



St. Clement's School Uniform Policy – Quick Reference Guide

Shirts:

Red or white polo style shirts only – no button down or oxford style shirts. Shirts may be plain, have the St. Clement's School logo or a small logo no bigger than 2 inches. Plain white or navy blue t-shirts or turtlenecks may be worn underneath uniform shirts. Shirts are to be worn tucked in.

Sweatshirts:

Solid navy blue or any Wildcat sweatshirt

Pants:

Navy blue cotton twill, pleated or flat front

Shorts:

Navy blue cotton twill walking shorts, pleated or flat front

Belts:

Plain black, navy blue or brown only (Required for 4th-8th grade)

Skorts:

Navy blue, pleated or plain

Skorts must have shorts attached and may not be shorter than 2 inches above the top of the knee cap.

Plaid Jumpers:

Pre-K-5th grade, no shorter than 2 inches above the top of the knee cap

Navy blue shorts should be worn underneath jumpers.

Plaid Skirts:

6th – 8th grade only, no shorter than 2 inches above the top of the knee cap

Navy blue shorts should be worn underneath skirts.

Socks/Tights:

Plain white or navy blue socks of any length must be worn. Plain white or navy blue tights may be worn.

NO LEGGINGS

Shoes:

All students are to wear athletic shoes. Athletic shoes need to be as simple and conservative as possible with regard to both style and color. Shoes such as Converse and Vans must be solid navy blue, black, red, brown, grey or white; no patterns or designs. Shoe laces are to be white, black, brown, or navy blue. No hard soled shoes, boots, hiking boots, or open-toed shoes.

Hair:

Girls are to wear their hair neatly combed, away from their face. Both eyes are to be fully visible. Hair accessories should be conservative and must be black, brown, navy blue, white, red, or St. Clement's plaid.

Boys are to wear their hair short and neatly combed. Bangs are to be at least one inch above the top of the eyebrows, ears are to be fully visible and the shirt collar is to be fully visible.

Hair must be natural in color for both girls and boys.

This is meant to be a quick reference. The full uniform policy, including requirements for accessories and outerwear can be found in the Student/Parent Handbook.

If you have any questions or concerns regarding the uniform, please contact Lisa Brock at 533-4248 extension 2048 or by email at lbrock@stclements.org.



Discipline Management/ Code of Conduct

The word discipline comes from the Latin, "to teach." At St. Clement's School it is recognized that efforts must be directed toward the ongoing process of developing self-discipline in students by instilling positive and appropriate principles of behavior.

The purpose of the disciplinary code of conduct at St. Clement's School is to create a proper environment for learning and to instill a sense of responsibility for maintaining the highest possible standards of dignified behavior. Clearly, a major influence on a student's behavior comes from home. It is important that all parents support the discipline system of the school. Failure to do so undermines the authority of the school and may result in a decision to sever the contractual tie between the parent, student and school.

This section outlines the Discipline Management Policy that will be used by St. Clement's School. The Discipline Management Policy described will prevail in the event of any conflict between the provisions of this and other school handbooks and policies.

Modifications may be made to the Discipline Management Policy from time to time. When modifications are made, notice will be given to staff, students and parents regarding the change. The intent is to continually improve the policy so that all persons will have a clear understanding of expected standards for behavior and consequences for rule violations.

All students, parents and staff should be acquainted with the Discipline Management Policy and should refer to it from time to time.

Students are expected to:

- Be courteous, respectful and considerate of others at all times.
- Obey all school and classroom rules.
- Demonstrate honesty and integrity.
- Dress according to the Uniform Policy.

Parents are expected to:

- Support the school's rules, policies and mission, including the Discipline Management Policy.
- Support administration, faculty and staff.
- Support the school's Christian Education Program.
- Be involved in their child's education while allowing their child to become an independent learner.
- Offer suggestions and concerns in a positive manner.

Faculty and Staff are expected to:

- Treat children and their families with respect, courtesy, kindness and consideration.
- Create a positive learning environment that is physically, emotionally and spiritually safe for all children.
- Use all instructional time for learning purposes.
- Grade all work and return graded work promptly with appropriate feedback for the student.
- Communicate with parents regarding each child's progress or lack of progress, with specific information, in a timely manner.
- Communicate with administration regarding concerns, offer solutions and suggestions.
- Reinforce positive behavior.

It is the duty and responsibility of each teacher and staff member to attend in a timely manner to disciplinary infractions when they occur whether in the classroom, building or on campus.

St. Clement's School
Discipline Management Policy

Mission Statement

Within a nurturing Christian environment, St. Clement's Parish School promotes each child's academic, spiritual, moral, artistic, physical, and intellectual growth.

Purpose of the policy

It is the goal of the school to provide a safe, secure learning environment which is enjoyable and beneficial for each student. Likewise, it is the school's goal to teach appropriate behaviors and attitudes and not be tolerant of disruptive and unruly behaviors or attitudes which jeopardize the learning environment of the classroom. To this end, the school will make the teaching of appropriate behaviors a priority for all students, especially for those whose actions are not in keeping with the standards of the school. Those students who demonstrate willingness for cooperative change will be given reasonable opportunities. Those students who choose not to demonstrate positive behavioral change in actions and attitudes will receive more quick and decisive consequences including withdrawal from school.

Levels of Infractions

Level One Infraction: A minor infraction that is self-corrected or easily corrected by a teacher or other adult, with no other intervention needed. Examples: Dress code infraction, chewing gum, shirt not tucked in, running in the hallway, late to class, minor class room disruption.

Level Two Infraction: Any infraction that is not a major infraction, in a classroom or on campus in which a rule is disobeyed, a reasonable request is not followed; an act is committed which is detrimental to the learning environment of other students and which requires the attention of school personnel to stop the behavior. Examples: continuing any action that disrupts the teaching process, actions hurtful to other students such as name calling, teasing or inappropriate comments, horseplay that may be harmful to others, continued level one infractions in which behavior does not change after reasonable interventions, other actions deemed by the school as being inappropriate and unacceptable and require changes of behavior on the part of the students.

Level Three Infraction: A major infraction. Any act, possession of articles, substance or attitude, defiance of authority, bullying or sexual harassment that can be interpreted by an administrator as being a level three infraction, harmful and detrimental to the health and safety of others on campus, or to the learning environment of the school. Examples: weapons, illegal drugs or substances, vandalism, physically/emotionally aggressive behavior.

Level three infractions or any major infractions may result in immediate expulsion from school.

Infractions may be considered to be level one, two or three depending on their severity or impact on the school/ learning environment and will be dealt with at that level.

Cheating will be dealt with strictly and graduated in consequence. All efforts will be made to teach students the value of honest work and life's consequences for cheating. In the middle school, all cheating will result in a grade of zero and an unsatisfactory mark in Citizenship and Effort.

Process for Discipline Management

Teacher

Should a disciplinary infraction occur the teacher will conference with the student. If there is/are re-occurrences, the teacher will conference with the student and the parent to discuss a plan for changing the behaviors of the child.

Dean of Students, Middle School - Lower School Division Head, Lower School

If disciplinary infractions become persistent, the teacher will, on a written disciplinary form, refer the student to the Dean of Students or Lower School Division Head. The Dean of Students or Lower School Division Head upon receiving the written disciplinary form, may assign whatever disciplinary consequence deemed appropriate in changing the student's inappropriate behavior including counseling, assignment to ISS or withdrawal of privileges, depending on the level of the infraction. If disciplinary infractions continue or become persistent, the Dean of Students or Lower School Division Head will refer the matter to the Head of School.

Head of School

The Head of School may use whatever consequences are appropriate depending on the history of the infractions, including withdrawal from school in order to support the purpose of the school.

Definitions:

In School Suspension (ISS): Students in ISS are isolated from the student body for a period of one to three days. A staff member will be assigned to continually monitor students assigned to ISS. Only the Dean of Students, Lower School Division Head or Head of School may assign students into ISS. Students assigned to ISS may engage in only academic activities such as homework, study or reading of approved materials including library books.

Cheating: To deceive or mislead somebody, especially for personal advantage. Taking another person's academic or class related work or using information in any way outside the classroom rules and claiming that work is one's own and expecting credit for that work.

Defiance of authority: Open, bold, or hostile refusal to obey or conform. Disregard for a rule, law or person in authority. Defiance of authority is an act in which a student intentionally ignores a teacher's directive to comply with a class or school rule.

Sexual Harassment: Any act that is considered to be a sexually inappropriate action, remark, or sexually suggestive advance made from: student to student, student to adult, adult to student or adult to adult.

Bullying: A process of intimidating or mistreating somebody weaker or in a more vulnerable situation. Any act by a stronger and more forceful, aggressive student against a weaker student that is considered to be purposeful and unwanted physical contact, relentless teasing, intent to humiliate or intimidate, and which is harmful to one's self esteem or self concept.

Teasing: Actions or remarks that do not reach the level of bullying but are bothersome and embarrassing to a receiving student. These remarks are made infrequently and are not persistent but take place often enough as to cause a student to be hurt or embarrassed by them.

Parents are asked to read and discuss the Discipline Management Plan with their St. Clement's student. Any parent not in agreement with this plan may contact the Head of School, Nick Cobos at 533-4248 ext. 1129 to discuss the matter.

Serious disciplinary or moral/ethical offenses are reasons for immediate dismissal from St. Clement's School. The Head of School will determine the seriousness of any particular offense. The Head of School maintains the authority to expel a student from St. Clement's School at any time for any reason.

In case of expulsion/termination, a refund of tuition will only be made if Tuition Insurance has been purchased.

This plan supersedes any discipline plan made prior to August 24, 2009.



Please sign and return this form to the appropriate division office by Friday, August 20, 2010.

I acknowledge that I have received and read the St. Clement's School Discipline Management Policy.

I acknowledge that I have received and read the Reference Guide for the St. Clement's School Uniform Policy. I understand that the reference guide is not the full Uniform Policy which can be found in the Student/Parent Handbook.

I agree to discuss both the Discipline Management Policy and the Uniform Policy with my child/children in order to reinforce and support the rules and policies of St. Clement's School.

Parent Signature

Date