

**ST. CLARE CATHOLIC SCHOOL**  
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## **STUDENT/PARENT HANDBOOK**

### **INTRODUCTION**

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.



The  
**Leader in Me™**

## **MISSION STATEMENT**

St. Clare Catholic School teaches Catholic morals and gospel values to elementary and middle school students, while creating a caring, respectful environment. Our school fosters a love for learning and academic excellence that prepares students for success in high school. All students, as unique children of God, grow in mind, body, and spirit to become responsible individuals in our global community.

## **VISION**

St. Clare Catholic School will provide diversified instruction and rigorous academics enhanced by 21<sup>st</sup> century skills of innovation, critical thinking, collaboration, and technology in order to be successful with the challenges of a global society.

## **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.

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. St. Clare Catholic 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 employees in any divorce, custody, or other legal proceeding, which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

## 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 who:
  - Serve others in local, national, and international communities
  - Display an understanding of manners and courtesy
  - Recognize 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

## 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 8<sup>th</sup> Grade) in the State of Florida and southern Georgia. The Conference is a charter member of both the National Council for Private School Accreditation (NCPISA) and the Florida Association of Academic Nonpublic Schools (FAANS).

## ACTIVITIES/ENRICHMENT

St. Clare offers a variety of activities/enrichment programs for students to participate in throughout the school year. The administration reserves the right to withdraw from any activity any student that forfeits his/her right to represent St. Clare because of poor attitude, poor behavior, or lack of academic effort. The following is a list providing a brief overview of the programs offered.

<b>Activity</b>	<b>Participants</b>
After School Sports Programs and Clubs	Various Grades
Altar Servers	Grades 3-8
Band	Grades 1-8
Choral Groups	Grades K-8
Catholic Schools Math Tournament	Grades 6-8

High Touch High Tech Science Program	Grades 1-5
Inter-Scholastic Sports Program	Boys' and girls' basketball, golf, swimming, cross country, and soccer. Boys' baseball and flag football. Girls' softball, volleyball, lacrosse, and cheerleading. Grades 6-8
National Junior Honor Society	Grades 7-8
Accelerated Reader	Reading Enrichment Program, grades 1-8
Safety Patrols	Grade 5
School Broadcasters	Grade 8
Tech Team	Grade 7
School Dances	Grades 6-8
Dance Committee	Grades 6-8
Boys and Girls Scouts	Grades 1-5
Student Council	Grades 6-8
Yearbook	Grades 7-8

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.

All students will report to their dismissal line or to their after-school activities sponsor. If the sponsor is not present at dismissal, then the students MUST report to their dismissal line.

Sponsors will not use the covered area or steps in front of the school to gather students. Sponsors must gather their group and then proceed to their activity area.

### 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

1. Child must be 3 on or before September 1<sup>st</sup>.
2. Complete an application.
3. Children must be toilet trained.
4. Bring to the school office the original Birth Certificate (a copy will be made in the school office) and a copy of the child's Baptismal certificate.

#### Pre-K4

1. Child must be four on or before September 1<sup>st</sup>.
2. Complete an application.
3. Children must be toilet trained.
4. Bring to the school office the original Birth Certificate (a copy will be made in the school office) and a copy of the child's Baptismal certificate.

#### Kindergarten

1. Child must be five on or before September 1<sup>st</sup>.
2. Complete an application.
3. Bring to the school office the original Birth Certificate (a copy will be made in the school office) and a copy of the child's Baptismal certificate.
4. Pay a \$50.00 screening fee.

5. Child will be interviewed and screened prior to acceptance.
6. Screening will be evaluated and parents will be notified if the child is admitted.

#### Grades 1 – 3

1. First grade students must be six on or before September 1<sup>st</sup>.
2. Complete an application.
3. Bring to the school office the original Birth Certificate (a copy will be made in the school office) and a copy of the child's Baptismal Certificate.
4. Pay a \$50.00 application fee.
5. Child will be screened.
6. Submit previous years' report cards.
7. Screening will be evaluated and parents will be notified if the child is admitted.

#### Grades 4 – 8

1. Complete an application and pay a \$50.00 application fee.
2. Bring to the school office the original Birth Certificate (a copy will be made in the school office) and a copy of the child's Baptismal Certificate.
3. Submit copies of the last two years of report cards and achievement tests.
4. The following areas are reviewed for admission:
  - (1) Conduct marks
  - (2) Effort marks
  - (3) Academics
  - (4) Achievement Test scores
5. Parents will be notified of a screening is necessary, or if the child is admitted.

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

1. Siblings of currently enrolled students
2. Alumni's children (registered Catholics, attend Mass, and use their envelopes)
3. St. Clare Parishioners (registered Catholics, attend Mass, and use their envelopes)
4. Catholics (registered Catholics, attend Mass, and use their envelopes)
5. Non Catholics

### **ANTI-BULLYING POLICY**

St. Clare Catholic 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 St. Clare Catholic School.

#### I. 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 messages, 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 engages in an act of bullying or who, by their behavior, support another student's act of bullying.

## II. 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.

## III. 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. See page 30 for Bullying Complaint Report Form. This form must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

## IV. 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.
- b. False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary 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 PARTICIPATION**

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

### Middle School (6-8)

Boys' Flag Football, Baseball

Girls' volleyball, Softball, Cheerleading, Cross Country.

Girls' and Boys' Basketball, Soccer, Swimming, golf, Cross Country

Parents acknowledge that participation in these sports/leagues/clubs is inherently dangerous, and while the school will attempt to secure the well-being of each student, it cannot ensure the safety of all students involved in their activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form, the concussion and heat and a current physical. Participation includes conditioning, tryouts, and practice. 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, or activities.

The school is not responsible for student participation in any sports, leagues 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, do 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.**

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;
5. religious reasons or
6. other parent requests.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students have the number of days absent to make up the work missed.

PreK-4 students' attendance determines funding by the State of Florida VPK Program.

### **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, to see the classrooms, and to review materials. You will be advised of the exact date through the calendar.

### **CALENDAR**

A complete school calendar will be printed and sent home at the beginning of each year. 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, updates can be seen on the monthly 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,

Fitbits) may not be worn during school hours. Cell phones brought to school 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.

### **CHEATING**

Cheating is a serious offense at any grade level with any type of assignment. In an effort to teach your children good morals and ethics, students caught cheating (please note cheating is taking **or** giving information from or to another student or plagiarizing) will be expected to redo the work and could receive anywhere from a 0% to 50% on that assignment or assessment. An incident will result in a detention and probation from extra-curricular activities.

### **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). St. Clare Catholic 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 and may occur without advance notice. When it is reasonably possible, St. Clare Catholic 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 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.



**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 cafeteria 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 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 back door.
2. Exit the building by the front 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.

**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.

### **COMPUTER USE**

The school may provide its administrators, faculty, and students with access to computers and various information technology resources including email and internet access 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 assigned accounts and passwords.
  - 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 the school principal.
  - 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, or movies.
  - b. Do not install unlicensed or unapproved software.
  - c. Do not plagiarize.
  - d. Do not photograph fellow students unless granted permission by a teacher (project based.)
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, 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, or networks such as Myspace, Facebook, Instagram, or Snapchat.
- g. Do not send spam, chain letters, 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 cyber bullying.
- j. To protect our computers from viruses, students are not allowed to bring flash drives or other software from home.

### **Supervision and Monitoring of Technology**

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 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 (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 such as Facebook, Instagram, or Snapchat etc. 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 social networks 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 the 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.

## Acceptable Use Policy

Students in grades 5-8 participate in a 1:1 iPad Program. The Acceptable Use Policy details the expectations of this program. The policy can be found on the school's website.

## CONFERENCES

Frequent consultation with teachers is encouraged. All such meetings should be arranged by appointment with the teacher. Teachers need at least 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 Assistant Principal should then be contacted. Please follow this procedure.
- Parents wishing to contact a teacher may do so in one of three ways. Parents are always encouraged to send a note with their child to a teacher asking for information or requesting an appointment. Parents may also email the teacher or phone the office and ask the secretary to place a note in a teacher's mailbox. Teachers will return phone calls, or provide an answering note as soon as possible, but within 24 hours on business days.
- 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	Physical Education
English Language Arts	Fine Arts
Mathematics	Computer Education
Science	Spanish
Social Studies	Media

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.

## DISCIPLINE

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 in the sole discretion of the school administration.

Students are expected to behave consistent with the mission, philosophy, and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook. Discipline notices are sent electronically through RenWeb.

#### **DISCIPLINE SYSTEM GRADES PREK – 4\***

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 5 – 8**

A tally system has been implemented for fifth through eighth grade students for minor infractions of the rules.

Uniform violations and tardies will be monitored by the homeroom teacher. On the fourth offense a lunch detention will be served within a day or two. Every fourth will result in the same consequence. Skipping this detention will result in an afterschool detention.

Tallies may be given for the following reasons:

Late to class	Minor disruption of class	Excessive talking
Unprepared	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. You will be notified by Renweb Behavior Notice. Detentions are held after school for one hour.

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

Cheating, Inappropriate Language, Fighting, Gum/Eating in Class, Hitting/Kicking, Rude/Discourteous, Disobedient

Violation of Technology code (including iPad infraction)

After two after-school detentions in a quarter a student is 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.

Step 1: A conference with the principal or assistant principal, parent, and student where

student is placed on probation and sign a behavior contract.

Step 2: A third detention will result in a conference with the principal or assistant principal, parent and the student, and the student being withdrawn from all extracurricular activities.

Step 3: A fourth offense 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 4 cannot move out of the step program for that year and may not be invited back if the behavior continues.

Step 5: A fifth offense or any single serious offense will result in a conference with the principal, and parent, which 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

All uniforms must be purchased from the school's designated uniform supplier.

	Skorts Plaid	Skorts Khaki/b lue	Skirts Plaid	Plaid Jumpers w/white blouse	Elastic waist shorts	Shorts Khaki/blue	Pants Khaki/b lue	Belt	Harris Polo Shirts
Pre-K 3 & 4				G	G/B	G/B	B		G/B
Kindergarten 1 <sup>st</sup> Grade		G		G	G/B	G/B	B	Optio nal	G/B
2 <sup>nd</sup> – 4 <sup>th</sup> Grade		G		G		G/B	B	G/B	G/B
5 <sup>th</sup> – 8 <sup>th</sup> Grade	G	G	G			G/B	B	G/B	G/B

- 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 the school). Students in grades K-5 will wear their P.E. uniform to school on P.E. days and remain in that attire for the day. Students in grades 6-8 will wear their school uniform on P.E. days and will be expected to change into their P.E. clothes.
- On days when there is a school Mass, students must wear their formal uniform: Boys' long navy or khaki pants and girls' jumpers (Pre-K-4) or skirts (5-8).

- 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. 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 leggings, 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**

Students are not allowed to wear make-up at any time. This includes eye make-up, nail polish, and acrylic nails.

Boys: Hair should be clean and neat. Unusual haircuts are not permitted; traditional cut, above the collar, not in the eyes, not below the ears, with no shaved lines, numbers, or letters cut into hair, and no unnatural color. Closely shaved heads or areas of the head are also not allowed.

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 maximum of two bows are permitted.

Only appropriate jewelry is allowed. Two bracelets may be worn at a time. One pair of small earrings (nickel size or smaller) may be worn by girls only. Necklaces must be tucked into the shirt. 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 AND SMOKING 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.

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. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating a problem. A school may conduct random searches as set forth in this handbook.

Students are not permitted to smoke on school grounds or at school-sponsored events. No cigarettes, electronic cigarettes (e-cigarettes), vaporizers (vapes) or tobacco/herbal products of any kind may be used, or carried on one's person at school or school sponsored events.

### **EARLY DISMISSAL**

No child may be dismissed during the school day unless his/her parent or guardian 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 class. **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 their parent arrives. Please avoid making appointments during the school day. Students shall not be dismissed after 2:00 p.m. on full days and 11:30 a.m. 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 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:

- Renweb: A secure web site for reporting class information (Pre-K - 8th grades), homework (K-8th grades), and progress reports.
- SCCS Website: Subscribe to News Updates.
- 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](#).
- RenWeb System: Will notify families via text and cell phone. Be sure contact information is updated.



St. Clare 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**

7<sup>th</sup> and 8<sup>th</sup> grade students will participate in exams for English Language Arts, Mathematics, and Science based on the following schedule.

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

**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 a check (3% discount.)
2. Option 2 - Tuition paid through the FACTS monthly payment plan. A one-time FACTS fee of \$36 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**

Fees for the 2017-2018 school year are:

Registration - \$200 per child

Home and School Dues - \$200 per family

Books/Fees – varies by grade level

These fees are non-refundable and must be paid in full within thirty days of the date of invoice.

### **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 be denied or provide documentation that they are not eligible for financial assistance through the Step Up program before they are eligible to apply for assistance through the FACTS Tuition Assistance program.

### **Step Up for Students**

St. Clare 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](http://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 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](http://www.factstuitionaid.com).

## **FUNDRAISING**

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal. St. Clare Catholic School and Church, including but not limited to all church and school ministries, may not knowingly accept any fundraising sponsorships for any St. Clare Catholic School or Church related events from organizations, businesses, or legal entities that promote activities which contradict the teachings of the Catholic Church.

## **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 disable, 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:

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

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

Grades K-2	10-30 minutes
Grades 3-5	30-60 minutes
Grades 6-8	60-80 minutes

\*Students will *also* participate in reading every night for at least 20 minutes.

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 they have been absent. Extreme cases will be dealt with on an individual basis. Fifth through eighth grade students who do not do their homework go to lunch bunch. Lunch bunch is held in a middle school classroom and allows the student to eat their lunch while completing outstanding assignments for partial credit. Attending lunch bunch regularly shows a lack of effort and could result in a 3 in conduct 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 subjects.
- A minimum of 2's in all conduct and effort marks.

#### First Honors

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

### **ILLNESS/MEDICATION**

If a student has a medical problem, he or she is referred to the clinic. Unless the student has a fever, vomiting, diarrhea, or an emergency condition, the school's policy is to encourage the student to return

to class. If a student goes home due to fever, vomiting, or diarrhea, they must be symptom free for 24 hours before returning to school. When major medical care is needed, the parent or guardian is notified, and their instructions are followed. If a true medical emergency occurs, the parent is immediately notified along with a call to 911. When an accident occurs on campus or a school sponsored activity, an accident report will be filed.

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 not be delegated to school personnel except under unusual circumstances. 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 for Medication" 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 forms.
2. Medications to be taken by students must be personally brought by the parent or legal guardian to the School Office. Medications to be dispensed at school must 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. Students alone may not bring any medication to school.
3. If a student must take any medication during the school day, the medication must be kept with the clinic supervisor or School Office and the student must go there to take it.
4. While the school will monitor a student taking medication, the school will not remind students to come and take their medication.

Exceptions to this policy may also be made for the use, supply and administration of an epinephrine auto-injection (EpiPen).

IT IS IMPORTANT THAT WE HAVE A CURRENT PHONE NUMBER WHERE YOU CAN BE REACHED DURING THE DAY AND AN EMERGENCY CONTACT IN CASE WE ARE UNABLE TO REACH YOU. PLEASE INCLUDE ALL BUSINESS, CELLULAR AND PAGER NUMBERS. YOU MUST NOTIFY THE SCHOOL IF THESE NUMBERS CHANGE DURING THE SCHOOL YEAR.

### **IMMUNIZATIONS**

The Diocese of Palm Beach requires that, prior to attendance in school, each student present or have 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.

### **LUNCH**

Each Monday through Friday, the students will be offered a prepared lunch. Notices of menu and price will be posted on the school website. Students are responsible for cleaning their tables before they are dismissed. Students either bring a lunch or buy from our lunch program. Lunches may not be

delivered to the cafeteria. When students forget their lunch, parents may bring their lunch to the school office before lunch. 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**

1. All staff and support personnel are supplied with merit tickets.
2. Whenever a student is seen exhibiting leadership behavior, the student is given a merit.
3. The merit is filled out by the teacher with the student's name, teacher, and grade.
4. Students in grades K-5 can redeem their merits for prizes at a date and time TBD.
5. Students in grades 6-8 may use merits for the following:

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 in the whole school setting, i.e., cafeteria, hallways, bathrooms, recess, and church by rewarding students' positive behavior. Positive behaviors that merits should be given for are:

1. Cooperation
2. Kindness (especially how they treat each other)
3. Respect
4. Compassion (especially how they treat each other)
5. Politeness
6. Helpful
7. Diligence
8. Charity
9. Honesty

### **NATIONAL ACHIEVEMENT TEST**

A Standard Achievement Test (currently the Terra Nova assessment) is administered to students in grades 2-8 each year. The Measure of Academic Progress Test is administered to students in 3rd-8th grade three times per 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.

### **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 7<sup>th</sup> and 8<sup>th</sup> 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 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 disclosure 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 school 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 office in performing this 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 20202-5902

### **OFFICE HOURS AND PROCEDURES**

The school office is open on full days of school from 7:30 a.m. to 3:30 p.m. and on half days from 7:30 a.m. – 12:30 p.m. Summer office hours are 8:00 a.m. to 12:00 noon, 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.

### **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 to accept and support the authority of school officials, whether it is 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 dis-enroll 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 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.

### **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 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 the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur. Teachers cannot tutor current students as this is a conflict of interest.

### **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 deems 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 1<sup>st</sup> quarter. K-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 two or more major subjects may be grounds for retention.

### **SCHOOL HOURS (ARRIVAL & DEPARTURE)**

Students may be dropped off no earlier than 7:00 a.m. School begins at 7:50 a.m. After the 7:50 a.m. bell, students are tardy. A thirty-minute tardy detention will be issued for students in grades 3-8 after the fourth unexcused tardy in the quarter. Subsequent tardies will earn a second detention, etc. 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. PreK students should be dropped off at the Parish Hall.

Students in PreK (with no siblings) are dismissed at 2:15 p.m. Students in grades K-2 are dismissed at 2:30. Students in grades 3-5 will be dismissed at 2:40. Grades 6-8 are dismissed at 2:55 p.m. On half days, students in grades PreK-5 will be dismissed at 11:50 a.m. and students in grades 6 – 8 at 12 noon. 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 2:55 p.m., as this hinders the flow of traffic. Your younger students will be supervised until that time.

On rainy days, parents will park in parking spaces, walk to the youngest sibling's classroom where all of the siblings and carpool riders will be gathered. Parents are not to park or wait in front of the school. This impedes the traffic and bus pick up and endangers pedestrians.

Students who have not been picked up by 3 p.m. will be sent to aftercare and parents will be charged a fee. Please call the Main Office if there is an emergency.

**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. All student cellphones shall be collected at all school sponsored events upon arrival and returned at the conclusion of the event.

## **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 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.

## **SMOKE FREE ENVIRONMENT**

St. Clare Catholic School is a smoke free campus. Smoking on any school campus in the State of Florida is illegal.

## **SOCIAL MEDIA**

Follow us on:

Facebook [www.facebook.com/St.ClareCatholicSchool](http://www.facebook.com/St.ClareCatholicSchool)

Twitter @StClareNPB

Instagram STCLARESAINTS

[www.stclareschool.com](http://www.stclareschool.com)

## **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.

## **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 purchase, lease, or pay a licensing fee for all textbooks and workbooks.

## **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 who 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 may submit an informational report to the police

### **TRANSPORTATION**

Students may come to school by car, bus, bicycle, or walking. No skateboards, rollerblades, or "heelines" are allowed on school property. All students riding a bicycle must wear a helmet and park their bikes in the bike rack. Students must walk their bikes through campus upon arrival to the Church. Please use bicycle locks, as the school cannot be responsible for lost or stolen bicycles. Please stress bicycle safety with your child. Bus students from all grades should be outside by 2:45 p.m.

### **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. There will be a \$250.00 processing fee for the first two students in a family or \$500.00 for a family with more than two students.

### **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, you 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. that you might bring for your child must be brought to the office and we will see that your child receives them. Anyone not wearing a visitor badge will not be granted entry anywhere on the school property. Student visitors are not permitted.

### **VOLUNTEERS**

The assistance of parents as volunteers is vital to the school. This help is always needed and appreciated by the faculty and students. All volunteers must be fingerprinted by the Diocese of Palm Beach and attend Protecting God's Children Class. Parents may volunteer in the library, lunch program, classroom, playground, and other areas. Each family is expected to volunteer 20 hours each school year. The St. Clare Family Service Program outlines the expectations for volunteering. Parents will log hours on RenWeb. Families that do not participate in volunteering will be expected to pay \$200, plus \$50/additional child. Parents are expected to dress appropriately when volunteering at the school. Please avoid workout or revealing clothing.

### **WEAPONS POLICY**

Weapons are not permitted anywhere on school grounds. Anyone who brings a weapon on school grounds, 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](http://www.stclareschool.com). Posted on this website is basic information about the school. Parents are expected to be using RenWeb for more detailed school information.

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

**BULLYING COMPLAINT REPORT FORM**

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Names 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.)

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

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Indicate in your opinion how this problem might be resolved. Please be as specific as possible.

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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

**STUDENT WEBSITE RESOURCE PAGE**

<b><u>Websites</u></b>	<b><u>Username</u></b>	<b><u>Password</u></b>
<b>School</b>		
<a href="http://www.stclareschool.com">www.stclareschool.com</a>		
<b>Religion</b>		
<a href="http://www.webelieveweb.com">www.webelieveweb.com</a>		
<a href="http://www.CatholicMom.com">www.CatholicMom.com</a>		
<b>Language Arts</b>		
<a href="http://www.raz-kids.com">www.raz-kids.com</a>		
<a href="http://www.acceleratedreader.com">www.acceleratedreader.com</a>		
<a href="http://www.thinkcentral.com">www.thinkcentral.com</a>		
<a href="http://www.pearsonsuccessnet.com">www.pearsonsuccessnet.com</a>		
<b>Science</b>		
<a href="http://www.thinkcentral.com">www.thinkcentral.com</a>		
<a href="http://www.brainpop.com">www.brainpop.com</a>		
<b>Social Studies</b>		
<a href="http://www.pearsonsuccessnet.com">www.pearsonsuccessnet.com</a>		
<a href="http://www.connected.com">www.connected.com</a>		
<b>Math</b>		
<a href="http://www.sadlierconnect.com">www.sadlierconnect.com</a>		
<a href="http://www.xtramath.org">www.xtramath.org</a>		
<a href="http://www.connected.mcgraw-hill.com">www.connected.mcgraw-hill.com</a>		
<b>MAP</b>		

# The 7 Habits® Tree

