If a student is absent, a request for schoolwork and homework must be made by the parent/guardian by **9:00 am**. Student assignments and books needed to complete the work may be picked up **after 2:30 pm**. These assignments can be picked up in the office or sent home with a sibling. Individual teachers will set reasonable limits regarding time allowed to complete missing assignments. You are requested to give the teacher(s) advance written notice of a prolonged absence. Advance assignments may be requested from teachers in advance of a personal vocation; teachers will do their best to meet this request, but it may not always be possible to get students all of their homework before the vacation. Work missed during a family's personal vacation must be made up and turned in following the vacation.

### **3) Tardy Policy**

Coming into school late is extremely disruptive, not only for the student coming in tardy, but for the entire class. Excessive tardiness will need to be addressed. Upon receiving their third tardy slip in one quarter, a letter will be sent to the student's home. Further action will need to be taken if the tardiness continues.

### **DRESS CODE**

Students are expected to be in school uniform dress code from 8 am until they are picked up after the school day. Students not in dress code will be given a pink card with the marked reason why they are not in dress code. After a student has received three pink cards, the following actions will be taken:

- Grades K-2: A conference with the parents will be held
- Grades 3-4: A 30-minute detention will be served, starting at 3:30 pm.
- Grades 5-8: A 45-minute detention will be served, starting at 3:30 pm.

A detailed description of the dress code can be found in Appendix I of this handbook.

### **LUNCH/SNACKS**

#### **1) Lunch/Milk**

Students may bring their lunch from home or participate in the hot lunch program. Milk may be purchased at school. Pre-payment for milk/lunches is required.

#### **2) Snacks**

To promote healthy eating habits at St. Clare, we will strictly enforce what snacks are brought to school. **All snacks should be healthy snacks.** Examples include but are not limited to fruit, cheese, vegetables, pretzels, raisins, dried fruit (not roll-ups), beef jerky, popcorn, whole grain breads, crackers etc. Soda pop of any kind is not permitted. **Candy is not considered a healthy snack.**

#### **3) Gum**

Gum is NOT permitted in the school at any time.

### **ACADEMIC POLICIES**

St. Clare challenges students to meet high academic goals. Students must achieve passing grades in core subjects to move on to the next grade level. If a student does not achieve passing grades in core subjects, the student must attend summer school or receive tutoring over the summer. A test will be administered at the end of the session to assure that the student has passed.

### **RELIGIOUS OBSERVANCES**

#### **(Archdiocesan Policies #4100, 4120)**

The faculty and students of Archdiocesan Schools are required to participate in daily prayer, the weekly scheduled school Mass, all scheduled liturgies and other devotions. Students will have the opportunity for Reconciliation at different times during the year. Traditional devotions provided by the school include but are not limited to Rosary, Stations of the Cross, Holy Hour with Benediction, and May Crowning.

All students enrolled in the school will take part in religious education classes. Sacramental preparation for First Reconciliation takes place in second grade during the school year. Sacramental preparation for First Eucharist takes place

in third grade during the school year. This year, as the Archdiocese transitions to the restored order of the sacraments, sacramental preparation for Confirmation will take place in 3<sup>rd</sup> through 6<sup>th</sup> grade.

The religion program of St. Clare of Assisi School follows the Archdiocesan Religion Curriculum and uses textbooks from their approved list. St. Clare School believes that spiritual formation of our students is of the greatest importance. In addition to the information above, we believe retreats in preparation for the sacraments are basic to spiritual formation and development.

### **SPECIAL NEEDS**

There are many different ability and experience levels within each classroom. St. Clare has a reading specialist to help meet the needs of students who have different learning styles. St. Clare students are also permitted to go through the Eagle County School District process to check reading, hearing, vision, and any other possible learning disabilities. This process begins with the teacher, of the student in question, filling out an RTI (Response to Intervention) form. Once the form has been completed by the student's teachers, a meeting is set up with the child's parent(s)/guardian(s) and the support personnel at the local public school. At the meeting, the support personnel make suggestions for the teachers and the parent(s)/guardian(s). These suggestions are taken back and implemented. If the teachers and parent(s)/guardian(s) feel that the advised instructions are not working well enough, testing by the public school system is scheduled. Once the testing has been done, another meeting is scheduled with the parent(s)/guardian(s) and teachers to go over the results and further recommendations are made. If intervention programs are deemed necessary, the public school will provide the programs and will work with the parent(s)/guardian(s) and St. Clare to set up a schedule that is convenient for all parties. If it is decided that a student needs more than minimal support, the child will need to transfer to another school

### **CURRICULUM INSTRUCTION PROGRAMS** **(Archdiocesan Policy #4000)**

The Office of Catholic Schools provides courses of study and curriculum guidelines for mandatory use in all Archdiocesan Schools. A set of standards has been developed for each curriculum area. Student assessment is coordinated with these standards. Student progress in meeting the standards of education is assessed continuously with a variety of tools and is documented. Because each child learns in different ways and at different rates, it is our practice to teach in ways that enhance each student's learning by using a variety of teaching methods and assessments. Student report cards are issued at the end of each quarter. Students and parents of students in grades K-8 may view grades on School Speak.

### **CURRICULUM MAPS**

Each teacher submits a curriculum map indicating what is covered for each subject for each quarter of the school year. This map contains basic topics and will not be detailed. Copies of these curriculum maps are given to parent(s)/guardian(s) on Back-to-School Night.

Teachers use resources and basic texts approved by the Archdiocese Office of Catholic Schools for their teaching. In addition, they use the educational programs available throughout the Internet and their own creativity to further develop and enhance these materials.

### **CARE OF BOOKS AND MATERIALS**

Books and materials are to be carried to and from school in waterproof bags. Books need to be covered, either in cloth or paper. Damage fines will be assessed if materials are defaced in any way. If books are not returned in good condition at the end of the year, the replacement cost for the book will be charged to the student/family. This charge includes books that are lost or missing at the end of the year.

### **LIBRARY SERVICES**

Though St. Clare does not have a central library, each classroom is well equipped with their personal, grade specific library. Each year, St. Clare has a Book Fair which provides the means for keeping the classroom library current. All students are encouraged to obtain a library card from their local library and to visit the library often.

### **MEDIA POLICY**

Written permission must be obtained from parent(s)/guardian(s) before a student's name, picture or any other form of media is used for any publication. This permission is obtained yearly.

## SCHOOL DIRECTORY

Names and addresses of students, faculty and staff will not be made available to anyone outside the school. Written permission for publication of this information must be given by parent(s)/guardian(s), and all other individuals.

## EDUCATIONAL FIELD TRIPS

Field trips enhance learning. Only official school permission forms will be accepted as parental agreement to the field trip. Going on a field trip is a privilege, not a right. Students may be denied participation in a field trip, or other school event, for disciplinary and/or academic reasons. Dress/Mass uniforms (including green sweater) must be worn on a field trip unless specified otherwise. Parent volunteer drivers must have a copy of their driver's license and current insurance card on file with the office. Please fill in the necessary form. Volunteers must also be Praesidium/Safe Environment trained and have had a Background Check completed through the school office.

## OFF-CAMPUS MISCONDUCT (Archdiocesan Policy #2190)

Since Catholic schools are partners with parent(s)/guardian(s) in their children's formation and in providing for their safety, the school administration may notify parent(s)/guardian(s) when they become aware of concerns about a student's behavior, even when off-campus. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done.

Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus, including conduct that adversely affects the education process or the mission of the school community. Examples of such off-campus behavior include, but are not limited to, the following: electronic/internet or cellphone threats or harassment, threats of violence, alcohol use, fighting, hazing, drug possession or sales, reckless driving or sexual assaults.

Interventions may include, but are not limited to: required private assessment and counseling, detention, suspension, or expulsion, removal from participation in school activities, class trips, student government positions and other leadership positions, and graduation ceremonies.

## HOMEWORK

Homework is most effective when it is designed for practice or review of specific objectives and assigned when appropriate. Homework may be individually assigned or may be a class assignment. Homework will not be assigned as "busy work" but will have a purpose. If daily work is not completed when assigned, it will be expected that the child complete it that evening, in addition to any assigned homework. The anticipated time of homework is 10 minutes multiplied by the student's grade level per night. If a student fails to complete assignments on a regular basis, the teacher will contact parent(s)/guardian(s) to remedy the situation.

## COMPUTER SKILLS AND APPLICATIONS

St. Clare provides students in grades 3-8 with the use of computers which they learn to use as they are integrated into classroom learning objectives.

## TESTING PROGRAMS

St. Clare participates in Archdiocesan testing programs. The **Iowa Test of Basic Skills** is taken in **Grades 2<sup>nd</sup>-8<sup>th</sup>** to measure students' knowledge. **Grades 3, 5 and 7** also have **Cogats** which measure student abilities in various academic areas. In addition to the **IOWA Test**, students in Grades 5 and 7 also take the **ACRE TEST**. This is an assessment tool that helps teachers, parent(s)/guardian(s), and students in Grades 5 and 7 identify those areas of their Faith knowledge which are strong and those areas that require more instruction. All students are required to be present when these tests are administered. If sickness or some tragedy occurs, arrangements will be made for the student to make up the tests missed.

**Achievement Testing:** The Archdiocesan average test scores will be made available to the public each year by the OCS. The OCS will not make available individual school, or classroom, results to anyone except other appropriate officials of the Archdiocese. The OCS will use an individual school's test scores *only* for the purpose of improving instruction within that school. Individual student's test scores will be made available to their parent(s)/guardian(s) and teachers. School principals may make their school test scores available appropriately for marketing purposes.

ESL and special needs students will be tested; however, accommodations may be made to assist them in taking the test in their own language. All students will participate in the assessment program and all students will be included in the class

and school averages. Accommodations for test taking for students with active IEP's may be made at the discretion of the local school principal.

### **VISION AND HEARING TESTING**

St. Clare does not offer vision and hearing tests. Students may have these tests done through the Eagle County public school system, if requested by the student's parent(s)/guardian(s) or teacher.

### **CONTROVERSIAL ISSUES** **(Archdiocesan Policy #4300)**

A controversial issue is defined as a current problem or subject which has publicly evoked opposing viewpoints on the part of any mass medium, communication or of any organized group, or as any subject that arises in the classroom on which strong emotional bias is expressed by members of the classroom group. Catholic school administrators and teachers have the obligation of teaching and advocating Church doctrine, which is contained in the *Catechism of the Catholic Church*, or in other authentic teaching documents of the Catholic Church, when this doctrine is relevant to any controversial issue being considered.

**Principal Responsibility:** The presentation of controversial issues in the classroom shall take place solely at the discretion of the principal and only after the principal has approved all materials and information to be used in the presentation. The principal shall also supervise the manner in which controversial issues are presented and discussed in the classroom. The principal shall exercise professional judgment in granting permission for outside speakers to address any class or the entire student body. If the issue or topic is religious or doctrinal in nature, speakers must be approved by the pastor for parish schools, or the Superintendent for high schools, and the Archdiocesan approval process. No speaker may at any time contradict the teaching of the Church as presented in the *Catechism of the Catholic Church* or in other authentic teaching documents of the Catholic Church. In the absence of the principal, the assistant principal, or the principal designee, shall exercise the discretionary responsibilities of the principal in this regard.

### **Political Issues (Archdiocesan Policy #4310)**

The teaching of political matters should evoke faithful citizenship, an obligation to study the issues and political involvement. However, advocating a specific political stance, party affiliation and/or political agenda is not to be exercised by faculty, parent(s)/guardians and students in the building, in the name of the school or during school-sponsored activities. The posting of political materials in Archdiocesan schools is strictly prohibited.

### **SCHOOL SELF-DISCIPLINE SKILLS PROGRAM**

The development of mature, responsible, and respectful individuals is a high priority at St. Clare School. We believe that learning the skills of self-discipline is essential for living an integrated, virtuous life. These skills and are taught right along with all other subjects. Second Step will be integrated for students to learn social skills and self-discipline.

## GRADING POLICIES

Grades K - 1 do not receive letter grades. Grades 2-8 follow the Archdiocesan grading system for all Catholic schools.

### Grading System Scale

#### K-1st Grade Grading Scale:

C=Consistently

S=Sometimes

R=Rarely

#### 2nd-8th Grade Grading Scale:

A = 93-100

B+ = 87-89

C+ = 77-79

D = 63-66

A- = 90-92

B = 83-86

C = 73-76

D- = 60-62

B- = 80-82

C- = 70-72

F = 59 and below

### Explanation of Letter Grades

- “A”: Means that the student produces outstanding work, based on a consistently high level of knowledge, skills and understanding of the subject content.
- “B”: Means that the student produces work that demonstrates thorough mastery of the knowledge, skills and understanding of the subject content.
- “C”: Means that the student produces work that demonstrates satisfactory knowledge, skills and understanding of the subject content.
- “D”: Means that the student produces work that demonstrates limited knowledge, skills and understanding of the subject content.
- “F”: Means that the student demonstrates unsatisfactory knowledge, skill and understanding of the subject content.

**Honor Roll (6th—8th Grade) – Grade average includes all academic subjects as well as PE, Art and Music.**

**Principal’s List—95% and above with no grade of C or below in the final average.**

**Honor Roll—90% - 94.4% with no grade of C or below in the final average.**

### RESPECT, REVERENCE AND RESPONSIBILITY

Students at St. Clare of Assisi are taught to be respectful, reverent and responsible. Students should model these qualities and become leaders in them.

**1) Respect** includes such things as how one treats oneself, other students, and teachers, visitors to the school, books, materials and school property. It also includes avoiding verbal insults and how one settles conflicts with others when these arise.

**2) Reverence** includes: being attentive at Mass and during times of Morning Prayer, listening to one’s teacher, doing willingly what one is asked to do and without negative remarks, and working cooperatively with others.

**3) Responsibility** includes: completing school work and homework neatly and on time, accomplishing tasks independently, keeping desks and lockers clean, cleaning up after lunch in the lunchroom and in the classroom before dismissal, following the rules of the school. Responsibility also includes being aware of the needs of others both, within the school and in the larger community, and demonstrating leadership by reaching out and being of service in helping to meet those in need.

### CHANNELS OF COMMUNICATION

The level and quality of communication between the school and families of children attending the school have a significant impact on the overall effectiveness of the home and school partnership. All teachers have voice mail on the phone system and email addresses are on the website for your convenience. Please refrain from contacting teachers at their home, unless an emergency arises.

### **1) Reports Sent Home**

Teachers will issue quarterly reports to all students. These reports are reviewed by the principal before they are sent home. Teachers in Grades 2-8 shall post grades on School Speak. All teachers keep samples of student work for review with parents if grading questions arise.

Parents may communicate with parents either via phone or email. Do not put anything in an email that you would not put in traditional print. St. Clare owns the information on the email system and has the right to review it. All communication is subject to review.

### **2) Parent-Teacher Conferences**

Parent-Teacher-Student conferences will be held once a semester (typically once in first quarter and once in third quarter), or at any time deemed necessary by the teacher or parent. Designated conference days are considered contact days as students are required to attend all or part of the conference. Unless specifically prohibited by court order, the non-custodial parent has the right to the same information and opportunities for conferences provided for the custodial parent.

### **3) Parental Visits to Classrooms**

Parents should not anticipate visiting classrooms during the day so as not to interrupt the important work of learning. In exceptional circumstances, parents may visit classrooms with permission of the teacher and by signing in the office before proceeding to the classroom. The visit should in no way interfere with the classroom activities. If you wish to talk to a teacher, make an appointment for a time other than a classroom visit. Please do not try to meet with a teacher before or after school without an appointment as teachers are assigned to supervisory duties at those times. You may call or send a request to the school office. The teacher will be given the request and will be back in touch with you to arrange a meeting time. Please notify the principal if there is difficulty in making an appointment. As we want to maintain an atmosphere of learning in the classrooms, only messages of extreme importance will be delivered to the classrooms. Parents/Guardians will not be allowed to deliver items to the classroom during the school day, please leave these items in the office. Similarly, to continue to develop a sense of independence in the children, parents should not expect to eat lunch with their children.

### **4) Communication Chain of Command**

In the event that an issue arises, the following chain of command should be followed:

- Parents who have concerns of classroom/student issues are asked first to address those issues promptly and directly with the teacher involved.
- If the issue is not resolved satisfactorily, please contact the principal.
- If the issue is still not satisfactorily resolved, please contact the pastor.
- If the issue still has not been resolved, then contact the Office of Catholic Schools.

### **STUDENT WITHDRAWAL** **(Archdiocesan Policy 2630)**

After the school has made attempts to meet a student's individual needs and the student is clearly unable to profit from the school by reason of academic, behavioral, emotional difficulties, the student may be required to withdraw from the school.

### **Student Withdrawal on Grounds of Parental Behavior (Archdiocesan Policy #2660)**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students. These parents may be requested to remove their student from school for any of the following reasons:

- 1) Refusal to cooperate with school personnel;
- 2) Refusal to adhere to Archdiocesan or local policies and regulations;
- 3) Interference in matters of school administration or discipline.

### **PROMOTION, RETENTION, CONTINUATION**

#### **1) Promotion**

Promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance. The student's attendance record, however, is a vitally important factor in the decision to promote or not promote to the next grade.

## **2) Retention**

All decisions regarding retention are the responsibility of the principal in consultation with the parent(s)/guardian(s) and the child's teachers. In cases of slow progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all the factors related to the student's development (emotional, physical, social, intellectual and academic) collected from a wide range of sources throughout the year. Excessive absences and/or tardies may be cause for retention or withdrawal from the school as defined in the local school handbook.

## **3) Minimum Procedures for Retention**

- a. There is consultation between teachers and principal;
- b. A conference is held with the parents no later than the end of the first semester to advise them of the possibility of retention and to discuss possible remedial actions;
- c. Follow-up conferences with the parents are held to evaluate the progress of the student;
- d. Evaluations and reports to parents must indicate lack of student progress;
- e. Ordinarily, a decision will be made by the end of the third quarter regarding retention.

No student shall be retained more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school (grades K-5) and once in middle school (grades 6-8).

Local school policy defines the extent to which the school is able to serve students with special needs.

## **ACADEMIC SUPPORT**

Teachers may tutor students during the academic year, as well as during the summer months. However, they may not accept payment for tutoring a student from his/her classroom during the academic year.

## **CONTINUATION**

For our eighth grade students the academic year concludes with a continuation ceremony to celebrate their accomplishments from the previous 9 years. A Eucharistic liturgy is central to the ceremony. A simple dignified exercise which recognizes the unique value of the Catholic education, follows the liturgy. Due the reverence of the event, appropriate dress is necessary. There shall be no bare shoulders or low cut necklines, and dresses/skirts must be of an appropriate length. Spaghetti straps or strapless dresses and halter-tops are not permitted. Pants must be above the hip bones and ties should be worn.

## **STUDENTS' RECORDS, RIGHTS AND PRIVACY**

The confidentiality of student records and privacy rights of students and parents will be maintained in compliance with the Family Education Rights and Privacy Act of January 1975. The following records are maintained in the student record files and may be reviewed by the parent(s)/guardians) upon request:

- 1.) Scholastic Achievement
- 2.) Medical Information
- 3.) Standardized Test Data
- 4.) Attendance Records
- 5.) Court documents of custody, visitation and access

Upon written request, the school will release official transcripts to another school in which the student intends to enroll, or in compliance with a court order, to release information concerning a student. If the parent has not initiated the request, a reasonable attempt will be made to notify the parent of the request. In the case of parental separation or divorce, the non-custodial parent shall have the same access rights to student records as the custodial parent unless restricted by court order. The court order (see "Legal Issues") must be on file with the school.

## **EXTRA-CURRICULAR SPORTS/ACTIVITIES**

St. Clare's offers the following sports programs:

- Fall - Boys Football/Girls Volleyball
- Winter - Boys Basketball/Girls Basketball
- Spring - Girls and Boys Track

Participating in sports is a privilege, and students are expected to maintain their grades to be able to participate. Students whose grades fall below a 75% C in any subject will not be allowed to participate in sports until they are receiving at least a 75% C in all subjects.



## 1) Physical Exams for Extra-Curricular Sports

All students must have a full physical exam for all extra-curricular sports and a copy must be on file in the office.

## 2) PLAY LIKE A CHAMPION TODAY™ Sports Ministry

The Archdiocese of Denver Catholic Schools Athletic League has adopted the **Play Like a Champion Today (PLACT)**™ Sports as a Ministry program from the University of Notre Dame. The Sports as a Ministry initiative of the **Play Like a Champion Today** Educational Series is a research-based, child-centered curriculum designed to:

- Help us recognize the spiritual nature of sports;
- Train youth sport coaches to be effective ministers; and
- Promote the moral and character development of our youth.

All coaches and assistant coaches will attend a “Coaches’ Workshop” and be certified to coach in the Archdiocese of Denver Catholic Schools Athletic League. Coaches and assistant coaches will receive a PLACT workshop certificate and a badge indicating our solidarity and commitment to PLACT.

All parents of students participating in a sports program at St. Clare will attend a “Parents Workshop” and receive a PLACT workshop certificate indicating our solidarity and commitment to PLACT.

For the 2015-2016 athletic year, parents of student athletes must attend a Parent Workshop for their child to participate in a sport. Only one parent per family is required to attend one workshop. No grace period can be provided.

## CONCUSSION GUIDELINES (Archdiocesan Policy #2190)

Catholic schools are dedicated to a caring and orderly environment where students are provided safety in a community of faith. Sports and physical activity are a great way for children and teens to stay healthy and grow in virtue. Medical researchers have discovered that young athletes, especially children and teens, don’t often recognize their own limitations, especially when they have a concussion.

This policy, based on the Colorado Jake Snakenberg Youth Concussion Act, applies to organized athletic activities for each public and private middle school and high school. It requires each coach of a youth athletic activity, that involves interscholastic play, to complete an annual concussion recognition education course.

*The principal or school business manager must ensure that all coaches complete the online concussion training course approved by the Office of Catholic Schools prior to assuming any coaching duties. The Office of Catholic Schools will provide the principal with the name and link of the approved training course.*

The Office of Catholic Schools recommends that all teachers and supervisors complete this course also.

*A concussion is a type of traumatic brain injury--or TBI--caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. It is a disruption of how the brain works; it is not a bruise to the brain.*

*While most with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. Not giving the brain enough recovery time can be dangerous.*

Concussion signs or symptoms include change in the person’s behavior, thinking, or physical functioning. (Archdiocese Appendix ZZ)

*The following steps provided by the Centers for Disease Control and Prevention are **REQUIRED** to be taken by the coach or supervisor whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:*

1. *Remove the athlete from play immediately.*
2. *Inform the athlete's parents or guardians about the possible concussion. Give them the CDC fact sheet on concussion for parents. (Archdiocese Appendix AAA)*
3. *Ensure that the athlete is evaluated by a health care professional. \*\**
4. *Keep the athlete out of play and practice the day of the injury and until a health care professional, experienced in evaluating for concussion, states, in writing, that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.*

After a concussed athlete has been evaluated and received clearance to return to play, school officials may allow a registered athletic trainer/coach/athletic director with specific knowledge of the athlete's condition to manage the athlete's GRADUATED RETURN to play. (Archdiocese Appendix BBB)

\*\*"Health Care Provider" means a doctor of medicine, doctor of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed doctor of psychology with training in neuropsychology or concussion evaluation and management.

FOR ATHLETIC PARTICIPANTS: PARENT(S)/GUARDIAN(S) ARE REQUIRED TO SIGN THAT THEY HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THE CONCUSSION POLICY BEFORE THE CHILD CAN PRACTICE OR PLAY. (See the office for form to sign.)

### SPORTS' SCHEDULES

Sports schedules will be sent home under separate cover as they become available.

### ARCHDIOCESAN SCHOOL CO-CURRICULAR PROGRAMS (Archdiocesan Policy 4180)

It will be the responsibility of the OCS to direct Archdiocesan wide co-curricular organizations and activities. The OCS shall establish policies and procedures for ensuring the following:

- a. Ensuring appropriateness of the activity;
- b. Conducting activities corresponding to Catholic school mission, philosophy and policy;
- c. Coordinating scheduling;
- d. Establishing financial accountability;
- e. Providing adequate supervision of students;
- f. Checking for proper qualifications of those administering, sponsoring, teaching or coaching.

The OCS shall approve the by-laws of the co-curricular organizations.

It shall be the Archdiocesan school principal's responsibility to supervise a balanced program of student co-curricular offerings in an Archdiocesan school. Such programs must not interfere with the school's academic program, but should provide intellectual, spiritual, artistic and physical enrichment for students and advance the mission of the school.

#### **The principal shall:**

- a. Be knowledgeable of the by-laws and operating procedures of all co-curricular organizations in which the school participates and ensure that the school abides by the by-laws and operating procedures of all co-curricular organizations in which the school participates;
- b. Act as chief administrator of the school's co-curricular programs;
- c. Supervise the conduct of all co-curricular moderators, sponsors, coaches, participants and spectators;
- d. Ensure that adequate instruction, supervision and maintenance of facilities are provided for student safety during such activities;
- e. Ensure that the appropriate applications and background checks have been secured on any moderators, sponsors and coaches.

### SCHOOL SOCIAL ACTIVITIES

Simple classroom/school parties will be held on specific holidays throughout the school year (such as K-5 Halloween and Valentine parties or all school Christmas parties). Age appropriate activities will be coordinated with the teachers through the PIE Rep. All parties will be held on the school campus. Only healthy snacks, muffins, cheeses, crackers etc. will be allowed.

To celebrate a birthday, children may bring treats to share with their classmates. Invitations to parties held when school is not in session may be distributed in school only if all classmates, or all boys or all girls, are invited. Birthday “surprises”, such as balloons and flower arrangements, etc. should not be delivered to students during school hours. All school-sponsored social activities will be appropriately supervised by faculty and parent(s)/guardian(s), and must be first approved by the pastor and/or principal.

### **SELF-DISCIPLINE/INCIDENT REPORTS**

#### **1. Inappropriate Student-to-Student Interaction (Archdiocesan Policy #2610)**

Each Archdiocesan school shall develop and disseminate a policy in the context of the school mission, and Catholic identity, which addresses the following inappropriate student-to-student interactions.

**2. Harassment.** Harassment is defined as any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.

**3. Bullying.** Bullying is defined as a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying includes these three elements: imbalance of power; intent to harm. threat of further aggression.

**4. Teasing.** Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is understandable that, in the school setting, students often engage in teasing, insults, banter, shoving, pushing that is upsetting to students and teasing behaviors. While needing to be addressed by school officials, these behaviors **do not** constitute bullying or harassment and the interventions and consequences are of another level.

\*\*If a student is involved in one of the above interactions, a conference will be held with the parent(s)/guardian(s) to determine further action. If the behavior continues, the student may be asked to attend counseling, to serve detention, or, depending on the severity, can be suspended or expelled from school. The principal, with the pastor, reserves the right to treat each case on an individual basis.

#### **Local Statement**

St. Clare believes that we are all made in God’s image and should be treated as such. If we truly see Christ in one another, then offensive or inappropriate behavior towards one another during the school day, including in the classrooms, halls, bathrooms, cafeteria/gym, or playground, is intolerable. Based on our faith and what Christ calls us to do, the harassment policy is intended to protect against any intentional verbal, physical, or visual interactions that are intimidating, hostile, offensive, or malicious in nature. St. Clare of Assisi School has developed a discipline policy in the context of the school mission, and Catholic identity, which addresses the above student-to-student interactions.

#### **Middle School Discipline Policy**

Students in grades sixth through eighth will receive a referral in the event of a behavior conduct violation. Appendix II outlines offenses and consequences for different offenses. When a student receives a referral, it will be logged in School Speak and an email will automatically go home to the parent. The parent should electronically sign and return the form. As part of the referral process, students receiving a referral will fill out a Choice Reflection Form; a copy of this form will be sent home to the parents.

#### **Disruptive Behavior**

Disruptive behavior is defined as minor infractions of classroom rules or school philosophies, which negatively affect the well-being of students and/or interfere with the normal process of the teaching and learning environment. Examples: calling out disruptively, passing notes, inappropriate noises, etc.

Teachers will have “Behavior Forms” to be used for discipline reports. The forms have two pages-one is to be kept by the issuing teacher, and the other sent home for signatures. If the form is not returned the following day, the student should be sent to the office to determine why it was not returned. After three behavior forms, within one month, the parent(s)/guardians, student, teacher and principal will meet to determine an action plan to improve behavior. This plan will have a date of compliance. If not met, further action may be suspension or withdrawal from school.

#### **Seriously Offensive Behavior**

Seriously offensive behavior is defined as major infractions of classroom rules or school philosophies that may have an extremely adverse affect on children and the operation of the school.

### **Reporting Disruptive or Offensive Behavior**

We are told to forgive ‘7 times 70’, but when we feel helpless or threatened, we have a responsibility to seek help. God instructs us to be our brothers’ keeper, therefore, we are called to help others live a life according to Gospel values. Bullying, either physical, verbal or nonverbal, will not be tolerated.

Students should tell their parents and a teacher, or the principal, of any concerns within the school. Parents are asked to discuss their concerns with the teacher, principal, and pastor in that order. Teachers have three options on how to handle the situations. See “FACULTY RESPONSIBILITY” below. The principal will keep the pastor and the Office of Catholic Schools informed of serious or repetitive incidents. *All reports are confidential. They are not shared with others who are not in a position of authority.*

### **Faculty Responsibility To Disruptive or Offensive Student Behavior**

As teachers we are imitators of Christ. Just as Jesus cared for the poor and helpless, we are called to do the same. Any faculty member, upon learning of intentional student behavior toward others, (that may be contrary to Christ’s teachings in that it is threatening, intimidating, hostile, offensive, or malicious in nature), has the following options:

1. Immediately report it to the principal. If the faculty member personally witnessed it, he/she will follow up with a written report;
2. Review/discuss the incident with the alleged victim and offender. Only the teacher may reprimand the student. The teacher can take no further action. Within three days, the teacher will follow up with a written report to the principal. If the teacher deems more serious consequences are warranted, the situation should be turned over to the principal;
3. If it appears that no violation was committed, take no further action.

### **Administrative Responsibilities To Disruptive or Offensive Student Behavior Intervention**

Upon being informed by teachers, parent(s)/guardian(s,) or students, of interactions between students that is disruptive,r offensive and/or contrary to Christ’s teachings, the principal will:

1. Discuss the situation, with one or all of the parties involved, to determine if the behaviors were offensive or inappropriate;
2. Speak with other students about the situation to help clarify statements made by those directly involved;
3. If the discussion indicates that behavior is not inappropriate, no further action will be taken;
4. After these discussions, if the principal determines that the behavior was contrary to Christ’s teachings, he/she will give consequences that reflect the seriousness of the offense.

### **Consequences**

Consequences will be determined by the Administration. They may include, but are not limited to, the following actions:

Reprimand	Weekly Follow-up
Behavior Contract	Conferences with parent(s)/Guardian(s)
Detention	Suspension
Required Counseling	Withdrawal
Expulsion	Taking legal action

All actions taken will be documented and on file in the school office. The pastor and Office of Catholic Schools will be informed of any charges filed, or expulsions. At the discretion of the pastor and principal, any, and all, penalties may be waived after a thorough review of the situation. Privacy protects all parties from the disclosure of information regarding a student to anyone other than his/her parent(s) or legal guardian(s) or school staff.

### **Probation (Archdiocesan Policy 2520)**

A student may be placed on probation by the principal for a specified time period for serious/continued misconduct or failing to meet academic standards. If there is little or no improvement in academics or behavior, and the program has been appropriately monitored and adjusted to meet the student’s ability and the school’s behavior expectations, the principal will then evaluate the student’s continued enrollment status.

### **Suspension (Archdiocesan Policy 2560)**

A student may be placed on a temporary forced withdrawal. The work and time missed by the suspended student is to be made up in a manner decided upon by parent(s)/guardian(s), teacher, and principal. Offenses which may result in suspension may include, but are not limited to: disobedience, fighting, truancy, smoking, repeated disregard for the

mission, core values, philosophy, and objectives of the school, harassment of any nature, cheating, and any other offense at the discretion of the principal. During the time of suspension, the student will receive 0's only after a conference with the principal.

**Expulsion (Archdiocesan Policy 2600)**

A student may be placed on permanent withdrawal from school when merited. Offenses which may result in expulsion are: possession of a weapon, alcohol or drugs, continued and willful disobedience and defiance, physical assault, destruction of school property, and other offenses. In the absence of a specifically defined behavior and/or accompanying disciplinary action, the judgment of the principal prevails.

**Appeals Process (Archdiocesan Policy #1500)**

There is an Archdiocesan Appeals Process that is to be used for any appeal to a decision made by the administration/principal's office.

**TOBACCO, ALCOHOL, DRUGS POLICY**  
**(Archdiocesan Policy #2620)**

Possession and/or use of tobacco, possession, use or being under the influence of alcohol or illicit drugs are prohibited on school premises and all school sponsored activities.

**Search Policy (Archdiocesan Policy #2300)**

The principal, pastor, the Office of Catholic Schools or the Secretary for Catholic Education may conduct a search of the school plant and every aperture thereof, including lockers and desks. School searches must be reasonable and related to the school official's responsibilities. Random searches can be made as long as a specific person or group is not targeted in the search. A student assigned a locker and/or desk has use of, but not proprietary right to the locker and/or desk. Lockers and desks are school property. The school has inspection rights when there is a suspicion of a threat to the health, welfare or safety of the students.

Inspection of personal property, ie, pockets, handbags, book bags, etc. will not be conducted without permission of the student. If permission is given, the search will be made in the presence of at least two school officials. Students who refuse the search will be detained in the school office while the Office of Catholic Schools is notified. After consultation with the Office of Catholic Schools, inspection of personal property may be made if the school official has a reasonable suspicion that such an inspection will reveal possession of objects, or any substance that is prohibited on school property. Students found to be in possession or under the influence of alcohol or any illicit drug will be subject to immediate disciplinary action, which may include expulsion.

**SICK CHILDREN; COMMUNICABLE & CONTAGIOUS DISEASES**  
**(Archdiocesan Policy #1400)**

Children frequently become mildly ill. Deciding whether to keep your child home from school can be difficult. Clearly, there are instances when it is necessary for a child to remain at home. The following list gives guidelines and recommendations for exclusion from school:

<b>SYMPTOMS</b>	<b>IS EXCLUSION NECESSARY?</b>
Mild Cold Symptoms: stuffy nose with clear drainage, sneezing, mild cough	No—student may attend if able to participate in school activities
Upper Respiratory Complications: nasal discharge of yellow or green, productive cough, extreme sleepiness, ear pain, fever above 100 degrees or higher by mouth	Yes—seek medical advice and decide whether your child should be in school.
Nausea and vomiting	Yes—if a child has vomited, keep her/him home. A child will be sent home if vomiting occurs at school.
Diarrhea with illness (vomiting, fever)	Yes
Fever (100 degrees or higher by mouth)	Yes
Chicken Pox	Yes—children with uncomplicated chicken pox may return the 6th day after the start of rash or not until blisters are crusted over.

Conjunctivitis (Pink Eye)	Yes—until 24 hours after treatment. If your health care provider decides not to treat your child, a note is required.
Strep throat	Yes—until 24 hours after treatment and child has been fever free for 24 hours
Vaccine Preventable Diseases	Yes—until judged not infectious by the health care provider
Fifths Disease	Yes—It is contagious before the rash appears. Rash will appear as a bright red or rosy rash on both cheeks for 1-3 days, followed by a pink lace-like or net-like rash on the arms, legs, and stomach lasting from 1-3 weeks. Once the child has the rash, he/she is no longer considered contagious and does not need to stay home from school.
Pertussis (Whooping cough)	Yes—If a child has symptoms of a cough lasting 14 days or longer and or has coughing fits, he/she will be excluded from school until one of the following is true: (A) they have completed five days of antibiotics (B) 21 days have elapsed since their coughing began, if they did not receive treatment or (C) they have a doctors release.

Any student, teacher or other staff member having a communicable disease will be dealt with on a case-by-case basis. The Superintendent must be consulted prior to any action on the part of the pastor or principal. In all cases, due consideration will be given to the needs and well-being of the individual(s) involved, those with whom they have contact and the broader school/parish community. Information will be conveyed on a need-to-know basis only. Where required by law, the school will report communicable disease to the Colorado Department of Health and Human Services.

**Accidents/Illnesses at School (Archdiocesan Policy #2220)**

If a child is injured while at school, an immediate effort will be made to call the parent(s) or their designated emergency contact and apprise them of the situation. In the case of serious illness or injury and the responsible party cannot be reached, the principal or his/her designee will exercise reasonableness with reference to contacting emergency services. The procedures for responding to sudden illness or injury are as follows:

- 1) Give the student immediate and temporary first aid care. If the injury is serious or life-threatening, **911 will be called;**
- 2) Notify the child’s parent/guardian;
- 3) The school shall have “**student emergency cards**” delegating permission to take action in cases in which parents/guardians cannot be reached. If the school does not have a “Student Emergency Card” or the contacts cannot be reached, the school may call Social Services or the police. If at any time during the school year there is a change of address, phone number or living arrangements, please notify the school office **IMMEDIATELY;**
- 4) School personnel **will not transport seriously injured or ill students to medical treatment.** If the parent cannot provide transportation, an ambulance will be called;
- 5) If a child is seriously injured or ill at the end of the school day, he/she will not be allowed to go home unless accompanied by a parent, guardian or other parent delegate;
- 6) After a serious accident or emergency illness, of any sort, a record of the incident and the action taken will be documented and filed in the school office;
- 7) The school reserves the right to act, as deemed necessary by the principal or principal designee in a life-threatening situation.

**HEALTH AND SAFETY**

Teachers are informed of children needing special consideration due to health issues. The school observes state and local fire regulations.

**MEDICATION POLICY**  
**(Archdiocesan Policy #2240)**

No medication, including aspirin, cough-and-cold medication, decongestants, or other over the counter or prescription

medications shall be administered by any school personnel, including a nurse, except when the school has written orders from a physician on file at the school; the written orders should state:

- a. Child's name
- b. Name of medication
- c. Proper dosage of medication
- d. Purpose of medication
- e. Time of day/circumstances in which medication is to be given
- f. Anticipated number of days it must be given
- g. Possible side effects
- h. Storage instructions

Whenever possible, the parent/guardian is requested to be present to administer the medication. If the parent is unable to be present, only a Registered Nurse (RN), or trained personnel, to whom the RN has delegated the task of administering medication may administer the medication according to the physician's written instructions. In such a case, the parent **must** submit a written request to the school to provide the medication. The medication must be brought in a container appropriately labeled by a pharmacy or physician. These medications shall be safeguarded at school to avoid ingestion by the wrong child. Medications will be kept in a secure place to which students do not have access.

The person trained and delegated to administer medication is to keep a daily log of medicine administered. Individual records of such medications administered by school personnel shall be kept indefinitely. If a student has a condition that might require medication on an emergency basis (e.g., in the case of a child's allergic reaction, asthma attack, etc.), the student's family shall provide all necessary information and instruction to the school personnel who might be responsible for administering such medication or carrying out such medical procedures. Any student who requires an inhaler may keep such inhaler on his/her person, provided the proper physician's orders and documentation are kept on file. Essential first aid supplies are available at all times. First aid kits must be taken on all field trips. First aid kits may be purchased or developed using typical first aid supplies.

Universal Precautions will be used when there is a possibility of exposure to blood or body fluids while administering first aid. The school principal shall organize a practical plan to accomplish the above. This plan shall be kept on file and made known to all staff. The school administration is required to inform parent(s)/guardian(s) of a child with severe allergies, or other conditions requiring medication, that the school cannot guarantee an allergy-free environment. Parents of children with severe allergies, or other conditions requiring medications are to sign the Medical Release Form and that form is to be kept on file at the school.

### **TECHNOLOGY USE POLICY (Archdiocesan Policy #4030)**

Access to the Internet is available to both teachers and students in the classrooms. Only students with the Internet Use Policy permission form signed, by both the parent(s)/guardian(s) and the child, and on file in the school, will be able to access the Internet. There is a security filter on the school server to block inappropriate sites.

### **Computer Use Policy**

Since we work in a community of computer users, we have simple rules. These rules make it easier for all of us to get along with each other in sharing our computers. You must agree to abide by these rules or you may be denied computer use at St. Clare of Assisi School. Violators of these rules, will find themselves subject to the school's disciplinary procedures and may be subject to criminal proceedings. The school reserves the right to take legal action against individuals who violate licensing agreements and/or other contraventions of this policy.

Each of the following provisions of this policy (for the use of computer facilities, equipment, and software belonging to St. Clare of Assisi) applies equally to all school employees, students, or any member of the community using said facilities, equipment, or software:

1. All files and programs on the computers belong to someone. You may not erase, rename or make unusable anyone else's files or programs.
2. You may not authorize anyone (except a faculty or staff member) to use your name or files for any reason. You are responsible for all uses of your computer accounts.
3. You may not use computers, or accounts, for any purpose other than legitimate learning purposes. You may not use them to access material inappropriate for a school setting, such as pornography. You also must not use your computer, or accounts, for unlawful purposes, such as the illegal copying or installation of software;
4. You may not attempt to discover another user's login or password, either at St. Clare or at a remote location;

5. You may not copy, change, or transfer any software or files provided by the St. Clare teachers/students, or another person, without permission from the computer supervising teacher.
6. You may not illegally copy copyrighted software. Note that, except as noted in the Copyright Notice provided with the software, it is generally illegal to copy any software, which has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.
7. You may not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software.
8. You may not deliberately use the computer to annoy others. Sending or making accessible any obscene, abusive, or threatening messages is not allowed.
9. You may not intentionally damage the system, intentionally damage information not belonging to you, intentionally misuse system resources, or allow others to misuse system resources;
10. You may not tamper with terminals, microcomputers, printers or other associated equipment, except as directed by the instructor.
11. You may not have direct access to administrative options on the Network.
12. Games: You may not install any games on any of the machines in the school, without the express permission of an instructor where the games are part of a teaching session. Downloading Materials: You may not download music, movies, graphics, text, photographs, artwork and software, distributed in any media form ( including online) without teacher permission. The use of work that is subject to copyright (such as copying, downloading, file sharing, distribution, public performance, etc.) requires either: (A) the copyright owner's written permission, or (B) an exemption under the Copyright Act.
13. Plagiarism: You cannot use another person's idea, or a part of their work, as if it is your own without using proper documentation and footnotes. This is called plagiarism. Material on the Internet is protected by Copyright Law.
15. Respect St. Clare property: Misuse of school property includes, but is not limited to:
  - Theft of equipment or software;
  - Damage of equipment or software;
  - Knowingly running or installing computer viruses or password cracking programs;
  - Attempting to circumvent installed data protection methods that are designed and constructed to provide secure data and information;
  - Attempting to interfere with the physical computer network/hardware, attempting to degrade the performance or integrity of any St. Clare's network or computer system.

St. Clare computers stay at school and do not go home with students. If you do not have a computer at home, please make alternative arrangements with your children's teachers.

### **Computer Misuse Act 1990**

The Computer Misuse Act was introduced to secure computer material against unauthorized access or modification. Three main categories of criminal offenses were established to discourage the following conduct:

1. Unauthorized access to computer materials (hacking), including the illicit copying of software held in any computer;
2. Unauthorized access with intent to commit or facilitate commission of further offenses, which covers more serious cases of hacking;
3. Unauthorized modification of computer materials, which includes:
  - a. International and unauthorized destruction of software data;
  - b. The circulation of infected materials;
  - c. An unauthorized addition of a password to a data file.

*Violation of the Computer Misuse Act carries penalties of imprisonment and severe fines.*

### **Data Protection Act 1998**

The Data Protection Act requires organizations that use electronic information about living individuals to collect, handle and store information correctly. You must:

- Obtain and process data fairly and lawfully;
- Hold data only for lawful purposes;
- Use data only for school related purposes;
- Ensure that any data held is adequate, relevant and not excessive in relation to the purposes for which it is held;



- Ensure that the data is accurate and up-to-date;
- Protect and secure any data held.

### **Copyright, Design and Patents Act 1988**

The Copyright, Designs and Patents Act covers all types of creations by an author or artist, including text, graphics and sound. Uploading or downloading of electronic materials that is not authorized by the copyright owner is an infringement of their rights. Some types of infringement give rise to severe criminal liability (**penalty up to 2 years imprisonment or an unlimited fine**).

You **must not** download copyrighted text, images or sound from Internet sites and use them without first asking for and obtaining permission from the person who has created the materials and when using them give credit to that person (in writing).

Software that is copyright **must never** be **downloaded** where it contravenes the copyright of the author.

### **Obscenity**

St. Clare is committed to the prevention of publication of any material considered pornographic, excessively violent or comes within the provisions of the Obscene Publications Act 1959 and/or the Protection of Children Act 1978, on any of the school's IT facilities.

### **Email /Internet Use Policy**

Internet access is a privilege and not a right. Because of the complex and worldwide association between so many government agencies and networks on the Internet, all users must adhere to strict guidelines. These guidelines are outlined in detail so that the students, parents and teachers are aware of the responsibilities they assume by gaining access to the Internet. Internet access can be denied to users for computer misuse. Access can be revoked at any time if students using the Internet do not abide by the established guidelines.

St. Clare makes no warranties of any kind, either expressed or implied, for the Internet use it provides. St. Clare, and its employees, will not be held responsible for any damages or loss of data resulting from service interruptions caused by its own negligence or user errors and omissions. Use of any information obtained via the Internet is at the user's own risk. St. Clare specifically denies any responsibility for the accuracy or quality of information obtained through its network. Users should be aware that there are many services available on the Internet that may be offensive to certain groups of users. St. Clare reserves the right to filter identified offensive Internet services, although it cannot guarantee the elimination of such services. Individual users are responsible for their own actions in navigating the network.

Penalties for violations of guidelines established in the Internet and computer use policy will include the following:

1. Warning letter to parent(s)/guardian(s) and student
2. Temporary suspension from Internet access.
3. Permanent removal from Internet access
4. The stated district or legal consequences will be in effect for infractions in violation of the St. Clare policy, or local, state, and federal laws.

Anyone wanting to use the Internet, email, etc. must sign a permission form each year. (**This permission form, that is to be signed and returned to the school office, accompanies this Handbook.**) St. Clare will strive to provide error-free, dependable access to computing resources associated with the use of the Internet. St. Clare will not be responsible for any damages or costs arising directly or indirectly from student and/or staff activities on the Internet. St. Clare will not be responsible for information that is lost, damaged, or unavailable due to technical difficulties. St. Clare will not be responsible for the accuracy or appropriateness of information retrieved via the network. With access to individuals and computers all over the world, students may come in contact with material that is controversial or inaccurate. St. Clare has no control over the nature or content of information residing on other computer systems, and disclaims any responsibility to exercise such control.

Teachers will instruct students in the methods of accessing the Internet. Teachers will provide a clearly defined educational purpose and set of instructions on what the students are to investigate and where they should go for the investigation. Teachers will be responsible for monitoring of students who are online.

Students will gain full understanding of all topics covered in the **Internet Use Policy**. Students will abide by all school policies outlined in the **Internet Use Policy**. Students will use the St. Clare network for educational purposes and it is not personal use.

Parent(s)/guardian(s) will gain full understanding of all topics in the **Internet Use Policy**. Parents will stress the importance of safe and ethical use of Internet resources. On the Internet, just as in any other community, it is important to respect the rights and opinions of others. Personal attacks on other users, or language which is defamatory, obscene, abusive, profane (swearing), threatening, insulting, or discriminatory (to any race, religion, or specific group), will not be tolerated. If a St. Clare user is the object of such an attack, or any unwelcome communications, the incident should be brought to the immediate attention of the teacher.

Sending angry messages on the Internet is called FLAMING. Do not initiate a message when angry or reply to a message when angry. Anything you write can be easily forwarded to others. Avoid sending messages that would make you uncomfortable if they were read in public. As a reminder: email is a permanent public record.

Type messages in lower case, not all uppercase. Not only is uppercase difficult to read, but it is also considered “shouting”. Use the network in a way that does not interrupt others.

Do not send junk mail, chain letters, etc. to large groups of people. This is referred to as “spamming” and is considered bad manners.

Do not destroy, modify, or abuse Internet resources. This would include, but is not limited to, vandalism of computers, software and/or network devices, or intentionally bringing a virus to the network or attempting to modify the St. Clare operating system, access program files, or other protected information.

Abide by common code of ethics used by all Internet users. Do not publish any information that violates or infringes the rights of any person.

All St. Clare members have a right to privacy in their electronic communications. Do not access, modify, copy, delete, or distribute files or data belonging to someone else without their permission. This includes e-mail messages you receive. Messages posted in a public forum (i.e. newsgroups, bulletin boards, etc.) may be copied in subsequent communications as long as credit is given to the original author.

Do not transfer or redistribute material that is not your own without the expressed written permission of the owner or authorized person. Copyright violations are punishable under state and federal law. Do not attempt to use work of others as your own. Do not attempt to gain access to restricted networks. Such activity may subject the user to criminal prosecution.

Email can be “discovered” in lawsuits. Do not put anything in email that you wouldn’t want to see in traditional print. Deleted email is not erased from the system. St. Clare owns the information on the email system and has the right to review it. All communication is open to review.

### **Cell Phone Policy**

Cell phones are to be turned off and stored in student’s backpack in their locker throughout the course of the day. THIS INCLUDES MORNING TIME BEFORE PRAYER AND DURING CARPOOL. Students may use cell phones during after school activities such as sports as long as their coach/supervisor agrees.

If cell phones are seen:

- 1<sup>st</sup> offense: Teacher will confiscate for the remainder of the day. The student may pick up their phone from their homeroom teacher at the end of the day.
- 2<sup>nd</sup> offense: Teacher will confiscate for the remainder of the day. The student’s parent must pick up the phone from the homeroom teacher; it will not be released to the student.
- 3<sup>rd</sup> offense continues as same, but also initiates referral system

Parents should not expect to be in contact with their child via cell phone during school hours. If a parent needs to contact a child during school hours, the parent should go through the office.

### **LEGAL ISSUES**

In the case of parental separation or divorce, the non-custodial parent shall have the same access rights to student records as the custodial parent, unless restricted by court order. The court order (\*see next paragraph) must be on file with the school.

### **Court Ordered Visitation Rights and Custody (Archdiocesan Policy #2140)**

If there are court ordered special visitation and access to a child, and/or custody declarations, a copy of the original order **must be in the school office**, then signed and dated by the principal, and the copy needs to be placed in the student's permanent file.

### **Non-Guardian Contact with Students during School Hours**

Persons other than custodians, or legal guardians, or agencies desiring to contact individual students during the school day, must first receive permission from the principal. Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights.

### **Child Abuse/Neglect (Archdiocesan Policy #2200)**

Colorado laws (CRS Section 19-110-1102 to 115) requires that educators report cases of know or suspected physical abuse, sexual abuse and neglect of children to the proper authorities. Any teacher who knows, or has reason to believe that a child is being neglected or abused, must report the suspected abuse to the appropriate authorities after reporting this to the principal. St. Clare will follow the law to report all suspected cases.

### **Background Investigations (Archdiocesan Policy #3140)**

All newly hired school employees who do not hold a current Colorado Teacher and/or Administrator License are subject to a background investigation prior to the date they are offered employment. Each applicant shall complete an appropriate application and an authorization to obtain a criminal background check. Each applicant shall pay the cost of this comprehensive background check obtained from the Colorado Bureau of investigation or other appropriate state agency outside of Colorado, which complies with the Fair Credit Reporting Act. All applicants will be required to produce their date of birth and Social Security number for the purpose of conducting this background check. A copy of the completed employment application, together with a copy of the results of the background check, shall be kept in a confidential file at the local school or parish. All employees hired before September 27, 2002 who do not hold a current Colorado Teacher and/or Administrator License shall also agree to a comprehensive background check obtained from the Colorado Bureau of Investigation or other appropriate state agency outside Colorado. The cost for this background check will be paid by the school/parish.

All regularly scheduled volunteers are subject to background checks prior to their date of volunteer. Volunteers will be required to produce their date of birth and Social Security number for the purpose of conducting this background check through the approved vendors.

## **GENERAL INFORMATION**

### **Faculty Room**

The Faculty Room is for faculty use only. Prior permission must be obtained through the school office, in advance, for scheduling use of the room for any reasons.

### **Items Not Allowed in School**

Video games and any similar electronic devices are not permitted in school, including during field trips. Laptops, Nooks, Readers, iPads or other personal electronic devices are allowed for academic use only and at the discretion of the teachers. Students are solely responsible for the safety and security of these items. In addition, students may not have fidget spinners in school as these distract from the learning of all students.

In addition to the above mentioned items, no student may have in his/her possession items such as: knives (including pocket knives), screwdrivers, play guns or swords, or any other items that could be harmful to another student.

## **WEAPONS POLICY** **(Archdiocesan Policy # 2621)**

### **Possession and Definition**

- A) Possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel. Possession is defined as: having physical possession of a deadly weapon/weapon/facsimile, or the deadly weapon/weapon/facsimile being under the control of a student whether it be in a car, locker, backpack, or other location, under the control of or belonging to the student while on the school grounds and/or participating in a school-sponsored activity.

- B) Carrying, bringing, using or possessing a deadly weapon/weapon/facsimile on school grounds, when being transported in vehicles to/from a Catholic school, during a school-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any school-sponsored event without the authorization of the school, is prohibited.
- C) A deadly weapon/weapon/facsimile is defined as:
  - 1) A firearm, whether loaded or unloaded.
  - 2) Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
  - 3) A fixed blade knife with a blade that measures longer than three inches in length, or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches.
  - 4) Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to, slingshot, nunchucka, spring gun, throwing star, bludgeon, brass knuckles or artificial knuckles of any kind.

**Mandatory Expulsion**

- A) Expulsion is mandatory for deadly weapon possession and/or use in accordance with state and federal law.
- B) The principal, upon consultation with the pastor and the Superintendent, shall initiate expulsion proceeding as outlined in Expulsion Policy # 2600 for any students who carry, bring, use or possess a deadly weapon/weapon/facsimile.
- C) Expulsion, for a student who is determined to have brought a deadly weapon/weapon/facsimile to school or a school-sponsored activity, shall be not less than one full calendar year

**LOCKER RESPONSIBILITIES**

Lockers are a privilege and are to be treated as such. The locker doors are never to be slammed. No stickers of any kind may be put inside or outside of the lockers. Magnets may be used to hold up pictures and/or other memorabilia. Nothing with offensive language or pictures may be placed on the lockers. Students are not to enter another student’s locker. Students are expected to keep their locker doors closed when he/she is not at his/her locker.

**TELEPHONE USE**

**Telephone Use** Other than emergency situations, children will not be called home. Students needing to call home should use the phone in the office. Every effort will be made to convey messages to students, but there is no guarantee.

**BICYCLING TO /FROM SCHOOL**

Students are permitted to bicycle to and from school. No bicycling on school property. Helmets must be worn while biking to and from school. At the end of the school day; students are to stay on school property with their bike until all carpool riders have left. St. Clare is not liable for any problems or accidents that occur when a student is traveling to or from school on their bicycles.

**IDENTIFYING CLOTHING**

All clothing and possessions must be clearly marked with the child’s name.

**LOST AND FOUND**

Lost and found items, not marked with the child’s name, will be kept in one location. At the end of each week, all unclaimed clothing items will be donated to charity.

**PARENT/STUDENT SIGNED FAMILY HANDBOOK AGREEMENT**

All parents and students must sign the **Family Handbook Agreement Form** indicating that they have read and will abide by all policies within the **Family Handbook**. These signed forms will be kept on file in the office. Please find the **Family Handbook Agreement Form** enclosed. Please read, sign and return to the school office.

### Appendix I: Dress Code and UNIFORMS

Uniforms instill a sense of respect for self, respect for others, pride in the school community and emphasize the seriousness of learning. All students of St. Clare of Assisi Catholic School are expected to comply with the school dress code. Uniforms are expected to be clean, well-fitting and in good condition. Please be sure each item is labeled with the student's name.

**1) The following table and bullets outline the school uniform policy:**

CLOTHING	GRADE	COLOR	TYPE	ACCEPTABLE	UNACCEPTABLE
POLO SHIRTS TURTLENECKS  <i>(Middle School Green Polo from Dennis only)</i>	K-5  6-8	White  Green or White	Short or Long Sleeved with a collar or Turtlenecks	Must be tucked in at all times to pants, shorts, uniform skirts/skorts	Brand logos, un-collared, plunging neckline, too form fitting
SWEATERS/ VESTS <i>(from Dennis only)</i>	K-8	Green	Long Sleeved Cardigan or V-neck vest	Dennis brand uniform sweater Must be worn to Mass on Wednesday	Any sweater other than Dennis Green
SKIRTS JUMPERS SKORTS <i>(from Dennis only)</i>	K-8 girls	Columbia Plaid	Uniform	1-2 inches above the knee Shorts may be worn under skirts/jumpers	Over 2 inches from the knee
PANTS	K-5  6-8	Navy  Khaki	Twill dress pants chino style plain/flat or pleated front	Rear flap, slit pocket, slight flare, boot cut, straight leg, elastic waist, can be worn on or above the hip bone, hemmed at bottom	Capri, "skinny" leg, stitched pockets, rivets, contrast stitching, cargo pockets, bell bottoms, carpenters, corduroys, stretch fabrics, nylon or any denim, elastic around ankle
SWEATSHIRTS	K-8	Green or Purple	Hoodie or Crew neck	School sweatshirt only in solid green or purple with school logo	Any other sweatshirt that does not have a school logo <u><i>Sweatshirts cannot be worn to Mass</i></u>
LEGGINGS TIGHTS SOCKS	K-8 girls	Gray, Black, Navy, or White	Any type	Solid color only, leggings can be worn under skirts, jumpers or skorts, "no show" footies	Leggings/tights cannot be worn as pants, patterns of any kind
TIES (optional)  <i>(Plaid available from Dennis only)</i>	K-8	Columbia Plaid Navy	Clip on Plaid or Proper Tie	Tie must be worn "proper," tight at the neck	Bow ties Loosely tied ties

SHORTS	K-5	Navy	Twillchino style, plain/flat or pleated front	Solid color only, 1-2 inches above the knee Shorts may be worn under skirts/jumpers	Over 2 inches from the knee, patterns of any kind
	6-8	Khaki			

1.

- Sweaters and vests must be worn to Mass every Wednesday and on Field Trips, unless otherwise noted.
- All underclothes, polo shirts, turtlenecks must be tucked in at the waist at all times; underclothes should not be visible
- **Field Trips:** PE shirts cannot be worn on Field trips (even on PE days) unless the field trip is such that teachers designate casual clothes. The school green cardigan sweater or sweater vest with a white polo must be worn on any trip off the school grounds unless otherwise noted on the permissinoslip.
- **Purchasing Uniforms:** These are just a few of the stores where clothing adhering to the dress code may be purchased:
  - **Dennis Uniforms** <http://www.dennisuniform.com>, 303.738.2255 or located in Gesco Place, 8600 Park Meadows Drive, Lone Tree, CO 80124 (near the Park Meadows Mall in Denver)
    - Must buy sweaters, vests and uniform skirts/skorts/jumpers, green polo shirts and Columbia plaid ties from **Dennis Uniforms**
    - School Code for **Dennis Uniforms** is CA7
  - Land's End / Sears
  - Target
  - JC Penney
  - French Toast
  - GAP
  - Old Navy
  - Walmart
- **Uniform Exchange:** Previously worn uniforms and school-logo clothes are also available at the Uniform Exchange (located in the school). St Clare will be happy to accept uniforms in clean and good condition. Please contact the school office for more information.

## 2) Free Dress Days

Clothes worn on Out-of-Uniform/Free Dress Days must be modest in all circumstances (no low cut or sleeveless tops) and may include jeans (no holes, patches or rips), casual shirts, T-shirts, sweatshirts (no improper words or pictures), shorts (knee length), skirts for girls (knee length or longer), or sports related clothing. Both boys and girls should wear shoes and socks or sandals. No flip-flops are allowed. Leggings cannot be worn as pants, no pajamas, no spaghetti strap tees/shirts, no exposed shoulders, no hats.

## 3) Fads

Fad hairstyles/color, clothing items, tattoos, body piercing, and the like, are not consistent with the learning environment at St. Clare. The principal will have sole discretion in defining "fad" items. Hair should be above the eye and boys' hair should be well above the shoulder.

## 4) P.E. Clothing

Shoes must not leave black marks on the surface of the floor. Gym shorts, no more than two inches above the knee are acceptable. Jeans, jean shorts, pants, or "short shorts" are not acceptable. **The purple St. Clare P.E. uniform t-shirt must be worn for P.E. class.** P.E. clothing must be taken home each week for cleaning. Grades K-4th must wear their P.E. shirt to school on days that they have P.E. Grades 5th-8th will change into their P.E. shirts at school before their P.E. class. Points will be taken off a student's grade for inappropriate or incomplete PE clothing.

## **Appendix II: Referral Policy Consequence Chart**