

ST. CLARE CATHOLIC SCHOOL

821 Prosperity Farms Road
North Palm Beach, FL 33408

Office (561) 622-7171

Fax (561) 627-4426

www.stclareschool.com



STUDENT/PARENT HANDBOOK 2022-2023

INTRODUCTION

An interesting and challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Student/Parent Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete, or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

MISSION STATEMENT

At St. Clare Catholic School, with the grace of the Blessed Virgin Mary, we are one family of faith living the sacraments and serving through works of mercy, here to learn, here to lead, and here to love as Jesus loves.

VISION

St. Clare Catholic School will provide diversified instruction and rigorous academics enhanced by 21st century skills of innovation, critical thinking, collaboration, and technology. Catholic values, truth, and morality will be the foundation for leadership and success in our world today.

PHILOSOPHY

St. Clare Catholic School exists as a living example of a Catholic community in action. With the parents as the primary educators, the faculty, staff, clergy, and administrators consider it essential to teach the student to live in accordance with the spiritual, moral, and ethical principles exemplified in the Gospel. Worship, academics, community, and service to others come together at St. Clare Catholic School to offer a well-rounded, quality, Catholic education, which focuses on the whole child. St. Clare Catholic School prepares students for a lifetime love of learning, service to God, and responsible membership in the school, community, and ever-changing world.

BELIEF STATEMENTS

We believe...

- Each student's social, emotional, physical, and academic needs are best met in a safe, comfortable, learning environment.
- Parents are the primary educators of their children, and we support them in teaching Catholic values in a culturally diverse world.
- Our role as a Catholic school is to proclaim and teach the Gospel message of Jesus and build a faith community that celebrates through prayer, worship, and service to others.
- Successful learning is best achieved by building mutual respect among and between students, parents, and staff.
- A variety of instructional approaches is needed to challenge students to meet their full potential.

PROFILE OF A GRADUATE AT GRADUATION

Upon Graduation, students at St. Clare Catholic School will be:

- **S**piritual Leaders of Catholic Faith who
 - Willingly participate and lead in Catholic faith development activities
 - Understand the principles of Catholic moral and social teachings
 - Act as Jesus did by showing compassion for the diversity of God's people
- **A**cademically prepared leaders who
 - Meet the rigors of a competitive college preparatory high school
 - Exhibit a variety of skills, such as study habits, time management, organization, strong work ethic, active listening, and independence
 - Demonstrate growth and learning from the joy of success and frustration of failure
- **I**nvolved in service which
 - Serves others in local, national, and international communities
 - Displays an understanding of manners and courtesy
 - Recognizes an awareness of global issues through participation in service learning projects/fundraisers
- **N**aturally responsible students who
 - Demonstrate a commitment to healthful choices
 - Exhibit self-awareness for physical improvement
 - Recognize the values of discipline, perseverance, teamwork, and courage by

participating in sports and athletic events

- **T**echnologically prepared individuals who
 - Display an awareness of an ever-changing world
 - Use technology purposefully and proficiently
 - Apply inquiry skills in order to analyze, synthesize, and evaluate information

TABLE OF CONTENTS

Accreditation	Merit Program
Activities/Enrichment	National Achievement Test
Admission	Office Hours and Procedures
Anti-Bullying Policy	Open Admission Policy
Athletic/Activities Participation	Parental Cooperation
Attendance Policy	Parties
Back to School Night	Pictures
Calendar	Promotion and Retention
Cell Phones	Public Display of Affection
Cheating	Report Cards
Child Protective Investigations	School Hours (Arrival and Departure)
Closed Campus	School-Sponsored Events
Code of Conduct	Search and Seizure Policy
Community Service Activities	Section 504 - Policy Statement
Computer/iPad Use	Sexting
Conferences	Smoking/Vaping
Curriculum	Social Media
Discipline/Conduct	Student Accidents and Injuries
Dress Code	Student and Parent Conduct
Drug and Alcohol Policy	Student Transportation and Safety
Early Dismissal	Telephone
Electronic Acknowledgements	Testifying in Divorce/Custody Proceedings
Emergency Procedures	Textbooks
Exams	Text Messaging/Telephone Calls
Faculty	Threats of Violence
Field Trips	Transportation Arrangements
Financial Obligations	Undocumented Students
Fundraising	Use of Photos
Harassment and Discrimination	Visitors
Homework and Studying	Volunteers
Honor Roll (6-8)	Weapons Policy
Illness/Medication	Website
Immunizations	Bullying Complaint Report Form
Late Work Policy	St. Clare Acceptable Use Policy
Lunch	

ACCREDITATION

St. Clare Catholic School is proud to be fully accredited by the Florida Catholic Conference. The Florida Catholic Conference Accreditation Program (FCCAP) serves as the accrediting agency for Catholic schools (Pre-K3 to Eighth Grade) in the State of Florida and southern Georgia. The Conference is a charter member of both the National Council for Private School Accreditation (NCPA) and the Florida Association of Academic Nonpublic Schools (FAANS).

ACTIVITIES/ENRICHMENT

St. Clare Catholic School offers a variety of activities/enrichment programs for students to participate throughout the school year. The administration reserves the right to withdraw from any activity any student who forfeits his/her right to represent St. Clare because of poor attitude, poor behavior, or lack of academic effort (see [Athletic/Activities Participation](#) section). The following is a list providing a brief overview of the programs offered.

Activity	Participants
Altar Servers	Grades 4-8
Band	Grades 1-8
Angel Choir	Grades K-2
Choir	Grades 3-8
Interscholastic Sports Program <ul style="list-style-type: none">• <u>Boys</u> - basketball, soccer, flag football, baseball• <u>Girls</u> - basketball, soccer, flag football, softball, volleyball, cheerleading• <u>Co-Ed</u> - Crosscountry, track & field, golf, swimming	Grades 6-8 Grades 2-8 (swim team only)
National Junior Honor Society	Grades 7-8
Safety Patrols	Grade 5
SCTV	Grades 6-8
Student Council	Grades 6-8
Yearbook	Grades 6-8

Equipment: No golf clubs, surfboards, etc. may come to school for non-St. Clare after school activities since the school does not have storage space for such items. No item should be brought to school that distracts from learning, i.e. toys, magazines, electronics, etc.

Practices: Students will be called down for practices/activities once the coach/sponsor is on campus and ready.

ADMISSION

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services.

Pre-K3

- Child must be three on or before September 1st.
- Complete an application online.
- Children must be toilet trained.
- Upload the Birth Certificate, a copy of the school entry physical and immunization record, and a copy of the child's Baptismal certificate.
- Pre-K3 children must commit to stay for the full day

Pre-K4

- Child must be four on or before September 1st.
- Complete an application online.
- Children must be toilet trained.
- Upload the Birth Certificate, a copy of the school entry physical and immunization record, and a copy of the child's Baptismal certificate.
- Pre-K4 children must commit to stay for the full day.

Kindergarten

- Child must be five on or before September 1st.
- Complete an application online.
- Upload the Birth Certificate, a copy of the school entry physical and immunization record, and a copy of the child's Baptismal certificate.
- Child will be interviewed and screened prior to acceptance.
- Screening will be evaluated and parents will be notified if the child is admitted.

Grades 1–3

- First grade students must be six on or before September 1st.
- Complete an application online.
- Upload the Birth Certificate, a copy of the school entry physical and immunization record, and a copy of the child's Baptismal certificate.
- Upload previous years' report cards and any standardized testing results with application.
- Child will be interviewed and screened prior to acceptance.
- Screening will be evaluated, and parents will be notified if the child is admitted.

Grades 4–8

- Complete an application online.
- Upload the Birth Certificate, a copy of the school entry physical and immunization record, and a copy of the child's Baptismal certificate.
- Upload previous years' report cards and any standardized testing results with application.
- The following areas are reviewed for admission:
 - (1) Conduct marks
 - (2) Effort marks
 - (3) Academics
 - (4) Achievement Test scores
- Parents will be notified of a screening date.
- Screening will be evaluated, and parents will be notified if the child is admitted.

In all grades, students are considered for admission first who are:

- Siblings of currently enrolled students
- Alumni's children (registered Catholics, attend Mass, and use church envelopes)
- St. Clare Parishioners (registered Catholics, attend Mass, and use church envelopes)
- Catholics (registered Catholics, attend Mass, and use church envelopes)
- Non-Catholics

ANTI-BULLYING POLICY

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

1. Definition

a. Bullying is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct.

Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.

b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, supports another student's act of bullying.

2. Scope

a. This policy prohibits bullying that occurs either:

- i. on school premises before, during, or after school hours;
- ii. on any bus or vehicle as part of any school activity; or
- iii. during any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal.

The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

Bullying/Harassment Investigation Disclosures. While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or other measures that relate to the harassment and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the school in its investigation and review of any reports deemed to have been made in bad faith.

ATHLETIC/ACTIVITIES PARTICIPATION

St. Clare Catholic School recognizes the following sports/leagues/clubs:

Middle School (6-8)

Boys - Flag Football, Basketball, Baseball, Soccer

Girls - Flag Football, Basketball, Softball, Soccer, Volleyball, Cheerleading

Co-Ed - Golf, Cross Country, Track & Field, Swimming (grades 2-8)

Activities

Band

Tumbling

Yearbook (6-8)

Dance

SCTV (6-8)

Cheer

Soccer (elementary)

Academic Requirements – Participating in athletics at St. Clare is a privilege; therefore, students must maintain certain academic and behavioral standards. At no time may a student have a “D” or lower in any subject during the season. If grades do not meet this criteria, a student-athlete will be put on academic probation and temporarily suspended from participating in practice and

games. Once grades have improved, the student-athlete will be allowed to participate in the sport once again.

Parent Consent and Release of Liability - Parents acknowledge that participation in these sports, activities, and/or clubs may be inherently dangerous, and the school cannot ensure the safety of all students involved in its activities and programs. Prior to participation in any sport, each parent must complete the Parent Consent and Release of Liability form for the student and obtain a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes tryouts and practice. Parents agree to support the program by paying the sports/activity fee when required and agree to be good role models for the children participating. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.**

The school is not responsible for student participation in any sports, leagues, and/or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

ATTENDANCE POLICY

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, complete personal errands, etc., outside of school hours.

Absences of more than eighteen days per year are considered excessive. As per state requirements, this could be grounds for retention. Attendance for students on scholarship is part of an annual audit and could be a reason to lose the scholarship if absences exceed more than eighteen days.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student
2. illness in the student's family
3. death in the family
4. quarantine for contagious disease (students should attend classes virtually)
5. religious reasons

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up any missed work. Students have the equal number of days absent in which to make up the missed work. Students missing work due to excessive absences will be required to stay in for lunch at the teacher's discretion. Teachers are required to indicate on report cards if a student's absences and or tardies negatively impact his/her

achievement.

Absences due to travel/vacation are a decision made by parents for their child. These absences are extremely disruptive to a child's learning experience. Work will not be provided ahead of time. It is up to the student to keep up with Renweb and Google Classroom assignments. Vacations should be planned according to our scheduled time off of school according to the school calendar.

Pre-K4 students' attendance determines funding by the State of Florida VPK Program. All scholarship students' attendance is monitored by the issuing agency.

BACK TO SCHOOL NIGHT

Back to School nights are scheduled early in the school year for all parents. Parents have this opportunity to meet the teachers, see the classrooms, and review materials. Parents will be advised of the exact date through the calendar.

CALENDAR

A private electronic calendar can be synced by obtaining instructions through the front office. It will include vacation periods and major events. Since it is difficult to project all events and activities for the course of the school year, please subscribe to this shared calendar. Please do not schedule any trips or appointments during achievement test weeks.

CELL PHONES

Cell phones and any other personal electronic devices with cellular capability (i.e. Apple watches) may not be worn/carried during school hours. Cell phones brought to school by 5th through 8th grade students must be turned off and turned in upon arrival. If the student fails to turn in a phone, it will be confiscated and returned only to a parent and result in a detention. An additional offense will result in loss of privilege. Phones may not be used on school property.

Students in 4th grade and below should not bring cell phones to school. If a parent believes a cell phone is necessary for the student in order to transfer to another parent/guardian, then the cell phone needs to be dropped off/picked up in the front office by said parent. Smart watches are not allowed.

St. Clare does not believe children need or should have cell phones. The school will hold the parents accountable for any problems resulting from cell phone access or usage both in and out of school.

CHEATING

Cheating is a serious offense at any grade level. The definition of cheating includes but is not limited to sharing work with another student, copying work from another student, copying work from a textbook, copying work from the Internet or any other source and claiming it as your own. The Internet provides many sources of direct answers to work students are assigned. Copying

answers from any of these sources, where no actual work was done by the student, is considered cheating. The penalty for a first offense is a 0% on homework or classwork plus Saturday detention, and a 50% on a new/different assessment assigned at a specific time by the teacher plus a Saturday detention. Second offenses will result in a 0% regardless of the type of assignment, suspension from all extracurricular activities, and a consequence to be determined by administration. All students are required to sign the Academic Honor Code.

CHILD PROTECTIVE INVESTIGATIONS

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school which may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

CLOSED CAMPUS

St. Clare Catholic School is a closed campus. Students are not permitted to leave the school premises at any time during the school day unless picked up and signed out by a parent or guardian. All students are signed out from the school clinic. Students must also remain on school premises for lunchtime. Students may not have friends or relatives attend school with them.

CODE OF CONDUCT

Administrators and teachers have developed a Code of Conduct. It has been written to outline responsible Christian behavior expected of students.

Before and after school, students will:

1. Report to assigned areas immediately.
2. Follow directions of supervisory personnel.
3. Walk at all times.
4. Practice safety.
5. Respect safety patrols.
6. Refrain from using cell phones

In the classroom, students will:

1. Obey posted classroom rules.

During church activities, students will:

1. Enter and leave quietly.
2. Respect the right of others to worship.
3. Behave in a reverent manner.

In the lunch area, inside or outside, students will:

1. Enter and leave quietly.
2. Practice courtesy and good manners while eating.
3. Speak in conversational tones.
4. Ask permission to leave the table.
5. Remain seated until dismissed.
6. Help keep the lunch areas neat and clean.
7. Consume all food & drink at the lunch table.

During physical education/recess, students will:

1. Practice good sportsmanship.
2. Practice safety.
3. Remain in the designated area.
4. Follow the instructions of the teacher or supervisory personnel.
5. Participate in all activities unless excused by a physician or a note from home.
6. Wear required PE uniform.
7. Enter and leave the classroom quietly.

In the corridors and walkways, students will:

1. Walk at all times.
2. Keep to the right.
3. Walk only on walkways and crosswalks.
4. Respect all school property and help keep it attractive.

Moving within the school, students will:

1. Enter the building by the designated door.
2. Exit the building by the designated door.
3. Walk quietly in line.
4. Stay to the right in hallways and stairwells.

In the restrooms, students will:

1. Practice safety.
2. Keep restrooms clean.
3. Be quiet and orderly.
4. Must have a bathroom or hall pass.
5. A maximum of two students will use the restroom at one time.

On buses, students will:

1. Obey the bus driver's rules for the bus.
2. Remain in the bus seats with seatbelts fastened when available.
3. Speak in conversational tones.
4. Keep head, hands, and feet inside the bus.
5. Walk to and from the bus.

COMMUNITY SERVICE ACTIVITIES

Community service activities are not school activities, and St. Clare Catholic School does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community

service so long as the location and the activity meet the requirements of the school. **Community service refers to activities that are completed for non-profit organizations (an organization formed for the purpose of serving a public or mutual benefit rather than the pursuit or accumulation of profit).** St. Clare Catholic School does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

COMPUTER/IPAD USE

The school may provide its administrators, faculty, and students with access to computers/iPads and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:
 - a. Use only accounts and passwords assigned to you;
 - b. Do not share assigned accounts or passwords with others;
 - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
 - a. Observe all network security practices;
 - b. Report security risks or violations to a school administrator;
 - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems, or other resources;
 - d. Do not disrupt the operation of the network or create or place a virus on the network;
 - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others:
 - a. Do not infringe on copyright laws including downloading or copying music, games, and/or movies;
 - b. Do not install unlicensed or unapproved software;
 - c. Do not plagiarize.
4. Respect the principles of the Catholic school:
 - a. Use only in ways that are kind and respectful;
 - b. Report threatening or discomfoting materials to the school principal;
 - c. Do not access, transmit, copy, and/or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
 - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
 - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;

- f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites, and/or networks;
- g. Do not send spam, chain letters, and/or other mass unsolicited mailings;
- h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
- i. Do not engage in any form of cyberbullying.

Supervision and Monitoring: The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technology: The school expects students to use information technology and social media (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks. **In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks.** Students are responsible for all materials and communications made on personal websites and on social media, and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consent: Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

Consequences for Violations: A violation of these rules may result in disciplinary action, including notifying authorities, loss of a student's privilege to use the school's information technology resources, and any additional consequences at the principal's discretion including expulsion.

CONFERENCES

Frequent consultation with teachers is encouraged. All such meetings should be arranged by appointment with the teacher. Teachers need at least a twenty-four-hour notice when a conference is desired.

- Teachers and the administration are ready to help parents resolve any issues they may have. Concerns should always be handled at the most immediate level first. **Academic and behavioral concerns should first be discussed with the teacher.** The teacher knows the child and the specific situation and has a much better chance of providing a rapid and appropriate answer if contacted first. If such attempts have failed, the teacher will invite administration to a second conversation. Please follow this procedure.
- Parents wishing to contact a teacher should send an email requesting a conference or a phone call. Teachers will return phone calls or emails within 24 hours.
- Parents wishing to contact the administration should phone the office or send an email to schedule an appointment.

CURRICULUM

St. Clare Catholic School follows the curriculum of the Diocese of Palm Beach. The teachers of the school emphasize academic excellence. The Gospel values of faith, hope, reconciliation, courage, service, justice, community, and love are incorporated into all areas of the curriculum. The following subjects are included in the school curriculum:

Religion	Mathematics
Physical Education	Science
English Language Arts	Spanish
Writing	Social Studies
Art	Technology
Music (PK-5th)	Media (PK-5th)

Students participate in the Sacramental Life of the Church through the Eucharist and Liturgical Celebrations. Parents are welcome to attend these celebrations. Please consult the school calendar for scheduled Masses. In addition, students in fifth and seventh grades will participate in Theology of the Body.

DISCIPLINE/CONDUCT

The disciplinary policies and procedures set forth in this handbook provide guidelines that the school may, in its discretion, employ in regulating student conduct. They do not, however, limit the school's right to freely and fully exercise any and all disciplinary measures, with or without prior notice or warning, including expulsion from school, which is at the sole discretion of the school administration.

Students and parents are expected to behave consistent with the mission, philosophy, and spirit of the school, as well as the moral teachings of the Catholic faith as determined by the Bishop of the Diocese of Palm Beach. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

DISCIPLINE SYSTEM GRADES PreK-1

Positive behavior management is an instrumental part of your child's education. Parents will be notified of the classroom management plan at the beginning of the school year by your child's teacher(s). Students are expected to behave in a manner conducive to others', as well as their own, education. Parents will be given updates on their child's behavior and are asked to collaborate with the teacher to ensure success in the classroom.

DISCIPLINE SYSTEM GRADES 2-4

St. Clare Catholic School expects that students will arrive on time and be in proper uniform. The homeroom teacher will monitor **uniform violations and tardies**. **On the fourth offense, a lunch detention will be served within a day or two.**

Positive behavior management is still used and highly encouraged in grades two through four focusing on leadership, kindness, self-control, and respect. Additional strategies have been added to ensure the classroom experience is beneficial for all. Students are given several verbal warnings when a change in behavior is necessary for infractions such as excessive talking, being unprepared without efforts to improve, not following directions, disrespect toward adults or peers, etc. If behavior does not change, the teacher will issue a behavior notice through FACTS SIS (RenWeb) outlining the problem.

- The fourth behavior notice in one quarter will result in a Saturday detention, with adequate notice provided to the parents.
- Every second additional notice in the same quarter will result in an additional detention.

The process resets at the end of the quarter. Behavior notices can be issued by homeroom or specials teachers. **Detentions can be rescheduled only once per quarter.** Major infractions such as fighting, vandalism, proven bullying, and defiance can result in an immediate detention or suspension at the administration's discretion.

DISCIPLINE SYSTEM GRADES 5-8

St. Clare Catholic School expects that students will arrive on time and be in proper uniform. The homeroom teacher will monitor **uniform violations and tardies**. **On the fourth offense of a minor uniform violation (untucked shirt, no belt, socks that do not follow the dress code, etc.) or tardy, a lunch detention will be served within a day or two. After four lunch detentions, the fifth lunch detention will turn into Saturday detention. If the uniform violation is the length of a skirt/skort, the student will be given an appropriate uniform to wear for the day. The uniform needs to be returned clean by the following Monday, or the student will be billed accordingly.**

St. Clare Catholic School accepts students who are interested in learning, becoming leaders, and who understand that kindness, respect and tolerance are necessary in society. A tally system has been implemented for fifth through eighth grade students for minor infractions of the rules.

Behavior tallies may be given for the following reasons:

Late to class

Minor disruption of class

Excessive talking

Unprepared

iPad not adequately charged

Not following directions

Disrespect

Maximum number of tallies permitted in a week's time is three. **More than three tallies in a week's time will result in a detention**, which parents will be notified of through a FACTS SIS (RenWeb) Behavior Notice. Detentions are held on Saturday mornings from 8-9:30 AM (dates will be included in Behavior Notice). Students are expected to arrive in their school uniforms on time, get picked up on time, and bring \$20 (to cover the cost of supervisors). **Only one detention per quarter can be rescheduled. If a student fails to show up for a detention without proper notice to administration, that student will have to serve three lunch detentions the following week in addition to the originally scheduled Saturday being made up.** If a student earns more than four tallies in one week, a Saturday detention will be given as well as one lunch detention per tally exceeding four.

Any behavior deemed inappropriate or dangerous may result in an immediate detention. The following are some (but not all) behaviors that may result in an immediate detention notice:

Cheating	Rude or discourteous behavior
Inappropriate language	Disobedience
Fighting	Violation of technology code (including iPad infraction)
Gum/eating in class	
Hitting/kicking	

After two Saturday detentions in an eight week period, a student will be placed in Step 1 of the Step Disciplinary System. A serious violation of school, church, or societal rules may result in the administration placing a student directly into any of the steps. The entire school follows the step disciplinary system for serious violations.

A school discipline committee, comprised of faculty and staff, is in place. Its purpose is to review any disciplinary concerns and determine appropriate consequences.

Step 1: A conference with the administration, teacher(s), parent, and student, where the student is placed on an eight week probation and signs a behavior contract.

Step 2: If an additional detention is issued during the probationary period, there will be a subsequent conference with the principal or assistant principal, parent, and student. In addition, the student will be withdrawn from all extracurricular activities for eight weeks starting the date of the conference.

Step 3: A fourth offense during the eight week period of a student being placed in Step 2 will result in a conference with the principal, parent, and student. The student will serve a one to five day in-school suspension or out-of-school suspension. A student placed in Step 3 cannot move out of the step program for that year and may not be invited back if the behavior continues.

Step 4: A fifth offense or any single serious offense will result in a conference with the principal and parent, a five day suspension, and may result in expulsion.

Administrators have the right to search a student or a student's locker. A school official may also

search a student off campus if the student is under the school's supervision and there is a reasonable suspicion that narcotics, tobacco, alcohol, or weapons may be found.

DRESS CODE

BOYS

Grades	Elastic waist shorts	Shorts Khaki/blue	Pants Khaki/blue	Belt	Button Down Shirt	Tie	Harris Polo Shirts
Pre-K 3 & 4	✓	✓	✓				✓
K-1 st	✓	✓	✓	optional	✓	✓	✓
2 nd – 4 th		✓	✓	✓	✓	✓	✓
5 th – 8 th		✓	✓	✓	✓	✓	✓

GIRLS

Grades	Skorts Plaid	Skorts Khaki/blue	Skirts Plaid	Plaid Jumpers w/ white blouse	Elastic waist shorts	Shorts Khaki/blue	Belt	Button Down Shirt	Tie	Harris Polo Shirts
Pre-K 3 & 4				✓	✓	✓				✓
K-1 st		✓		✓	✓	✓	opt.	opt.		✓
2 nd – 4 th	✓ 4 th Only	✓		✓		✓	✓	✓		✓
5 th – 8 th	✓	✓	✓			✓	✓	✓	✓	✓

All uniforms must be purchased from the school's designated uniform supplier - **Harris Uniform**.

- Girls' skorts, shorts, jumpers and skirts must be **no shorter than 2 inches above the knee**.
- Matching Shoes: No open toe or open heel shoes may be worn. Tennis shoes may be worn. **Boots are not permitted**.
- Matching Socks: White, navy, gray, black only. Quarter sized emblems in the same color scheme.
- Cool Weather: All students must wear regulation outerwear only. St. Clare warm-up jackets and pants, navy pull over sweatshirt, embroidered navy fleece jacket, or navy sweater are the only approved outerwear in or out of the building. (**Weather below 60°**, students are permitted to wear solid black, white, or navy long sleeves under polos. Students may wear non-regulation jackets when outside the school building. Girls may wear solid black, white, or navy leggings under the uniform).
- **It is the responsibility of the students and their parents to see that the students come to school dressed according to school regulations.**
- All students must wear the regulation physical education attire (purchased at Harris Uniforms). All students will wear their P.E. uniforms to school on P.E. days and remain in

that attire for the day.

- Mass Uniforms - On days when there is a school Mass, students must wear their formal uniform:
 - Boys - navy or khaki pants or shorts, uniform button down shirt, and tie
 - Girls - jumpers (Pre-K-4); plain skirts with uniform button down shirts **and ties** (5-8)
 - SCCS sweatshirts may not be worn to Mass. Only SCCS embroidered navy fleece jackets or navy sweaters are acceptable.
- All students must wear their shirts tucked in their shorts, skirts, skorts, or pants.

NON-UNIFORM DRESS AND DANCE CODE

Students are to wear clean and neat clothes: No cutoffs, no ragged fringe cuffs, no holes or tears in slacks/shorts/tops, no leggings (4-8). Boys and girls may wear shorts that will be no more than 2 inches above the knee on non-uniform days. Plain, clean, and neat shirts/tee shirts with no unacceptable artwork, slogans, or logos may be worn. No tank tops, no mid-tops exposing midsection, no outerwear resembling underwear or pajamas, no clothing that reveals undergarments, no low-cut dresses, no open shoes or sandals (except for dances), no over shirts covering up inappropriate outfits.

MAKE-UP, HAIR, AND JEWELRY

BOYS: Hair should be clean and neat. Unusual haircuts are not permitted; traditional cut, above the collar, not in the eyes, not below the bottom of the ears, with no shaved lines, numbers, or letters cut into hair, and no unnatural color. **Students who are in violation of the dress code as it applies to hair will not be allowed to return to school until the situation is rectified.**

GIRLS: Hair should be clean, neat, and not in the eyes. Unusual haircuts are not permitted; no shaved sides, lines, numbers, or letters cut into hair, and no unnatural color. Headbands without embellishments and a maximum of two bows are permitted. Students are not allowed to wear **make-up** at any time. Acrylic **nails** are NEVER allowed, and nail polish is only allowed on dress down days. Nail polish on non-dress down days will result in a lunch detention and removal of polish in the clinic.

Only appropriate **jewelry** is allowed. Two bracelets for boys or girls (on each wrist) may be worn at a time. Watches and hair ties count as bracelets. One pair of small earrings (nickel size or smaller) may be worn by girls only. Tattoos and body piercings are not allowed.

The Administration reserves the right to determine any fad, style of hair, or appearance inappropriate for school, and students may be kept out of school until a correction is made. In addition, students who violate the dress code may be asked to exchange their inappropriate attire for a school uniform. The clothing will be returned when the laundered school uniform is returned.

DRUG AND ALCOHOL POLICY

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any

student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods at the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school. At times, the school may choose to conduct random drug testing of the student body at the parents' expense.

A school may conduct random searches as set forth in this handbook.

EARLY DISMISSAL

No child may be dismissed during the school day unless his/her parent, guardian, or an on-file pick up contact comes to the office and then signs the early dismissal sheet in the clinic. Teachers must have advanced notification for appointments so as not to disturb their classes. **Students leaving early should come with proper notification for their homeroom teacher in the morning.** Any other changes in dismissal should be communicated to the school office throughout the day. Students will be called to the clinic when the parent arrives. **Students must attend at least four hours of any school day to be considered present.** Please avoid making appointments during the school day. Students shall not be dismissed after 2:00 PM on full days and 11:30 AM on half days to ensure safe dismissal procedures.

ELECTRONIC ACKNOWLEDGMENTS

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases, and/or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic

acknowledgments.

EMERGENCY PROCEDURES

The school has a crisis management plan that addresses many emergency situations. Parents are welcome to come into the school office and review our Crisis Management Plan. Emergency information may be conveyed on or through the following:

- FACTS SIS (RenWeb): A secure website for reporting class information (PreK-8th grades), homework (K-8th grades), and progress reports.
- Email: Through emails from St. Clare Catholic School, we are able to convey important information or breaking news about the school. Be sure we have your up to date email information.
- Social Media: St. Clare hosts a [Facebook Page](#).
- FACTS SIS (RenWeb Parent Alert) System: Will notify families via text and cell phone. Be sure contact information is updated.

St. Clare Catholic School follows the public schools when closing for weather emergencies. The school will notify parents when we will reopen via text. Emergency information will always be posted on our website.

EXAMS

Seventh and eighth grade students will participate in exams for English Language Arts, Mathematics, and possibly other subjects based on the following schedule.

7th Grade	8th Grade
<u>December</u> – Second Quarter Exams <u>May</u> – Second Semester Exams	<u>December</u> – First Semester Exams <u>May</u> – Second Semester Exams <i>*Students enrolled in Algebra 1 & Spanish 1 will also participate in end of course (EOC) exams.</i>

FACULTY

All school employees must pass the Diocesan background screening process and take the Protecting God’s Children course to be eligible for employment. Additionally, kindergarten through eighth grade teachers must be FLDOE certified for their grade level or subject area and must keep their certification up to date. Personnel working with children under the age of five must be DCF certified and complete the required yearly in-service to maintain their credentials.

FIELD TRIPS

Students are offered the privilege of trips away from school for educational purposes. Students need written permission to go on field trips. We cannot take permission for trips via telephone or any parent-produced note. Parents are required to fill out the Diocesan release/consent form for each trip.

Transportation for field trips will be via buses. The cost of transportation will be added to the field trip permission slip.

Parents are often used as chaperones for field trips. Parents must be fingerprinted and approved by the Diocese of Palm Beach, have taken the Protecting God's Children Class, and signed the Pastoral Code of Conduct. Some organizations limit the number of chaperones allowed, and this will continue to be determined by a lottery system. As with any school activity, smoking, drinking, or drug usage is prohibited.

Parents are to follow the procedures established by the teacher(s) in charge.

FINANCIAL OBLIGATIONS

The satisfaction of all financial obligations to the school, including the payment of tuition and all fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student record and/or disallow participation in or access to school activities, and/or unenroll a student if any financial obligations are not met.

Tuition Payments

Tuition rates are set each spring for the following school year. Tuition must be paid in full or a monthly payment plan must be set up through FACTS prior to June 1st.

1. Option 1 - Tuition paid in full by June 30th via cash or check (3% discount.)
2. Option 2 - Tuition paid through the FACTS monthly payment plan. A one-time FACTS fee of \$39 is required for this option.

(Families can opt to purchase the tuition insurance if desired.)

Annual Registration Fees, Book Fees and Home and School Dues

Non-refundable Fees for the 2022-2023 school year are:

- Registration - \$250-\$500 per child (early to late registration changes fees)
- Home and School Dues - \$200 per family
- Books/Fees – varies by grade level

Financial Aid

St. Clare Catholic School is pleased to offer the following opportunities for financial assistance: Step Up for Students, The McKay and Gardiner Scholarships, or FACTS Tuition Assistance. Families must first apply for the Step Up program before they are eligible to apply for assistance through the FACTS Tuition Assistance program.

Step Up for Students

St. Clare Catholic School has been approved to participate in the Step Up for Students Scholarship Program, which is available to families in financial need from the State of Florida. To apply and see if you qualify for this scholarship, simply visit www.stepupforstudents.org and under "Application News" it will say "new students click here." Once you click the word "here,"

you simply follow the instructions.

FACTS Tuition Assistance

St. Clare Catholic School has retained the FACTS Tuition Assistance for families as an option to apply for financial assistance. Families who have a financial need can apply online. The company will review applications and send the school a recommendation for tuition assistance. Families must submit a new application annually. To apply online go to www.factstuitionaid.com.

Disclaimer: At least 30 calendar days before a transfer of ownership of a private school, the owner or operator shall notify the parent of each scholarship student.

FUNDRAISING

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

HARASSMENT AND DISCRIMINATION

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members, and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of Palm Beach. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

HOMEWORK AND STUDYING

The purposes of homework assignments are:

- To reinforce the material learned in school.
- To deepen knowledge of a subject by long range reading, projects, and research.
- To develop initiative, independent thinking, and responsibility.

Time spent on homework varies by grade level. Below is an average number of minutes per night by grade:

Grades K-2: 10-30 minutes

Grades 3-5: 30-60 minutes

Grades 6-8: 60-80 minutes

***In addition, students will participate in reading every night for at least 20 minutes and spend time reviewing material for upcoming assessments.**

Parents are asked to cooperate with teachers in supervising home assignments. If a student is absent one day, the student asks the teacher for the work missed upon returning to school. If a student is absent for an extended period, he/she will make up the work upon returning to school. He/she will be given the same number of school days to make up work as he/she has been absent. Extreme cases will be dealt with on an individual basis. Fifth through eighth grade students who do not complete their homework in a timely manner may be required to stay in during lunch. This will allow the student to eat lunch while completing outstanding assignments for partial credit. Staying in during lunch to complete late assignments on a regular basis shows a lack of effort and could result in a 3 in effort for the quarter.

HONOR ROLL (6-8)

Middle school students may earn Principal's Honors, First Honors, or Second Honors each quarter.

Principal's Honors

- A student must receive "A's" in all **core** subjects.
- A minimum of 2's in **all** conduct and effort marks.

First Honors

- A student must receive a 3.5 GPA in all **core** subjects.
- A minimum of 2's in **all** conduct and effort marks.
- No D's or F's

Second Honors

- A student must receive a 3.0 GPA in all **core** subjects.
- A minimum of 2's in **all** conduct and effort marks.
- No D's or F's

****Core subjects** include ELA/Writing, Math, Religion, Science, Social Studies, and Spanish.

****Conduct/Effort grades in all classes, including PE, Art, and Technology, are used in determining honor roll.**

ILLNESS/MEDICATION

Illness - If your child is home sick, please call the office (561-622-7171) or send email to the homeroom teacher and let the school know. Students should not come back to school until they have been fever/symptom free (and medication free which might mask a fever) for 24 hours.

Medications - Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.

2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply, and administration of an epinephrine auto-injection (EpiPen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

IMMUNIZATIONS

The Diocese of Palm Beach requires that, prior to attendance in school, each student presents or has on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

LATE WORK POLICY

Late work policies are discussed extensively in each class.

Classwork/Homework: Assignments submitted one day late will be accepted for a maximum of 60%; work turned in two days late is accepted for a maximum 50%. Beyond that, 0% (work that is gone over in class will not be accepted late for credit.)

Projects/Essays: 10 points per day deducted.

Accommodations for students with 504 plans will be discussed on an individual basis. However, ALL assignments which are given more than two weeks to complete will not have **any** extra time allotted for full credit for any students.

LUNCH

Each Monday through Friday, the students will be offered a prepared lunch. Notices of menu and prices will be posted on the school website. Students are responsible for cleaning their tables before they are dismissed. Students either bring lunch or buy from our lunch program. **Lunch may not be delivered to the cafeteria.** When a student forgets his/her lunch, the parent may bring the lunch to the school office prior to the lunch period. This is not to be a daily occurrence. Restaurant food cannot be dropped off after morning arrival. For security reasons, only parents scheduled for lunch duty are permitted in the cafeteria during lunch time.

MERIT PROGRAM

All staff and support personnel are supplied with merits. Whenever a student is seen exhibiting leadership behavior, the student is given a merit. The merit is filled out by the teacher with the student's name, teacher, and grade.

- Students in grades K-5 can redeem their merits for prizes at a date and time TBD.
- Students in grades 6-8 may use merits for the following:
 - Ice Cream 5 merits
 - Snack 5 merits
 - Crazy Sock Day 5 merits
 - Free Dress Day 10 merits

This program is to encourage and reinforce good student behavior not only in the classroom but also around school as a whole (i.e., cafeteria, hallways, bathrooms, recess, and church) by rewarding positive behavior. Positive behaviors for which merits should be given are the following:

Cooperation	Helpful
Kindness (toward others)	Diligence
Respect	Charity
Compassion (toward others)	Honest
Politeness	

NATIONAL ACHIEVEMENT TEST

A Standard Achievement Test (currently the Terra Nova assessment) is administered to students in grades 2-8 each year. The results of these standardized tests are sent to parents. These tests inform you of your student's performance in relation to the national performance of students at the same age and grade level. The results of these tests are used by teachers to drive classroom instruction.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is open to seventh and eighth grade students:

- Students must have attended the school for the equivalent of one semester.
- Students must have a 3.6 cumulative GPA with no grade below a "B" and all 1's and 2's in conduct and effort.
- Students who do not maintain a 3.6 cumulative GPA or earn a grade lower than a "B" will be placed on probation for one quarter. Loss of membership may occur if there is no improvement.
- An NJHS Eligibility Packet will be given to all seventh and eighth grade students who meet the criteria.
- All documents must be submitted by the date selected by the NJHS moderator. Any documents turned in late will not be considered.
- A faculty council will be selected by the principal. The council will review all the

necessary documentation. A candidate must receive a majority vote of the council to be inducted into the National Junior Honor Society. The faculty may provide information to the Faculty Council for consideration during the selection process.

- A list of all candidates that are selected for induction and those who are not will be submitted to the principal prior to notification of the candidates.
- Students who are not selected may meet with the faculty moderator. The moderator will explain to the candidate why he or she was not selected and explain where the candidate needs to improve to be considered in the future.
- No quota or percentages of members per class will be established.
- Once a student has been accepted into the National Junior Society, administration reserves the right to put that student on probation for academic and/or behavioral issues subsequent to induction into NJHS. Once the student has shown improvement in behavior and/or academics, his or her probation may be removed. If no improvement has been made or another infraction occurs, the student may be permanently removed from NJHS.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
Parents or eligible students should complete the Request for Release of Student Records and submit it to the school principal (or appropriate school official) identifying the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
Parents or eligible students who wish to ask the school to amend a record should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or

medical staff and law enforcement unit personnel); a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

OFFICE HOURS AND PROCEDURES

The school office is open on full days of school from 7:30 AM to 4:00 PM and on half days from 7:30 AM to 12:30 PM. Summer office hours are 8:00 AM to 12:00 PM, Monday through Thursday.

PLEASE NOTIFY THE SCHOOL OFFICE ANY TIME YOUR FAMILY'S PHONE NUMBER, HOME ADDRESS, OR EMAIL ADDRESS CHANGES. THIS INFORMATION IS NEEDED FOR EMERGENCIES AND IS VERY IMPORTANT. THE SCHOOL'S TELEPHONE NUMBER IS 561-622-7171 AND EMAIL IS INFO@STCLARECATHOLICSCHOOL.ORG.

OPEN ADMISSION POLICY

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

PARENTAL COOPERATION

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or other public forums. Just as a parent can withdraw a child from the school if desired, the school has the right to withdraw a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

PARTIES

Classroom parties are permitted in grades PK–8 at various times during the school year. Teachers will inform parents if there is to be a party and will provide them with the necessary information. Birthday treats may be arranged in PK–5 (not in middle school) with the approval of the homeroom teacher to be shared in the lunchroom with each student in the homeroom. If parents are planning a party away from school, please mail the invitations unless inviting everyone in the class.

St. Clare Catholic School does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by St. Clare Catholic School. Parents, by executing the acknowledgment of receipt of this Handbook, hereby release St. Clare Catholic School, the Diocese of Palm Beach, and their corporate members, employees, and agents from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by St. Clare Catholic School.

Student/Parent sponsored parties/showers for faculty members need to be limited to one hour and only the homeroom of that teacher may attend.

PICTURES

Each year, the school has professional photographers take individual and class pictures of our students. There is no obligation to purchase them.

PRIVATE TUTORING, COACHING, OR LESSONS

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. **Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

PROMOTION AND RETENTION

A student will be promoted upon satisfactorily completing the assigned curriculum. Failures may have to be made up by whatever method the teacher and principal deem advisable. Inability of the student to meet the requirements of the school's academic program may result in the retention of the student. Failure in two or more major subjects may be grounds for retention.

PUBLIC DISPLAY OF AFFECTION

The Catholic school promotes friendship, charity, kindness, love, and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which

connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension, or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

REPORT CARDS

Students in grades PreK-2 will have mandatory conferences during the 1st quarter. PreK3-2 will receive skills based reports cards at the end of all four quarters.

Students in grades 3-8 are graded as follows: A = 90-100; B = 80-89; C = 70-79; D = 60-69; F below 60. Students in grades 3-5 are given an S, N, or U in special subjects. Special subjects in grades 6-8 are given a letter grade, or S, N, or U. Conduct and Effort are graded with 1 = outstanding; 2 = satisfactory; 3 = needs improvement; 4 = unsatisfactory. Grades are based on tests, homework, and class assignments. Report Cards are issued at the end of each quarter via RenWeb. Failure for the year in one or more major subjects may be grounds for retention.

SCHOOL HOURS (ARRIVAL & DEPARTURE)

Students may be dropped off no earlier than 7:00 AM. School begins at 7:50 AM. After the 7:50 AM bell, students are tardy (see [Discipline/Conduct](#) section for tardy consequences).

Parents coming from the north enter the north drive and proceed in a single file line to the area in front of the school. Parents coming from the south enter the south drive, use the cut-thru in front of the Parish Hall to merge into the north drive. If you need to park, please walk your child to the crosswalk and wait for the on duty attendant's directions. Do NOT drop your child in the parking lot. To facilitate the flow of traffic in the morning, parents going south should exit by the south drive and those going north should exit by the north drive. Kindergarten parents wanting to walk their child into the main school building should park and wait by the crosswalk. Pre-K students should be dropped off at the Parish Hall.

Students in Pre-K (with no siblings) are dismissed at 2:30 PM. Students in grades K-2 are dismissed at 2:40 PM. Students in grades 3-5 will be dismissed at 2:50 PM. Grades 6-8 are dismissed at 3:00 PM. On half days, students will be dismissed at 12:00 PM. Older siblings and carpool riders proceed to the youngest sibling's line. Parents of students in grades 6-8 are not to arrive on campus until 2:50 PM, as this hinders the flow of traffic. Your younger students will be supervised until that time.

PARENTS, PLEASE DO NOT USE CELL PHONES DURING PICKUP AND DROP OFF!

SCHOOL-SPONSORED EVENTS

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school sponsored function.

SEARCH AND SEIZURE POLICY

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

SECTION 504 – POLICY STATEMENT

St. Clare Catholic School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, St. Clare Catholic School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: John Clarke, (561) 775-9532. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Gary Gelo
Diocese of Palm Beach
Superintendent of Schools
9995 North Military Trail
Palm Beach Gardens, FL 33410

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

SEXTING

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

SMOKING/VAPING

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

SOCIAL MEDIA

- Follow us on: Facebook www.facebook.com/St.ClareCatholicSchool
- Twitter @StClareNPB Instagram STCLARESAINTS www.stclareschool.com

STUDENT ACCIDENTS AND INJURIES

As part of your fees, you are entitled to Student Accident Insurance for your children. If there is an accident at school that requires medical care, you will be called from the office to speak with your child (or come to school) to evaluate the severity of the incident, and to decide on the course of treatment and care. We will provide you with the necessary paperwork to use the supplemental student insurance when you seek treatment with a healthcare provider. This insurance is secondary to yours and is not intended to be the primary insurance.

STUDENT AND PARENT CONDUCT

Students and parents are expected to behave in accordance with the mission, philosophy, spirit of the school, and the moral teachings of the Catholic faith, as determined by the Bishop of the Diocese of Palm Beach. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

STUDENT TRANSPORTATION AND SAFETY

Students may arrive on campus through the following modes of transportation:

- Walking - If walking and crossing Prosperity Farms Road, please cross at Dogwood where there is a crossing guard.
- Bicycle - If crossing Prosperity Farms Road, please do so at Dogwood. Whether entering or exiting campus from the northern or southern sidewalks, once you have gotten to the sidewalks adjacent to the church, please begin to walk the bicycle. Enter the gate near the media center and park your bicycle in the designated area.
- Automobile - Parents and guardians, please follow the proper drop off and pick up procedures (see [School Hours - Arrival & Departure](#)).
- Golf Carts - Students driving golf carts to school is strictly prohibited. If parents/guardians

are picking up students in a golf cart, it must meet the Village of North Palm Beach criteria for driving on Prosperity Farms Road. Parents must also follow the drop off/pick up procedures for automobiles.

*During inclement weather, walkers and bikers will not be dismissed until weather conditions have improved.

TELEPHONE

Students will not use the school phones for calls unless they have permission from school personnel.

TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

TEXTBOOKS

The parents lease, buy, or pay a licensing fee for all textbooks, online books, and workbooks.

TEXT MESSAGING/TELEPHONE CALLS

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers. **We do not recommend stopping RenWeb text alerts. In the event of an emergency, this will be our method of communication with you.**

THREATS OF VIOLENCE

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

1. Immediate suspension from the school
2. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it

out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.

3. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school.
4. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

TRANSPORTATION ARRANGEMENTS

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

UNDOCUMENTED STUDENTS

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Diocese of Palm Beach may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

USE OF PHOTOS

The school reserves the right to use student or parent photos in any school or Diocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter, and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Diocese of Palm Beach, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet. Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

VISITORS

The safety and security of our children is of utmost importance. All visitors, including parents and guardians, must check in at the school office. Any items, lunch money, books, etc. will not be accepted in the front office. Your child will have to do without; however, we will provide lunch,

and your Renweb account will be charged accordingly. Anyone not wearing a visitor badge will not be granted entry anywhere on the school property. Student visitors are not permitted.

VOLUNTEERS

St. Clare Catholic School is proud of its tradition of volunteerism and the outstanding community built around families working together for a common goal. To this end, each family is expected to contribute a minimum of 20 hours of time during the school year in support of school-wide activities.

SCCS Parent Volunteer Hour Requirements

St. Clare Catholic School believes that the education of students requires a partnership with families and involves volunteerism at various school and community events.

Guidelines

Each family is required to volunteer a minimum of twenty (20) hours each year. If you have more than one child at the school, an additional four (4) hours is required for each additional child. For example, one child is 20 hours; two children is 24 hours; three children is 28 hours, etc. Hours may be completed any time between June 1st and May 1st for a particular school year and will include hours worked on school-related matters, regardless of where or how the service is provided, i.e., at home, school, on a field trip, in-kind donations or fund-raising support. Hours are only applicable to the family performing the service and are non-transferable.

Participants

Parents or guardians and extended family members (grandparents, aunts/uncles/cousins and siblings who are 16 years of age and older), may complete volunteer hours for the family. Hours must be completed no later than the last week of April each year and recorded in ParentsWeb on or before the first day of May. Every family member who works with children during the school day or as part of extra-curricular activities MUST comply with the Diocese of Palm Beach policies and requirements for background checks, fingerprinting, and training, such as attending a Protecting God's Children class. More information on how to become a volunteer can be obtained in the school office.

Mardi Gras Festival Support

As part of the 20 volunteer hour requirement, each family is required to work at least one three hour shift per enrolled child during the school's Mardi Gras event (i.e. one child, one three-hour shift; two children, two three-hour shifts; three children, three three-hour shifts, etc.) This event typically takes place during the third weekend in January. An online Signup Genius will be sent to parents with an abundance of volunteer opportunities. This obligation is mandatory for all families. Parents will be billed for hours not worked, and families who do not complete hours should not attend.

Service Hour Options

Families are encouraged to become involved in the St. Clare Catholic School community according to their interests and talents, in addition to the required Mardi Gras hours. Only service hours that directly benefit the school will count toward volunteer hours. Community service hours to other non-profit organizations outside of St. Clare Catholic School, while

charitable, do not count toward parent volunteer hours.

There are a variety of opportunities to fulfill your volunteer hours. Examples include participating in any of the school fundraisers, Advisory Board committees, Home and School Association committees, serving in your child's class, assisting during carline, supporting the lunch and recess program, and the school's extra-curricular activities. Opportunities will be communicated throughout the year. In addition, if you secure a direct donation or fund-raising sponsorship, you will receive a credit of one (1) volunteer hour for every \$100 raised. For example, two direct \$200 donations to St. Clare School coordinated by a family would equal four volunteer hours, or four \$100 gift certificate donations for the auction would equal four volunteer hours.

Failure to Fulfill Parent Volunteer Hours

Families who do not complete their service hours and have them logged by May 1, 2023, will be billed \$20 per hour and receive an invoice from the school bookkeeper, which will be due before the last day of school.

WEAPONS POLICY

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

WEBSITE

The school website is www.stclareschool.com. Posted on this website is basic information about the school. Parents are expected to be using FACTS SIS (RenWeb) for more detailed school information.

**St. Clare Catholic School
821 Prosperity Farms Road
North Palm Beach, FL 33408**

BULLYING COMPLAINT REPORT FORM

Student Name: _____ Grade: ____ Today's Date: _____

Name(s) of Accused: _____

Address: _____

Date of Incident: _____

Telephone Number: _____

Specify in detail your complaint below. Please describe the incident, participants, background to the incident, and any attempts you've made to resolve the problem. Please include relevant dates, times, and places. (Attach a separate sheet if necessary.)

Indicate if there are other individuals who could provide more information regarding this complaint including witnesses or participants:

Indicate in your opinion how this problem might be resolved. Please be as specific as possible. I certify that the above information is correct and that the events are accurately depicted to the best of my knowledge.

Name of Complainant

Signature of Complainant

Date

St. Clare Acceptable Use Policy

Overview

St. Clare Catholic School is committed to the students' use of technology as a tool to expand learning opportunities and conduct scholarly research. Students will be provided with a family purchased device and access to the school's wireless network. The devices and the wireless network on the St. Clare campus are strictly for educational use consistent with the school's educational goals. Along with the opportunity this provides comes responsibility. This Acceptable Use Policy (AUP) is designed to give the student and the student's family, as well as others on the school's campus, clear and concise guidelines regarding the appropriate use of the devices. The underlying premise of this policy is that all members of the school's community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

Students are responsible for appropriate behavior while on school devices and networks. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with faculty or administration. Access to network service is given to students who agree to act in a responsible manner. Access is a privilege, not a right.

Individual users of the school's computer network are responsible for their behavior and communications over that network. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the server will ever be private. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for guidance as they utilize information sources such as television, telephones, movies, radio, and other potentially offensive media.

Device Ownership

Although the devices are the property of the students/families, the school has the right to inspect the devices and view all content at any time.

Responsibilities

Students are responsible for:

- Using devices in a responsible and ethical manner
- Helping St. Clare protect its computer system/device by contacting a teacher or administrator about any security problems
- All activity on their device and keeping their passwords secure

- Their online identity, and may not present themselves as anything other than students
- Properly securing their device when it's not in use
- Alerting school personnel about threatening, inappropriate, or harmful content online
- Reporting any known violations of this AUP to appropriate administrative staff members
- A device damaged beyond repair by a student will result in replacement by the insurance and loss of any local data stored

Parents are responsible for:

- Assuring that students abide by this AUP
- Paying for the cost of insurance to the school. An insurance policy is provided that will protect the equipment against spills, theft, fire, and accidental damage. All device support and service must be submitted through the school. Repairs completed through an external resource will be considered in violation of the AUP.
- Providing a police report if the device is lost or stolen
- Ensuring the cases are used at home
- Locking down their home WIFI so students can't get to inappropriate sites
- Monitoring all of their student's devices including those provided by the parent such as a phone or a laptop

Email Rules and Regulations

- Use appropriate language.
- Completely avoid derogatory, obscene, or harassing messages (Email messages of an abusive or harassing nature will be regarded as a major violation and will be subject to disciplinary action(s)).
- The use of email is limited to communicating with faculty or administration.
- Email services provided by the school are to be used only for the exchange of appropriate school related information.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via email.
- Students are prohibited from accessing anyone else's email account.
- School email addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school email system.

Chatting and Messaging

- Like passing notes, messaging, electronic communicating, and blogging are prohibited except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Participation in group chat sessions during school hours is prohibited unless part of an assigned, in-class activity that is supervised by faculty or administration.

Audio and Video

- Audio should be turned off unless required for the activity being conducted.
- Listening to music either aloud or with earphones is permitted on campus when required for the activity being conducted.
- The devices are for instructional and educational use. Therefore, watching movies and DVD videos, unless part of an academic activity, is not permitted during the school day.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.

Games

- Students may not find or play online games on their school iPad. The school manages ALL apps on school devices.
- Gaming is restricted to games approved by the administration and/or faculty for academic purposes.
- Games that include messaging, violence, adult content, inappropriate language, and weapons are not to be installed or played on school devices. The school reserves the right to remove any game from a school device that is considered inappropriate or impedes the educational purpose of the Apple device program.

Device Care and Maintenance

- Students are expected to come to school with a fully charged battery daily.
- Students are responsible for their devices. Devices must not be left unattended at any time.
- Students should not lend their device to other students and should not borrow a device from another student.
- Vandalism to your device or another student's device is prohibited.
- Unattended devices should be turned in to the school office or to a teacher.
- Devices must be carried and transported appropriately on campus. They should be carried in their cases. Failure to do so could damage the device and result in malfunction or permanent loss of data.
- Device Identification: Do not remove, move, or write on the identification sticker on your device. No writing or stickers will be allowed on your device. Cases may be appropriately personalized.
- Device Access: Students are not allowed to create any administrative or pincodes, passwords, and/or fingerprint locks on their devices.

Network Access

- Students must not make any attempt to access servers or network information that is not available to the public.
- The utilization of proxy avoidance, IP numbers, web anonymizers, and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons including, but not limited to, online ordering and purchases.

- Students are not to knowingly disrupt online services or equipment as such activity that is considered a crime under state and federal law (Florida device Crimes Act, Chapter 815, Florida Statutes, see below). This includes tampering with device hardware or software, jailbreaking, vandalizing data, invoking device viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- The School is not responsible for damaged or lost data transferred through our network or stored on the devices or on our file servers.

Internet Use at School

Internet connections at school will be filtered based on provisions of the Children's Internet Protection Act (CIPA) <http://www.fcc.gov/guides/childrens-internet-protection-act>,

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials is prohibited.
- Inappropriately using photos, video, and/or audio recordings of any person is prohibited. These materials may include but are not limited to items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Changing device settings to circumvent the filtering system is prohibited.
- Spamming or sending inappropriate content is prohibited.
- Gaining access to other students' accounts, files, and/or data is prohibited.
- If a student accidentally accesses a website that contains obscene, pornographic, or otherwise offensive material, he/she is to notify a teacher, administrator, or other adult as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Internet Use at Home

Internet connections at home will NOT be filtered. There are many precautions parents should take to keep their students safe online.

- Set up expectations about appropriate online behavior. Implement contracts and agreements as necessary.
- Sit with your children as they use the Internet and fulfill the requirements of school. Gradually give them guidance and finally some independence once they've proven they understand the parameters.
- Check in with your children often. Ask them about apps they're using and have them teach you how they work.
- Families should have designated areas for device use in a public or shared space. Devices should be secured by adults overnight.

File Sharing and AirDrop

- File sharing is the public or private sharing of device data or space. Any program that creates a point-to-point connection between two or more computing devices for sharing data is considered file sharing.
- File sharing of any kind, both on campus and off campus, is limited to specific assignments by faculty members.
- No file sharing software of any kind is to be installed on the devices. Examples of this type of software are LimeWire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.

Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in device failure and will interfere with your ability to complete class work and could affect your grades.

Downloading and Loading of Apps and Software

- Do not alter or remove the school managed or management software or any pre-installed apps or tools.
- Students are not permitted to install custom/individual applications that require administrator privileges.
- All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc. through the school's network is restricted to solely academic activities.
- The school reserves the right to remove any software that has been loaded onto the device that impedes the educational purpose of the device program
- Only commercial videos (such as television programs) that are legally purchased may be downloaded to the devices.
- Shareware and freeware programs such as animated cursors (i.e. Comet Cursor), screensavers, and other programs like these, automatically open connections outside the school's network. Such connections are Spyware, and they not only monitor the activities on that device; they also slow down the operation of the device and the network connection.

Privacy, Use, and Safety

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and Apple device access. This is important to protect the privacy of each student. Do NOT share personal passwords or usernames.

The school respects the privacy of every student, faculty member, and administrator with respect to stored files and email accounts. However, if inappropriate use of e-mail accounts or the school's network, including honor code violations or harassment, is suspected, the school's administration has the right to view these files to investigate suspected inappropriate behavior.

The school will monitor device activities, including logging website access, newsgroup access, bandwidth, and network use.

Students are prohibited from accessing faculty, administration, and staff's file servers for any reason without explicit permission from the user or administrator of that device.

Students are prohibited from using any method to obtain control of another person's device using their own device.

No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate and prior written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.

Cyber-bullying

Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Like all other bullying, cyber bullying is strictly prohibited. Examples of this behavior include, but are not limited to:

- sending/posting false, inappropriate, cruel, hurtful or vicious messages/comment
- creating or contributing to websites that have stories, cartoons, pictures, and jokes that ridicule others
- breaking into or spoofing an email account and sending vicious or embarrassing materials to others
- engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and forwarding that information to others
- Using social media to belittle a peer
- Group texts among students, even on personal devices, that are hurtful or inappropriate will not be tolerated and could result in severe consequences.

Any electronic communication (**on a school device or a personal device**) that creates a hostile, disruptive environment on the school campus is a violation of the students' and the staff members' rights to be safe and secure. Actions deliberately threatening, harassing, or intimidating an individual or group of individuals, placing an individual in reasonable fear of harm, damaging an individual's property, or disrupting the orderly operation of the school will not be tolerated.

Alternate Devices and Personal Student Accounts

No other electronic device may be used in school or on the school network, even if privately owned. No personal student accounts can be added to student devices, only school accounts for school devices. The school has the right to retain the device in the school's possession if there is an infraction to the AUP that deserves a consequence, as determined by the school's administration.

Copyright

Information obtained through the Internet must be properly cited and in compliance with copyright laws. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.

Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.

Disciplinary Actions

The school reserves the right to enforce appropriate consequences for the violation of any section of the AUP, such consequences could include:

- Loss of access to their device
- Loss of access to the internet
- Assessment of a \$50 AUP violation fee per incident
- Tally, Detention, suspension or expulsion

Please note the amount of time will be determined by the school administration along with any additional disciplinary action or legal action. Any assigned work will be completed with pen and paper using traditional texts and resources

The school will make every effort to communicate with the parent or guardian to notify them of the offense and disciplinary action.

Final Note to Parents or Guardians

Random checks of student Apple devices will be conducted throughout the year to ensure that these policies are being followed.

The Internet is a powerful learning tool, but it should not be used indiscriminately or without supervision. While your child is at school, the staff will make every effort to assure that this resource is used appropriately. As parents, it is your responsibility to monitor this resource at home, not unlike the way you monitor use of TV, video games, or the telephone. It is not advisable for children to engage in long hours of unsupervised time on-line. If you help your child use the Internet wisely at home, together we can help him or her become a responsible Digital Citizen of the Internet.

Administration is required to report any unlawful use of technology such as sexting to the authorities.

References

Acceptable Use Resource Board, <https://www.pinterest.com/INelearn/aup-acceptable-use-policy-and-more/>

Archbishop Bishop Edward McCarthy High School AUP Raleigh Hills High School, Beaverton, Oregon

South Burlington School District, Vermont

<http://sbsd.schoolfusion.us/modules/cms/pages.phtml?pageid=236420&sessionid=51857c7a911d4783a2a3681cb70d929e&t>

Wake County Public Schools, <http://www.ncsu.edu/ligon/au.policy.html>

St. Clare Catholic School reserves the right to amend the terms and conditions of this AUP as we deem appropriate.

Equipment Subject to Agreement: The equipment subject to this Acceptable Use Policy Agreement includes:

One (1) Apple iPad

One (1) AC/USB Adapter (with power cord)

One Case

Updated 5/2/2022