



## **St. Clement's School Student/Parent Handbook**

### **Mission Statement**

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

### **Motto**

Enriching Mind, Body and Spirit

### **Scripture Verse**

Therefore encourage one another and build each other up, just as in fact you are doing.  
1 Thessalonians 5:11

### **Anthem**

We are called to be God's people, showing by our lives His grace.  
One in heart and one in spirit, sign of hope for all the race.  
Let us show how He has changed us and re-made us as His own.  
Let us share our lives together as we shall around His throne.  
*Tune to "Word of God across the Ages" An Austrian Hymn*

### **Colors and Mascot**

Red, White, and Navy Blue  
Wildcats

## Philosophy

**In keeping with our stated mission, St. Clement's School wishes to underscore five points:**

- Each child is a unique creation of God.
- Each child has individual gifts and talents which are nourished, developed and matured within a partnership between the child, his/her parents and the school.
- Children of every race, cultural background and religious faith are welcomed.
- Children are trained in the moral and spiritual principles and values as taught through God's word, which is the Bible.
- Efforts are made to assist families who qualify with financial aid.

**St. Clement's School seeks to realize three major educational aims:**

- To provide an academic environment in which each child's intellectual, emotional, social, aesthetic, and physical growth is accompanied by a corresponding spiritual and moral growth.
- To nurture self-worth and a sense of fulfillment in each child.
- To cultivate in each child a sense of citizenship, moral responsibility and genuine respect for others.

**St. Clement's School seeks to realize scholastic excellence.**

- Through an emphasis on basic learning and critical thinking skills in the core areas of Math, English/Language Arts, History, Science and Spanish.
- Through instruction in computers, art, music and an extensive outdoor education program.
- Through the enhancement of learning opportunities in physical education and sports.
- Through moral and spiritual learning opportunities developed through service outreach programs, Christian Education classes and daily chapel services.

## Learning Goals

- To teach Christian values and encourage moral character development based on a personal relationship with God.
- To provide opportunities for students to serve others and become responsible community members.
- To ensure mastery of fundamental scholastic and life skills.
- To offer learning experiences that nurture critical thinking, problem solving and independent thinking skills.
- To promote fitness and sportsmanship through participation in physical education classes, team sports and outdoor education.
- To enable students to effectively communicate and interact with others in order to prepare them to live in a diverse society.
- To represent learning as an active, creative, lifelong process.

St. Clement's School recognizes the need for a qualified faculty, a capable administrative staff, and a supportive, involved parental body who will, through a cooperative effort, succeed in building a Christian community whose environment reflects support, encouragement, compassion, and trust.

### **Accreditations and Professional Memberships**

St. Clement's Parish School is accredited by:

- Independent School Association of the Southwest (ISAS)
- Texas Education Agency through the Texas Private School Accrediting Commission (TEPSAC).

St. Clement's is a member of, or associated with, the following organizations:

- American Forensic Association
  - Association for Supervision and Curriculum Development
  - Duke Tip
  - Educational Records Bureau
  - FACTS Business Solutions for Education
  - Independent School Management
  - National Council for Teacher of Mathematics
  - National Junior Honor Society
  - National Middle School Association
  - National Science Teacher Association
  - Private School Interscholastic Association (PSIA)
  - RenWeb
  - Southwestern Association of Christian Athletics
  - Texas Association of Non-Public Schools
  - Texas Computer Education Association
  - Texas Forensic Association
  - The Council for the Advancement and Support of Education
- \*\*\*St. Clement's Parish School is a Recognized Blue Ribbon School\*\*\***

### **Giving to the School**

Thanks to the past and present contributions of time, talent, and financial support given to the School by parents, trustees, grandparents, corporations and foundations, faculty and staff members, and friends, St. Clement's is able to provide a sound preparatory foundation of knowledge that our students can build on as they continue their education at higher levels. Like most independent schools around the country, St. Clement's operates without financial support from local, state or federal taxing entities.

Tuition provides for the majority, but not all of the funding needed to sustain and advance the School's mission. Gifts of support come from many sources. These include

monetary donations given as memorials, honorariums, funding dedicated to specific program needs, annual gifts, capital gifts, bequests, and endowments. The school also receives gifts in kind, gifts of securities, life insurance, and real estate. Every gift is greatly appreciated and important to the ongoing operation and to the future growth and security of the school.

The Presidents of the Board of Trustees since 2001 are as follows:

Will Brown	2001-2003	Paul Gilcrease	2009-2011
Julie Gereda	2003-2004	John Skidmore	2011-2012
Risher Gilbert	2004-2005		
Stuart Sliva	2005-2006		
Norma Price	2006-2007		
Gus Haddad	2007-2008		
Andrea Taber	2008-2009		

## **THE SPIRITUAL TRADITION OF ST. CLEMENT'S SCHOOL**

### **Daily Chapel**

Chapel is scheduled from 8:05 a.m. until 8:30 a.m. each school day. The emphasis in Chapel is placed on singing praise songs and hymns, and teaching Bible scripture at an appropriate level for children. Chapel is scheduled within the school day and all students are expected to arrive promptly and to attend.

On Wednesday mornings the celebration of the Holy Eucharist is held. All Christians, regardless of denominational affiliation are invited to receive Holy Communion. Any student who does not wish to receive Holy Communion may simply cross their arms over their chest to indicate they wish to receive a blessing.

While St. Clement's School remains uncompromising in the recognition of Christian principles upon which it was founded, the faith of others is respected. The customs, practices, and sacraments of the Anglican Tradition, its liturgy and ritual, are strictly followed in the Chapel Service, although no attempt is made to proselytize students to become members of the Anglican Faith. Each of the Chapel Services is composed of song, prayer, and spiritual instruction. The service follows the generally accepted Anglican model of standing for hymns of praise, kneeling for prayer, and sitting for readings and teachings.

As a Christian school, the St. Clement's School community is a vital part of the body of Christ and as such, we are a worshipping community. When we gather for the liturgy, we lift our voices in song and scripture, and we lift our hearts in love to the Lord as a gift offering to Him. We ask that everyone come prepared to participate, to worship, and to praise the Creator God, the giver of all good gifts. Parents, parishioners, and visitors are always invited to attend.

## **School Prayers**

### **The Lord's Prayer**

Our Father, who art in heaven, hallowed be Thy name, Thy kingdom come, Thy will be done, on earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil, for thine is the kingdom, and the power, and the glory forever and ever. Amen.

### **Prayer for Peace**

Give peace for all time, O Lord, and fill our hearts and the hearts of all men everywhere, with the Spirit of our Lord Jesus Christ. Amen.

### **The School Prayer**

Heavenly Father, who has given us your Son, Jesus Christ, to be our friend and example, help us to understand His friendship and to do such things as will please Him. Bless us in our work and in our play. Make us gentle, generous, truthful, kind and brave. Keep us in purity of heart, and let the life of our school go on from strength to strength and have its place and meaning in your kingdom: all of which we ask through Jesus Christ our Lord. Amen.

### **Grace at Meals**

Bless, O Lord, this food to our use and us to Thy service. Keep us ever mindful of the needs of others, for the sake of Christ. Amen.

## **Christian Education**

Christian Education is taught to all students in grades pre-Kindergarten through eighth. The classes encourage all students to spend time learning about God, His Son Jesus Christ, and how that knowledge can enrich every aspect of their lives.

All classes are taught Bible stories and lessons and are encouraged to relate these to problems, situations and events that exist today.

Pre-Kindergarten and Kindergarten children attend chapel services two days each week. Their Christian education curriculum is incorporated within these chapel services.

## **Service Outreach**

God has charged us in scripture to love and serve one another. Since schools are places of learning where development of good habits is encouraged, it is important that giving to others and serving others becomes a lifetime practice. As the individual becomes strengthened in this process, s/he serves as an example to those around her/him.

*“In as much as you have done it unto one of the least of these, you have done it unto me.”*  
(Matthew 25:40)

Service can be an activity at church, at school, in the neighborhood, or within a community agency such as the Red Cross, a hospital, or a nursing home. Throughout the school year many projects are undertaken to broaden the student's understanding of the need to share the gifts God has given us.

## **ADMISSION PROCEDURES**

### **Nondiscrimination Statement**

St. Clement's School admits students of any race, creed, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or available to students at the school. It does not discriminate based on race, creed, color, gender, national or ethnic origin in the administration of its educational policies, admission policies, financial aid programs, athletic and other school-administered programs.

### **School Visitation**

A school or class visitation by parents or prospective students is welcomed. An appointment should be made with the Director of Admission prior to scheduling a visit.

### **Admission and Enrollment Procedures**

Admission to St. Clement's School is dependent upon five essential items:

1. Completion of the application package.
2. Successful entrance testing.
3. A satisfactory transcript and behavior report.
4. A personal interview with the child and parents.
5. A classroom visit.

The Director of Admission is available to tour the school with prospective parents. Tour appointments can be made by calling the Director of Admission at (915) 533-4248.

Preference for re-enrollment for the next academic year will be given to currently enrolled students. Applications are submitted every year. Re-enrollment does not automatically ensure placement for the next academic year. Placement is dependent upon demonstrated mastery of the school's academic program through satisfactory grades and acceptable behavior.

Entrance testing is required of all students entering for the first time and for those returning after an absence of one year or more. Applications for new students should be submitted in February and will be acted on after the testing and visit day have been completed. Tests must be administered by the school's diagnostician or Director of Admission. Student testing for grades four through eight is scheduled for selected

Saturdays in March and April. Contact the school's Director of Admission to arrange the preferred testing date.

Students applying for pre-Kindergarten through third grade are tested individually by appointment through the Admission Office. Applicants will be notified as to the result of the application after all admission criteria have been met.

The following ages are recommended for the particular grade levels:

Pre-Kindergarten	Four years of age by August 15 <sup>th</sup>
Kindergarten	Five years of age by August 15 <sup>th</sup>
First Grade	Six years of age by August 15 <sup>th</sup>

A signed Student Admission Contract, completed Emergency Medical Information Form and an up-to-date immunization record form must be on file in the school office before the first day of school.

The school reserves the right to place the student in the grade or class group that the school administration feels will be most beneficial to the student and the school community. Regrouping or placement may be done by the school during the year.

Admission during the academic year is permitted after proper evaluation, but it is not encouraged after the first mid-trimester (12 weeks) reporting period.

### **Financial Policies**

**New Student Tests and Applications:** A \$100.00 non-refundable testing/application fee must accompany the Enrollment Form.

**Tuition Deposit:** Both new and returning students must pay a non-refundable tuition deposit of \$250.00. This deposit reserves the student's place and must accompany the signed Student Admission Contract each year. A non-refundable registration fee of \$250.00 must accompany the tuition deposit.

**New Student Fee:** A one time \$300.00 new student fee is required of all new students.

**Student Admissions Contract:** Parents/Guardians are reminded that this is a legal contract and should be given careful review. Parents/Guardians should read the entire Student/Parent Handbook prior to completing the Student Admission Contract. **The student is enrolled for the entire year and the parents/guardians are responsible for the tuition for the entire year.**

**Payment Schedule:** Upon a student's acceptance or re-enrollment in St. Clement's School, parents will elect one of the payment plans when completing the Student's Admission Contract:

- a. **Full Tuition Payment** - Payment due the first Thursday of June, cash or check.
- b. **FACTS Monthly Payment Plan** - Automatic bank draft or credit card draft. Payments are drafted over 10 months beginning in June and continuing through May.

**Enrollment after the first day of school:** The entire year's tuition will be charged. If enrolled during the second semester, one-half of the year's tuition will be charged.

**Tuition Insurance:** Parents who choose the *FACTS* monthly payment option are required to purchase tuition insurance with the school. Tuition insurance is optional for parents who pay their tuition in full before the beginning of school. Tuition insurance will be billed to student accounts. St. Clement's School has done and will continue to do everything in its power to make sure that tuition insurance premiums are kept reasonable. Tuition insurance is excellent protection for families and for the school.

**Students Account Charges:** A signed contract obligates the signing party with financial responsibility for the child's account. This account can consist of charges for physical education clothing, hot lunch, after school/morning care, Parent Council Book Fair, and the Wildcat Shop.

No persons other than the signing party may make purchases to the student's account unless those purchases are made by check or cash.

**Delinquent payments:** Delinquent payments for miscellaneous charges past due more than thirty days will be referred to the Finance Committee for proper action. A 1.5 % monthly interest charge will be applied to accounts thirty (30) days past due. If account payments are sixty (60) days delinquent, the student may be suspended from school.

**Report cards will be held at the end of the year for accounts not paid.**

### Financial Assistance

St. Clement's School offers need-based financial aid for students whose families cannot afford the full cost of a St. Clement's education. Financial aid is awarded on the basis of demonstrated need to qualified students. St. Clement's School uses the *FACTS* Grant and Aid Assessment Service for recommendations on financial assistance awards. A copy of the *FACTS* Grant and Aid Assessment information may be obtained in the office of Admissions. Policies which govern financial aid at St. Clement's School:

- All financial aid awards are based solely upon the family's need as determined by *FACTS*. No awards are based on academic, athletic or other talents of the applicant.
- Parents are expected to financially support the applicant to the extent that they are able as determined by the policies and procedure of *FACTS* and St. Clement's School.

- All applicants must complete the *FACTS* application forms.
- All applicants must file complete copies of the current year IRS 1040 tax returns and all schedules and W-2 forms with the Head of School. IRS form 4506 must also be completed. This form allows the school to obtain tax information directly from the IRS if necessary.
- In case of divorced or separated parents, or parents that have never married, the school considers the assets and income of both parents, if living, before making any award, and cannot be bound by the assertion that one parent has disclaimed responsibility for educational expenses. If either parent has remarried, St. Clement's School also considers the financial circumstance of the stepparent, always bearing in mind the obligation of that stepparent to his or her natural children.
- Both natural parents and their current spouses, if any, must complete the *FACTS* information and submit tax documentation. Typically, the custodial parent completes the *FACTS* form for processing, while the non-custodial parent completes the form for Separated and Divorced Families which is sent directly to the Head of School. The custodial parent is responsible for asking the non-custodial parent to complete this form.
- Re-application must be made each year that financial aid is requested. Adjustments are made if family circumstances change significantly.
- All applications must be received on a timely basis. Late applications may not receive consideration.

## GENERAL INFORMATION

### School Divisions

The school has two separate divisions of faculty and students, each with a Division Head.

Lower School	Pre-Kindergarten, Kindergarten, First, Second, Third, Fourth and Fifth Grades
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Middle School	Sixth, Seventh and Eighth Grades
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### School Hours

Students are to be in their assigned classroom by 8:00 a.m. each day and should be seated in chapel by 8:05 a.m.

School is dismissed at:

- *2:50 p.m. for grades Pre-Kindergarten and Kindergarten*
- *3:00 for First Grade*
- *3:10 p.m. for grades Second-Fifth*
- *3:20 p.m. for grades Sixth-Eighth*

## Car Pool Guidelines: Pre-Kindergarten-Eighth Grades

### **Morning Car Pool**

#### Pre-Kindergarten-Eighth Grade

- Use Montana Street to Ochoa Street. Turn right into the Ochoa parking lot single file. (The curb cut into the playground driveway from Yandell Street is not an entrance into morning car pool.)
- Once cars are in the playground driveway, students can exit the vehicles.
- It is helpful for everyone if cars pull up next to the playground before students exit rather than stopping at the CFE gate causing congestion on Ochoa Street.
- Parents may not leave their cars unattended in the car pool line.
- When leaving the playground driveway, note that a pedestrian crossing comes immediately on Yandell Street. Proceed with caution.
- Cell phone use during car pool is discouraged. Our students' safety during school arrival requires that everyone give car pool their full attention.
- If you would like to park your car and help your child with books and bags, you are welcome to use the parking lot on the corner of Montana and Campbell. Please use designated cross walks when crossing the street.
- For the safety of students, the Montana parking lot directly in front of the school is not available for student drop off in the morning.

### **Afternoon Car Pool**

#### **Pre-Kindergarten-First Grade**

**2:50/3:00 p.m. dismissal**

Pre-Kindergarten and Kindergarten students can be picked up in their classrooms from 2:50-3:00 p.m.

First grade students can be picked up in their classrooms at 3:00 p.m.

At 3:05 all students will be taken to the playground car pool.

#### **Second-Fifth Grade**

**3:10 p.m. dismissal**

Second-Fifth grade students can be picked up at the playground car pool.

#### **Sixth-Eighth Grade**

**3:20 p.m. dismissal**

Sixth-Eighth grade students can be picked up at the gym car pool.

### **Playground: Pre-Kindergarten-Fifth and mixed grade car pools**

- Use Montana Street to Ochoa Street. Please stay as close to the curb as possible. Turn right into the Ochoa parking lot single file.
- Teachers will load students into cars once cars are in the playground driveway. Explain to your children the importance of asking a teacher to take them to their car. This is the safest method for loading children.
- If your child is unavailable for a teacher to load into your car, you may be asked to pull out of the car pool line and drive around the block again.
- Parents may not leave cars unattended in the car pool line.

- When leaving the playground driveway, **note that a pedestrian crossing comes up immediately on Yandell Street. Proceed with caution.**
- Cell phone use during car pool is strongly discouraged. Our students' safety during school dismissal requires that everyone give car pool their full attention.

**Gym: Fifth-Eighth grade car pools**

- Use Montana Street, to Virginia Street to Yandell Street (left lane). This will keep you from getting caught in the playground car pool line.
- Form one lane of cars only while turning in front of the gym.
- Teachers will help load students into cars in front of the gym.
- If your child is unavailable to load in your car, you may be asked to pull out of the car pool line and park or drive around the block again.
- Picking up students along Yandell Street is discouraged and less safe, while causing extreme congestion during school dismissal.

***The Montana Parking lot is not a car pool zone.** If you pick up your student in this area, you must park your car. Due to crowded conditions at dismissal time, parents of students in Pre-Kindergarten-First may enter the building and pick up their child from their classroom. We ask that parents of students in second-eighth grade wait for their child in the Lowenfield Pavilion instead of entering the halls and the breezeway. *As a safety measure and a courtesy to your child's teacher, please remember to inform the teacher when you depart with your child.**

**Important information concerning car pool:**

Teacher supervision during car pool is focused on the Playground car pool, the gym car pool, and the school building. One security guard is positioned at the Yandell Street crossing to help students in crossing the street safely. For the safety of all students, please pick up your child at one of the designated car pool areas.

Please be patient during car pool. The school has approximately 30 minutes to load over 350 students safely into vehicles. This requires that everyone follow the car pool guidelines. **Please remember that convenience is secondary to safety.**

**Attendance**

Students are expected to be present and on time to all class and chapel services each day. The school day begins at 8:00 a.m. Students participating in extracurricular activities are expected to be in school on the day of their activity to join in the activity.

A school calendar is provided early in the year which includes several vacation opportunities during the school year for families. We request that families use the calendar as a guide for vacation planning.

### Late Arrivals

Students who arrive at school after 8:00 a.m. are to report to the appropriate Division office before going to class. Students who become habitually late arrivers will need to report directly to the Division Head prior to reporting for class. Parent conferences will be scheduled to discuss the tardiness issue.

### Absences

Parents should call the school prior to 10:30 a.m. to report the reason for the absence. Homework will not be collected for students who are absent. Assignments will be posted by the teacher on RenWeb after 6:00 p.m. daily.

Conferences with the student, parents and the appropriate Division Head or the Dean of Students will be held for students who are chronically absent. After the conference, chronic absences will be regarded as reason for dismissal.

### Leaving the School for Appointments

Students leaving the campus for any reason, medical appointments, attendance at funerals, etc., must be signed out by a parent or adult designated by the parent prior to the event. Any adult designated by the parent to pick up a child must be authorized through the school prior to the time the student is to leave.

### Supervision-Before and After School

**Before School:** Students arriving before 7:45 a.m. are placed under the supervision of selected faculty. Parents will be billed for this service. Drop in fees are \$5.00 per hour or fraction thereof. Parents may choose to pay a monthly fee of \$40.00 if this service is required on a regular basis. The before-school care program begins at 7:00 a.m. Morning duty for the faculty begins at 7:45 a.m. and lower school students (PreK-5<sup>th</sup> grade) are welcome to enter their classroom at that time. Middle school students (6<sup>th</sup>-8<sup>th</sup> grade) may enter the building when the bell rings at 7:50 a.m. Teachers may make arrangements for middle school students to arrive at 7:30 a.m. for tutoring from time to time.

**After School:** An after-school care program is available to students on a daily basis while school is in session. The program begins at 3:00 p.m. and ends at 5:30 p.m. This time is available for games, homework and snacks. The playground is used for outdoor play and activities when weather permits. Any inquiry about the program and its fee may be directed to the Lower School Division Head and/or Business Manager.

**The after school care program will be available until 1:00 p.m. for early dismissal days (11:30 a.m.).**

Only the child's parent or adult(s) designated by the parent may pick up a child from St. Clement's School. Adults other than the parent may be authorized to pick up a child only

if that adult's name has been entered by the custodial parent on the "Authorized Persons List" kept by after-school staff. A child will not be released to an adult who is not the parent of the child or who has not been designated **in writing** to receive the child.

**Regardless of age, students who are not picked up by 3:45 p.m. will be placed in the after school care program and their student account charged a \$4.50 per hour (or fraction thereof) drop in fee.**

If an emergency arises or an unexpected delay in picking up a child occurs, please call the Division office before 2:45 p.m. If a student is to be picked up by anyone other than the normal car pool driver, it is imperative that the Division offices are notified by calling 533-44248 - press 1 for middle school, press 2 for lower school.

**WE DO NOT ALLOW ANY STUDENT TO LEAVE WITH AN UNAUTHORIZED PERSON.**

### **Closed Campus**

St. Clement's School is a closed campus. No student may leave the campus during the school day without the authorization of the school. Students may not leave the campus after school unless accompanied by their parent or other authorized adult.

Visitors to the campus must have the approval of the school prior to coming on to the campus. All visitors must check in with the appropriate Division Administrative Assistant prior to entering any classroom or other campus area.

### **Book Policy**

All issued books are the property of St. Clement's School. Issued books will be recorded by student name and the condition of the book noted. Damaged or lost books will be charged to the student's account.

Hard bound books must be covered to minimize normal wear and tear.

### **Telephone Calls and Messages**

Students are discouraged from making personal calls from the divisional offices, main school office or gymnasium office unless an emergency exists. During the academic day, students may use the phone in the teacher's workroom at lunch or after school but are limited to three (3) minute use of the phone. Students must ask for permission prior to using the phone.

### **Lunches**

Lower school and middle school students meet for lunch in Whyburn-Roderick Hall, Lowenfield Pavilion, or their classrooms. All students are expected to bring their own lunch or purchase a hot meal lunch provided through Parent Council Hot Lunch program. Please see the Parent Council link on our web site for hot lunch information.

Carbonated drinks are not permitted for lower school students.

### **Lost and Found**

Lost and found items are placed in each Division Office and in the gymnasium. Parents can assist greatly in helping to locate lost items by placing the name of their child in the inside of the clothing article with permanent ink or tag. Items not claimed within thirty days may be donated to the Rescue Mission or Salvation Army.

### **Parties**

**Lower School: Invitations to private events and/or parties are not to be distributed at school by teachers, students and/or parents.** Classroom parties are planned with the assistance of room mothers. The lower school students have yearly Christmas and Valentine parties in addition to many special classroom events.

Special refreshments are permitted when it is a child's birthday. Please make arrangements with your child's teacher before bringing refreshments to the school. Healthy food items are most appreciated. Party favors, birthday gifts and/or outside locker decorations *should not* be brought to the school. *This includes flowers and balloon bouquets.*

**Middle School: Invitations to private events and/or parties are not to be distributed at school by teachers, students and/or parents.** Occasionally, middle school students may have parties in their classrooms. When this occurs, the classroom teacher may contact parents for help with refreshments. The middle school students have special classroom events that may also require assistance from parents. Party favors, birthday gifts and/or outside locker decorations *should not* be brought to the school. *This includes flowers and balloon bouquets.*

### **Food**

Candy, sodas or food may not be purchased immediately before, during or immediately after physical education class. Food and soft drinks of any kind are not to be consumed during class time except at the invitation of the teacher.

### **Cell Phones**

Cell phones may not be brought in to the classroom or used on campus during school hours and may not be brought on Outdoor Education Trips. Students may not use their cell phones in After School Care or during After School Enrichment classes. Students must keep cell phones in the off position stored in their locker or back pack until the end of the school day. Cell phones used during unauthorized times will be confiscated. A parent will be required to pick up the cell phone from the appropriate division office. Students will not be allowed to pick up confiscated cell phones. Violation of the cell

phone use policy will be treated as a disciplinary infraction. Repeated, persistent violations of this policy will be handled through the Discipline Management Policy.

### **Electronic Devices**

Electronic devices such as personal laptop computers, Ipads, or Ipods, should only be brought to school with prior authorization from a teacher or administrator and must be used for specific academic purposes. If these devices are brought to school without proper authorization, they will be confiscated and a parent will be required to pick up the item from the appropriate division office. Violation of this policy will be treated as a disciplinary infraction.

### **Acceptable Use of Electronic Resources**

The Internet allows people to locate and use a wide variety of information and to communicate with others. At St. Clement's School, our goals are for students to demonstrate competence in using the Internet; to navigate the Internet safely, respectfully, and responsibly; and to use available electronic information resources to enrich their learning experiences.

Each student wishing to access electronic resources at school is required to sign the Student Access Contract. The student's signature confirms the choice to be responsible and trustworthy when accessing any electronic resources. The student's parent/guardian must sign the Technology Acceptable Use Policy in order for the student to have permission to use the Internet and other electronic resources.

St. Clement's School cannot control the information on the Internet. However, our teachers and administrators do not condone or permit the use of any material that is inappropriate for educational use. The transmission of material, information, or software in violation of any school policy, or local, state, or federal law, is prohibited and is a breach of the Acceptable Use Policy.

Violation of the Acceptable Use Policy may result in:

- Parental notification of the violation
  - Restricted technology use privileges
  - Loss of technology use privileges
  - Disciplinary or legal action
- (Classification of the violation as a Level 1, 2, or 3 Infraction will determine consequences.)

### **Termination of a Student from St. Clement's School**

A student may be terminated from St. Clement's School at the discretion of the Head of School for any of the following reasons.

- Non Payment of Tuition
  - Report cards/transcript or other student information will not be released to a parent or another school until full tuition has been paid.
- Disciplinary Infractions
  - Repeated level one infractions
  - Level two infractions
  - Level three infractions
- Failing Grades
  - Students who fail any course must attend summer school at their own expense, provide proof of mastery of the failed material, or make other testing provisions with the school in order to receive an invitation to return to school.
- Lack of effort on the part of the student.

### **ST. CLEMENT'S SCHOOL UNIFORM POLICY**

Parents and students should be familiar with our uniform policy. Dennis Uniform sells the proper St. Clement's School uniform. If you choose to purchase uniform items elsewhere, please be aware these items may be not be appropriately styled. All uniform items must be very similar to the items sold through Dennis Uniform.

The Uniform Store (Dennis Uniform)  
5600-C San Francisco Rd NE  
Albuquerque, NM 87109  
(505) 897-7727  
(800)-722-3430  
[www.dennisuniform.com](http://www.dennisuniform.com)

**The uniform policy is intended to be as inclusive as possible with regard to what is acceptable and what is not. However, any clothing that in the opinion of the Dean of Students, Division Head, or Head of School is not appropriate for the dress standard at St. Clement's School is subject to correction.**

Students who do not adhere to the uniform standard will be required to contact parents to bring proper attire before being allowed to attend class. This also applies with regard to hair cut and style. Excessive dress code violations will be viewed as non-compliance which then becomes a disciplinary issue. It is our wish that as a school we reflect the pride we all hold for St. Clement's School.

## Pre-Kindergarten-Eighth Grade

### **Hair**

Girls are required to wear their hair neatly combed. Hair must be worn away from the face; eyes must be fully visible. Hair must be natural in color. Girls may wear simple hair accessories. Allowable colors for hair accessories are brown, black, gold, silver, red, navy blue, white and St. Clement's plaid. Hair scarves must be short.

Boys are required to wear their hair cut short. There must be at least half an inch of space between the top of the eyebrow and the bottom of the bangs. Both ears must be fully visible. The top of the shirt collar must be fully visible. The volume of hair must be kept to a reasonably minimum length as determined by the Dean of Students, Division Head, or the Head of School. Hair must be natural in color.

### **Jumper, Skirts, Skorts, Pants and Shorts**

*St. Clement's School plaid jumper (Pre-Kindergarten-Fifth Grade Girls)*

Navy blue shorts should be worn underneath jumper. Jumper may not be any shorter than two inches above the top of the knee cap.

*St. Clement's School plaid skirt (Sixth-Eighth Grade Girls)* - Skirt must fit at the waist and may not be any shorter than two inches above the top of the knee cap. Navy blue shorts should be worn underneath the skirt.

Navy blue skort (Pre-Kindergarten-Eighth Grade Girls) - Plain or pleated front panel. Skort may not be any shorter than two inches above the top of the knee cap. Dennis Uniform sells the appropriate style and length of skort. Skorts purchased elsewhere must be similar in style and length.

Navy blue cotton twill "Docker" style pants or walking shorts (All students) - Pleated or flat front. Pants and shorts must fit properly at the waist and should not be too baggy or too tight. Low rise pants or shorts are not acceptable. All pants and shorts not purchased through the uniform store must be similar in style to those sold at Dennis Uniform.

### **Shirts**

Red or white polo style shirts with the St. Clement's School logo, small logos which are approximately two inches or less or plain. Shirts must be worn tucked in (3<sup>rd</sup>-8<sup>th</sup> grade). Polo style shirts may be short or long sleeved; three quarter inch sleeves are not acceptable. Shirts should fit students properly. Students will not be allowed to wear shirts which are too form fitting. Shirts with the St. Clement's School logo may be purchased from the Wildcat Shop.

Plain white or navy blue t-shirts or turtlenecks may be worn under any uniform shirt. T-shirts/turtlenecks may be short or long sleeved. T-shirts/turtlenecks with writing or designs on the front or back will not be allowed.

T-shirts/turtlenecks may not be worn alone.

**Belts**

Fourth through eighth grade students must wear plain black, brown or navy blue belts with pants or shorts that have belt loops. Belt loops may not be removed from pants or shorts that have been manufactured with belt loops. Belts and belt buckles must be plain, with no designs or embellishments.

**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, red, black, brown, grey or white; no patterns or designs. Shoe laces should be neutral in color. No hard soled shoes, boots, hiking boots, or open-toed shoes will be allowed.

**Socks**

Plain navy blue or white socks must be worn with shoes. Socks may be any length. Girls may wear plain navy blue or white tights with skirts, skorts and jumpers. No leggings.

**Jewelry**

Girls only may wear small earrings in their ears. Large dangling earrings, multiple piercing and piercing in areas of the body other than ears is not allowed. The amount of jewelry worn, including necklaces and bracelets, should be kept to a minimum.

Boys may not wear earrings or have any type of piercing whatsoever. The amount of jewelry worn, including necklaces and bracelets, should be kept to a minimum.

**Sweaters**

Solid navy blue sweaters may be worn over uniform shirts. Cardigan, crew neck, v-neck and vests are all acceptable styles. Tightly fitting sweaters are not acceptable. Dennis Uniform sells appropriately styled sweaters. Sweaters purchased elsewhere must be similarly styled. Only solid navy blue sweaters may be worn as part of the uniform.

**Sweatshirts**

Any Wildcat sweatshirt may be worn over uniform shirts. Plain, solid navy blue sweatshirts may also be worn over uniform shirts. No other colors, styles, logos or affiliations will be allowed to be worn as part of the uniform.

**Vests**

Blue fleece vests with the St. Clement's School logo may be worn over uniform shirts. These vests are available through the Wildcat Shop; only these blue vests are acceptable.

**Jackets**

Students are not allowed to wear jackets inside any of the school or church buildings. On cold days, please ensure your child dresses in appropriate layers to avoid the necessity of wearing heavy coats inside. Although there are not specific requirements regarding jackets, conservative styles and school colors are preferable. Students are allowed to

wear cold weather accessories such as hats, gloves and scarves outdoors only. Hats, caps and sunglasses may be worn outside only.

*The following information applies to special circumstances regarding the dress code at St. Clement's School:*

### **Civie Day**

Occasionally, St. Clement's School will have "civie days" when students do not have to wear their school uniform. Civie days will be announced at the discretion of the Head of School. Although students aren't required to wear their uniforms, St. Clement's School does maintain a dress code for civie days. The following are guidelines for dress on civie days:

- Jeans or khakis which fit at the waist. Girls may wear Capri pants.
- Walking shorts
- Girls may wear skirts or dresses which are not shorter than 2 inches above the knee.
- Appropriate t-shirts or collared shirts
- Shoes appropriate for attire

The following items are not allowed on civie days:

- Tank tops, spaghetti strap tops, halter tops, tube tops, low cut tops, t-shirts displaying inappropriate language, pictures, gang affiliation, tobacco, alcoholic beverages, or illegal substances/paraphernalia
- Baggie pants, torn pants/shorts/Capri, tight pants/shorts/Capri, low rise pants/shorts/Capri, short or tight skirts/dresses, short shorts
- Any other type of clothing deemed inappropriate by the Dean of Students, Lower School Division Head, or the Head of School.

Please use these guidelines when choosing attire for civie days. Should students come to school on a civie day wearing clothing that is inappropriate, they will be required to contact parents to bring appropriate civie clothes or their uniforms before being allowed to attend class.

### **Team/Club Shirts**

Special shirts which represent St. Clement's School athletics, organizations, clubs or special activities must adhere to the school colors which are red, white and navy blue. These shirts must be collared and worn tucked in. Students will only be allowed to wear these shirts on designated days to be determined by the Dean of Students, Athletic Director, and club sponsor. Coaches and sponsors will work together with the Dean of Students to ensure that teams/club shirts are in compliance with the dress standard at St. Clement's School.

## **DISCIPLINE MANAGEMENT/DISCIPLINARY 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 below 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.

Rude, disrespectful behavior is never acceptable.

### **Discipline Management Policy**

#### **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 infraction 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 with graduated consequences. 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**

When a disciplinary infraction occurs the teacher will conference with the student. If there is a re-occurrence, 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 to 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, persistent non-compliance of school policy. 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 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 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 at 533-4248 ext. 1129 to discuss the matter.*

*The Head of School maintains the authority to expel a student from St. Clement's School at any time for any reason. 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.*

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

## SAFETY AND HEALTH

### Crisis Management Procedures

St. Clement's School is dedicated to the safety and welfare of all its community. The school will from time to time have drills to educate students about planned safety procedures for different types of emergencies. Specific details of the kinds of practice and drills found in the St. Clement's Parish School Crisis Management Plan include: **Plan for the closing of the border crossing.** In any situation where the border crossings between El Paso and Juarez close, the following the plan will be put in place:

#### Emergency Border Closing

- Students who have not been picked up by parents by 6:00 p.m. will be assigned to teachers, parents of friends, or administrators for safe-keeping.
- Students will not be released to any person who is not authorized to pick up the child.
- Attempts will be made to contact parents by phone informing them about their children.
- A notice will be posted on the front door of each building and the flag pole listing the children who have been assigned to others for safe-keeping.
- Only the phone numbers of administrators will be posted so that parents may contact them for additional information.
- Great care and sensitivity will be given to children who have been assigned to a family not their own.

In order to help us plan better, families who live in Juarez should let us know which teacher, administrator, or family friend they wish to have assigned in this case.

**Change of address or telephone numbers** should be reported immediately to the school office. This is extremely important in case we need to contact the parent in an emergency.

#### Fire Drills

Fire drills will be conducted monthly according to state and local regulations. Student evacuation patterns are posted in each area.

#### Snow Day/Inclement Weather Procedure

In case of snow, ice, or any other severe weather problem, tune to one of the local radio or television stations for updates on the closing/non-closing of school for that day. Every effort will be made to contact parents via RenWeb concerning the closing of school for weather related reasons. Information on school closure or delayed start will also be posted on our website – [www.stclements.org](http://www.stclements.org). However, parents should continue to receive updates via radio and television stations during inclement weather.

### **Pets**

For health and safety reasons, we ask that pets not be brought on campus at any time for any reason.

### **Parents and Other Adults Driving for School Related Functions**

Any person, who transports St. Clement's School students in a school or privately owned vehicle, must have a copy of their driver's license and auto insurance on file with the school. Drivers must also sign a "Drivers/Transport Form" prior to leaving the campus with students.

### **New Employees and Drivers' Background Checks**

All employees new to St. Clement's School and all persons who transport St. Clement's School children must undergo a background check prior to the beginning of the school year or prior to driving a vehicle for school purposes.

### **After School Playground Policy**

The St. Clement's School Playground is closed after school to all students unless their parents are on the playground supervising their children's play. Students may wait on the Lowenfield Pavilion after car pool until 3:45 p.m. if their ride has not arrived. After 3:45 p.m. students will be taken to after school care.

### **Classroom Health Policies**

The school reserves the right to send a student home when necessary for the health of the student and others. If a student is absent because of a contagious disease, parents are requested to notify the school office or the student's teacher when the diagnosis is made.

Please note that teachers will not be permitted to dispense aspirin or other medication to a student without written permission from the parent. Written permission must include specific instructions and releases the teacher and school from any liability. Medicine must be marked with student's name and dosage. Students may not self dispense any medication of any kind.

### **School Policy on the Use of Drugs and Alcohol**

No student of St. Clement's School is permitted to use alcoholic beverages or tobacco products of any kind, nor drugs except those prescribed by a physician. Violation of this policy will be considered a level three infraction and the student will be subject to immediate expulsion.

## Child Abuse Statement

St. Clement's School, by the Texas Family Law Code, must report any suspected cases of physical, sexual, and/or emotional abuse and/or neglect of children under the age of eighteen to Child Protective Services.

## ACADEMIC INFORMATION

### Grading System

A non-graded format is used in grades Pre-Kindergarten-second grades. Students and teachers in those grades focus on the mastery of specific skills. Number grades and effort grades are used in the evaluation of all students in grades third-eighth. The numerical grades are as follows:

90-100	A	Outstanding performance for grade level
80-89	B	Satisfactory performance for grade level
70-79	C	Need for improvement
0-69	F	Unsatisfactory performance

Third grade is the school's transitional year for grading. Numerical grades will be given in the following content areas:

- Math computation
- Math application
- Reading
- Grammar/Writing application
- Spelling

Effort grades will be given in science, geography/history, physical education, and enrichment classes (Christian education, art, computer education, and music).

In grades four and five, numerical grades are given in all classes, except physical education and enrichment classes (Christian education, art, computer education, and music) where effort marks are used.

In the middle school (grades six-eight) effort and citizenship grades will be used in conjunction with number grades in **all classes** to evaluate the student's progress. Effort and citizenship grades are as follows:

- “1” Excellent
- “2” Satisfactory
- “3” Unsatisfactory and improvement is expected

Eligibility for the Honor Roll and the Head of School's List require that effort and citizenship grades be a “2” or a “1”.

## **Report Cards**

The basic instrument for formal communication of learning progress between the school and parents is the report card. The non-graded format is used in grades pre-Kindergarten-second allowing each student the opportunity to learn in a risk-free, non-competitive environment.

Pre-Kindergarten students will receive report cards twice each year. Kindergarten-fourth grade students receive report cards at the end of every nine weeks. Fifth-eighth grade students receive report cards at the end of every six weeks.

## **Parent-Teacher Conferences**

Besides the report card, a before school conference and a fall parent-teacher conference are scheduled (see calendar). The purpose of these conferences is to enable parents and teachers to discuss specific learning and social strengths and weaknesses of the child.

Parents are encouraged to schedule conferences with their child's teacher(s) throughout the year as needed in order to be continually informed regarding the child's progress. These conferences should be scheduled during the teacher's conference period. We request that parents not attempt to visit with teachers during class or any time which would be disruptive to the student's learning. The school guards that time carefully.

The school also requests that parents inform the teacher of any important changes in the home routine in which the child would benefit from extra amounts of sensitivity, understanding and consideration.

Teachers are expected to discuss a child's progress with the parent in a frank and honest manner using fair appraisal standards. They are not allowed to discuss private and personal information about a child or family with another person who has no need to know the information. They are also not allowed to discuss private or personal information regarding another staff member. The Head of School should be informed if this ever takes place.

## **Homework**

Students in grades one and two receive homework weekly and grades three through eight receive homework on a daily basis. Besides daily preparation, students may expect long-term assignments such as book reports, research papers and projects. It is important that students learn to be accountable for homework and to accept the consequences when homework is forgotten or not satisfactorily completed. A continued pattern of failing to complete homework assignments will result in adverse academic consequences.

Parents can help most in a child's development of self-discipline by establishing a regular time for homework to be done and a place to work that is well lit and free from

disruptions. While parents may help with a homework drill from time to time, it is not, in the long run, educationally beneficial to the student if the work is done by the parent.

It is the school's primary goal to provide excellence in education. Therefore, a certain amount of educational rigor should be expected.

### **Achievement Testing**

The school's achievement test instrument is the ERB-CTP IV (Educational Records Bureau Comprehensive Testing Program – IV). The results of the ERB assist the school in finding strengths and weaknesses in the curriculum and in the analysis of student learning. The results also help the school compare the academic program to other public and independent schools throughout the country.

### **Lower School Academic Policy for Pre-Kindergarten-Second Grade**

**Semesters:** The school year is divided into two semesters. Each semester is subdivided into two nine-week grading periods.

**Report cards:** Will reflect the lower school's commitment to focusing on mastery of skills. No letter or numeric grades are listed.

**Homework:** Homework assignments begin in first grade. Students in first and second grade receive homework once a week in a folder.

**Promotion to the next grade:** Students must master most skills listed in a report card for promotion.

### **Lower School Academic Policy for Third Grade**

**Semesters:** The academic year is divided into two semesters. Each semester is subdivided into two nine-week grading periods.

**Homework:** Students receive homework daily and on the average should spend no more than 45 minutes per day outside the classroom in preparation of homework and studying for tests. Students need to plan to complete longer term assignments.

**Make-up assignments:** Make-up work can be obtained through RenWeb after 6:00 p.m. daily. The student will have the same number of days that (s)he is absent (maximum of five days) to turn in all assigned work. The make-up days will begin the first day the student returns to school.

**Promotion to the next grade:** The average for each core subject at the end of the year must be a 70 or above and the effort grade must be satisfactory in order to be promoted to the next grade level. Students who fail a core subject at the end of the year may not be invited to return to St. Clement's School the following year at the discretion of the Head

of School. Core subjects are: English, reading, math, science, and history and Spanish. See “Grading System” for a breakdown of what is graded numerically and what is graded by effort.

### **Lower School Academic Policy for Fourth Grade and Fifth Grade**

**Semesters:** The academic year is divided into two semesters. Each semester is subdivided into two nine-week periods (fourth grade) and three six-week grading periods (fifth grade).

**Homework:** Students receive homework daily and on the average should spend no more than 45 minutes to 1 ½ hours per day outside the classroom in preparation of homework and studying for tests. Students need to plan to complete longer term assignments.

All students are expected to complete daily homework assignments. Failure to complete assignments on time can result in a grade of “50”. Each teacher has the prerogative of establishing her own system for dealing with late assignments. Should a student fail to complete an assignment and exhaust the particular system as established by the teacher, the student receives a “50”. In rare instances, but at the discretion of the teacher, a student may be asked to complete a late assignment and still receive a grade of “50”.

**Make up assignments:** Make up work can be obtained through RenWeb after 6:00 p.m. daily. Students will have the same number of days to turn in all assigned work as (s) he was absent up to a maximum of five days unless there are extenuating circumstances. The appropriate Division Head will determine extenuating circumstances. *Make up assignments are the responsibility of the student.* Failure to complete make-up work or tests in the appropriate time frame can result in a grade of a “50”.

**Planned Absences:** Students should notify the Division Head and the Homeroom Teacher of trips in which the student will be absent from school for two or more days. See “make up assignments” section above.

**Failing Grades:** Failing grades will be addressed by the teacher in a parent/teacher/student conference. The goal of the conference will be to design a plan in which the student can be more successful.

**Honor Roll Eligibility:** No grade below an 80% in all subjects and a 90% average for the grading period. No effort or citizenship grades of “3.”

**Head of School’s List Eligibility:** No grade below a 90% in all subjects for the grading period. No effort or citizenship grades of “3.”

**Promotion to the next grade level:** The average for each core subject at the end of the year must be 70 or above in order to be promoted to the next grade level. Students who fail a core subject at the end of the year may not be invited to return to St. Clement’s

School the following year at the discretion of the Head of School. Core subjects are: English, spelling, reading, math, science, Social Studies, Spanish.

### **Middle School Academic Policy**

**Semesters:** The academic year in middle school is divided into two semesters. Each semester is divided into three six-week grading periods. Comprehensive exams are administered in December and June.

**Homework:** Students should plan to spend between 1 ½ to 2 ½ hours per day outside the class in preparation of homework. Longer assignments such as research projects and extensive reading may be added from time to time.

All students are expected to complete daily homework assignments. Failure to complete assignments on time can result in a grade of “0”. Each teacher has the prerogative of establishing her own system for dealing with late assignments. Should a student fail to complete an assignment and exhaust the particular system as established by the teacher, the student receives a “0”. In rare instances, but at the discretion of the teacher, a student may be asked to complete a late assignment and still receive a grade of “0”.

**Absences:** Call the Middle School Administrative Assistant before 10:30 a.m. to report an absence. Make-up work can be obtained on RenWeb after 6:00 p.m. daily.

#### **Make-up assignments and tests for absent students:**

*Make up assignments are the responsibility of the student.* Students will have the same number of week days to turn in all assigned work as (s)he was absent without regard to the Red/Blue schedule (up to a maximum of five days). Extenuating circumstances may be considered; the Dean of Students or Head of School will determine extenuating circumstances. The make up days will begin the first day the student returns to school.

Tests assigned before the first day of absence must be taken on the day the student returns to school. Extenuating circumstances due to student illness or family emergency may be considered. Parents must contact the Dean of Students to discuss extenuating circumstances *prior* to the student’s return.

**It is the student’s responsibility to arrange with the teacher for a time, date, and place for make-up of tests, quizzes or other assignments missed.** Failure to complete make-up work or tests in the appropriate time frame can result in a grade of a “0”.

**Planned Absences:** Parents should notify the Dean of Students or Head of School about trips in which the student will be absent from school for two or more days. Notification should be given at least a week prior to a planned absence. Once notification has been given, students will receive a “Make-up Work Agreement” from the Dean of Students. This document will serve as the agreed upon plan for making up missed assignments. It is the student’s responsibility to take the form to each of her/his teachers to sign. Each teacher will determine the plan for their own class assignments. Assignments may be

requested from teachers prior to leaving for a planned absence. If it is determined that assignments will be completed while on a trip, those assignments are due at 8:00 a.m. on the day the student returns. Assignments not turned in on time will be considered late and the teacher's policy on late papers will be enforced. **It is the student's responsibility to seek tutorial assistance on assignments missed.**

Student make-up work may not be accepted by the teacher if:

- Parents did not notify the Dean of Students or Head of School
- The student did not complete the "Make-up Work Agreement" prior to leaving for a planned absence.
- The student failed to complete assignments as arranged prior to the absence.

**Failing grades:** A student with a failing grade (average below 70%) at the end of any semester may be placed on academic probation. Students who find themselves on academic probation more than one time during the school year may not be invited to return the next year or may be asked to withdraw during the school year. Parents of students placed on academic probation will be notified of such action in person or by letter.

**Policy on Promotion/Retention:** The average for each core subject at the end of the year must be 70 or above in order to be promoted to the next grade level. Students who fail a core subject at the end of the year may not be invited to return to St. Clement's School the following year at the discretion of the Head of School.

Core subjects are: English, reading, math, science, history, Spanish.

Spanish is a required course unless extenuating circumstances exist and approval is given by the Head of School to waive the requirement.

- Students will receive one high school credit for successfully completing both 7<sup>th</sup> and 8<sup>th</sup> grade Spanish courses.

One failed core course will result in retention in grade and/or termination from school.

- Students must attend summer school at their own expense and pass the course at a summer school approved by St. Clement's School in order to be promoted.
- Students are responsible for locating and enrolling in those summer programs outside of St. Clement's School. Prior to being invited to return to the school for the following year, s/he must demonstrate mastery of the course concepts.
- An eighth grade student who fails a course at the end of the year, may not participate in the graduation ceremony, unless, prior to the ceremony, the student demonstrates mastery of the failed material. The Head of School will make the final determination regarding a student's participation in graduation by reviewing any extenuating circumstances that may exist.

**Honor Roll Eligibility:** No grade below an 80% in all subjects and a 90% average for the grading period. No effort or citizenship grade of “3.” To be on the Honor Roll for the year, a student must have been on the Honor Roll for each grading period.

**Head of School’s List Eligibility:** No grade below a 90% in all subjects for the grading period. No effort or citizenship grade of “3.” To be on the Head of School’s List for the year, a student must have made the Head of School’s list each grading period.

**Community Service:** It is suggested that all middle school students give a minimum of 36 hours of service during the school year. Middle School students should turn their service hours in to Mrs. Armenta in the Middle School office. Students who complete 36 hours or more of service during the school year are recognized at the Middle School awards assemblies at the end of the year.

**National Junior Honor Society:** Induction into National Junior Honor Society is an honor based on outstanding qualities of scholarship, leadership, service, character, and citizenship. No student is inducted simply on the basis of academic average. Seventh and eighth grade students are eligible to be considered for membership. The National Junior Honor Society strives to recognize the total student, one who excels in all the following areas:

- **Scholarship:** 90% or higher cumulative grade average each year of eligibility.
- **Leadership:** Demonstrates leadership in promoting school activities, exercises influence on peers in upholding school ideals, actively and positively participates in daily chapel worship, and is thoroughly dependable in any responsibilities (s)he accepts.
- **Service:** Participates in 36 or more approved community service hours. Upholds scholarship and maintains a loyal school spirit; works well with others and willingly takes on responsibilities; cheerfully renders any requested service to the school; shows courtesy by helping visitors, teaches and students; participates in community service activities.
- **Character:** Takes criticism willingly and accepts recommendations graciously; upholds principles of morality and Christian ethics; demonstrates highest standards of honesty and reliability.
- **Citizenship:** Demonstrates respect for freedom, justice, and the laws that protect our local, state, and federal government; shows courtesy and consideration for others.

Excellent or satisfactory report card marks (1, 2) in citizenship and effort are also primary considerations for membership into NJHS. Citizenship/Effort grades will be averaged at the end of the fifth sixth week grading period. A student, who has earned one unsatisfactory mark in citizenship and/or effort during one of the first five reporting periods, may appeal for eligibility to the Honor Society Faculty Council. Two unsatisfactory marks in either citizenship or effort will automatically disqualify a student from membership. Failure to “suit out,” lack of effort, negative attitude, and/or

disciplinary infractions in any core, enrichment, elective, or physical education courses will be reason for disqualification from NJHS.

Please note Article X, Section 2, of the National Honor Society constitution:

“Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser(s) and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not necessarily have to be warned.”

Chapter adviser(s) periodically review the standing of members for compliance with Society standards. Please note:

- ✓ When a member falls below the standards by which the member was selected, the adviser(s) will inform the errant member in writing of the nature of the violation, the time period given for improvement, and provide warning of the possible consequences of non-improvement.
- ✓ The student and the adviser(s) will have a conference to ensure understanding of the situation and expectations for improvement.
- ✓ The student’s parents will receive a copy of letter mentioned above.

If the student does not make the improvement in the specified time, he/she is subject to whatever disciplinary measures are considered appropriate by the adviser(s) and Faculty Council.

## **ATHLETIC PROGRAM**

St. Clement’s School competes in the Southwest Christian Athletic Association (SWCAA). The St. Clement’s School Athletic Program adheres to the rules and regulations as written in the bylaws of SWCAA.

We encourage students to participate in an athletic program. Athletics make for a well-rounded individual and provide opportunities for our students to enter a high school athletic program prepared to compete at a higher level.

### **Sports**

**Football:** August through October for seventh and eighth grade boys.

**Volleyball:** August through October for fifth through eighth grade girls.

**Basketball:** November through February. The teams are made up of fifth and sixth grade girls, fifth and sixth grade boys, seventh and eighth grade girls, and seventh and eighth grade boys.

The teams listed above are designed to be inclusive and competitive. Team make-up is determined by team coaches and the Athletic Director during open try-outs.

**Cross Country and Track:** The cross country season occurs in the fall and the track season is held during the spring. Teams are made up of girls and/or boys from fifth through eighth grade.

**Athletic Uniforms:** St. Clement's School purchases quality team uniforms. These should last for several years. Great care should be taken for these uniforms so that they can be used and enjoyed for as long as possible. Each uniform will be inspected before and after issue. Any damaged uniform will be considered unusable and the athlete will be billed for the damage. Athletes are encouraged to check with their coach prior to purchasing shoes for that sport.

**Wildcat Athletic Program Fee:** Our Wildcat Athletic program has grown tremendously over the last ten years. Approximately 75% of our students in fifth-eighth grades participate in at least one team sport. With growth comes expense. In order to provide the best equipment, coaches, officials, facilities, championship banners, and uniforms for our athletes, it is necessary for the school to charge a participation fee. The fees are as follows: \$75.00 for football and \$50.00 for each sport (cross country, volleyball, basketball and track). Please make checks payable to St. Clement's School. Payment must be received on or before the first day of practice.

**Eligibility Standards:**

- Eligibility consideration becomes effective when practice for the season begins and continues through the end of the season.
- Eligibility comprises a cumulative grade average of 70 or above for every subject or class and citizenship and effort grades of "1" or "2".
- Eligibility for fifth through eighth grade will be checked on the Monday after the second, fourth, and sixth week of each term.
- Ineligible athletes will be re-evaluated after one week of ineligibility.
- A student who fails a subject and/or receives a "3" in citizenship or effort will be ineligible for game play for one week.
- Re-evaluation will not take place before the designated day.
- If a student is ineligible four times (three weeks), he/she may be taken off the team.

**School Attendance and Game Play:** Students must be in school no later than 12:00 p.m. and must attend until the end of the school day in order practice or play in a game.

**Sportsmanship:** Athletes who display poor sportsmanship during practice or a game by using disrespectful behavior including offensive language, signs, signals, bullying or a defiant attitude towards any other person will be immediately benched for the remainder of the game or practice. The student may be permanently removed from the team for a second offense.

- If the coach, Athletic Director, Lower School Division Head, Dean of Students, or Head of School considers the first offense to be very serious in nature, the athlete may be removed for the team.

- Athletes will not argue or discuss with a game official or stand near an official when a dispute is being discussed by the coach and the official.
- The coach is the only person who may speak with a game official in any type of dispute.
- Parents may not argue with, discuss, or otherwise speak to an official before, during, or after a game regarding any dispute, call, or official decision.
- Spectators may not make rude or inappropriate comments to officials during a game or afterwards.
- Parent concerns should be addressed in a scheduled conference with the coach or Athletic Director and not on the court or field.
- Noisemakers of any kind are not permitted in the gym.
- Parents are asked to monitor their small children and keep them in the stands or spectator area at all times. Children are not allowed to run on the game floor at any time.

All persons representing St. Clement’s School are expected to exemplify the highest standard of sportsmanship at all home and away games. Support for the team and school pride may be displayed by appropriate cheering and encouragement. Displaying appreciation for opposing teams is also encouraged. (They are all wonderful children.)

**Attendance:** Athletes are expected to attend all scheduled practices. Non-attendance, without a valid reason, will result in suspension from game play. Excessive absences even with valid reason may result in suspension from game play or removal from the team. The coach should receive notification that an athlete will miss practice or a game prior to the event, along with a valid reason for the absence. Athletes absent during the academic day may not participate in school sponsored athletic contests on that same day unless the athlete has a doctor’s appointment or extenuating circumstance.

## ENRICHMENT CURRICULUM

### Christian Education

See handbook section “The Spiritual Tradition of St. Clement’s School.”

### Physical Education

**Guidelines:**

**Lower School:** Students develop basic skills that form foundations for everyday tasks and play skills. Students perform basic loco-motor and non-loco-motor skills. The repetition of skills, and games involving creative body movements, ball handling and other kinds of movements, contribute to the student’s physical development. Activities stressing balance and coordination are initiated into the everyday program. Beginning in 5<sup>th</sup> grade, students are required to suit out in a P.E. uniform in order to participate in class.

**Middle School:** General physical fitness and development of acquired skills are emphasized through activities of interest to this age group. Team sports and individual sports are played in a team-oriented, competitive atmosphere. Students participate in

traditional sports, learn game rules, and are exposed to leisure-time activities. Students' cardiovascular and physical fitness levels are measured biannually using a standardized fitness assessment.

### **Physical Education Uniform**

All students in fifth through eighth grades are required to suit out for physical education classes. All students must wear the following:

- A red St. Clement's School physical education t-shirt.\*
- The St. Clement's School physical education navy blue gym shorts or pants.\*
- Navy blue or white socks.
- Sturdy athletic shoes.

\*T-shirts and shorts must be purchased from the Wildcat Shop.

Though Pre-Kindergarten, Kindergarten, first, second, third, and fourth graders are not required to suit out, **it is mandatory that students wear athletic shoes for this class.** This may prevent serious injury. Girls should wear shorts under their jumpers.

**Please mark all clothing with the student's name.** Marked items, when lost, will be returned to the student.

### **Physical Education Grading Policies**

**Lower School:** Fourth Grade -Grading is based on participation and cooperation. Fifth Grade -Grading is based on suiting out, participation, cooperation and written tests on rules. Grading is as follows: 1 – indicates positive effort, 2 – indicates acceptable effort; room for improvement, 3 - indicates unacceptable effort; improvement is expected.

**Middle School:** A numerical average is given and based on tests and projects (20%), class participation (50%), and suiting out (30%). Active participation in class, assisting instructors and others, following all rules, displaying respect and kindness toward others, and practicing fair play are key components that affect a student's participation grade.

**Suiting-Out Policies:** All students, grades five-eight, must suit out for physical education classes in accordance with the dress code listed above. Students will receive a grade of "0" for each day they are not suited out.

**Nonparticipation due to illness:** Students will be excused from suiting out and participating in class if they have a note signed and dated by the parent. If a student is unable to participate for more than three days, a note from their doctor is required.

Failure to consistently suit out for physical education will be regarded as a Level One, "persistent repeated offense" which could become a Level Two offense as listed in the "Level Two Infractions" in the Discipline Management Plan.

## Outdoor Education

The Outdoor Education Program strives to teach safe and comfortable living in the wilderness while learning an appreciation of its beauty and creation, a respect for the interrelation of its parts, and the continued protection and preservation of the wilderness environment.

Students face challenges that require critical thinking, problem solving, and teamwork. By living as part of a community during the trip, students develop life skills including self reliance, respect for others and manners. The physical demands of the program stress the importance of fitness, stamina and personal health.

Due to the fact that trips span days, ordinary skills including cooking, sleeping, personal hygiene, and organization add a new and more important aspect to daily life. By the time students graduate from St. Clement's School, they will have broadened their personal awareness and experiences through the process of adjusting to an unfamiliar outdoor setting. They will have pushed themselves physically, mentally and emotionally and will have gained confidence as a result. They will have learned to evaluate their relationships with others, discover the need for group support, and develop leadership capabilities previously unknown. Another desired outcome would be for students to have a lasting appreciation of the outdoors and a willingness to continue spending time in a natural setting.

Every attempt is made to staff the outdoor education trips with faculty and administrators. In the event that additional adults are needed to adequately staff the trip, the Outdoor Education Director will choose adults who have had previous experience in the skills needed for a successful trip. In the event that a parent or parents are invited to participate in an Outdoor Education Trip, they must be respectful of the nature of the trip and their responsibility to follow the directions of the Outdoor Education staff.

The main responsibility of parents on a trip is to support the leaders, ensure the safety to all students and to respect the nature and purpose of the trip.

**Outdoor Education trips: No student is allowed to participate in trip activities without a signed medical form.**

## Art

The art curriculum is based on the four components of Disciplined Based Art Education. These components are: art production, art history, art criticism/analysis and aesthetic awareness. The objective is to foster a well-rounded academically sound art program by focusing on these areas through age appropriate activities starting in the first grade. The purpose of the program is two fold, first to encourage students who show a propensity in the arts to develop their skills, and second to develop an understanding and appreciation of the arts as future patrons.

## **Music**

It is the overall objective for each student at St. Clement's Parish School to achieve basic musicality by doing. Providing children with experiential learning enables them discover their own individual musicality, and respond accordingly. It is the goal of the music department to support the theory, "I hear, I forget. I see, I remember. I do, I understand." By doing with his or her own body, each child can obtain skillful mastery of the music concept and integrate it into life processes.

Children in Pre-Kindergarten through fifth grade experience music education through a variety of teaching methods, including the Kodaly and the Orff. Students play many instruments such as hand bells, choir chimes, glockenspiels, metallophones, and xylophones. Students also play a variety of percussive instruments which helps them learn rhythm, beat, group movement, and notation skill.

Musicats is offered to students in second through fifth grades as an after-school enrichment program. More detailed instruction in vocal and instrumental skills is given with special emphasis on performance. Musicals are presented throughout the year to the student body, parents, and friends.

Orchestra is offered to middle school and fifth grade students and is comprised of the following instruments: violin, viola, cello, and bass.

Praise band is offered to seventh and eighth grade students and is comprised of the following instruments: guitar, bass, percussion, keyboard, and vocals.

## **Journalism**

The seventh grade journalism class is an elective where students learn photographic composition, layout design, copy writing, ad sales techniques, and public relations. The eighth grade journalism class is an elective where students must be invited to enroll. The eighth grade class prepares the yearbook as a memento of the year for the entire student body.

## **Computer Education**

The purposes of the Computer Education department are to facilitate the development of a strong foundation in computer literacy, information acquisition, problem solving and communication skills, and to enable students to feel comfortable using computer-related technologies. Eighth grade students will earn a high school half credit for successfully completing the school's keyboarding course.

A graduating eighth grade student will have a broad range of computer-based, technological capabilities including:

- An understanding of the basic parts of a computer system and how to properly care for them.

- An awareness of computer history and the impact of technological advancements on society.
- The use of proper keyboarding technique.
- An ethical attitude toward computer and Internet usage.
- The skills needed to conduct effective online research and document sources properly.
- The effective use of software applications for word processing, desktop publishing, computer-generated artwork, databases, spreadsheets, graphs, programming, and multimedia presentations.
- The integration of computer-related skills in other academic areas.

### **Speech and Drama**

The purpose of the Speech and Drama department is to allow each child to develop better speech and communication skills to use in all speaking situations. By the time a student graduates, he/she should be able to address a group of people or compete in a Speech tournament with confidence and poise.

### **Spanish**

St. Clement's School is committed to developing the student's ability to communicate and understand Spanish by maintaining an effective and progressive Spanish Program culminating in mastery of state approved curriculum for the first level of high school. The purpose of teaching a second language is to enhance communication-communication between countries and cultures. Language as communication, adds a vital dimension to a complete education. Our goal is to help each student to establish orally, and written communication, according to ability, to build an extensive vocabulary base, and to foster a positive attitude toward learning Spanish. Spanish is taught in first through eighth grade. It is classified as a core course in sixth through eighth grade.

### **Library**

The role of the Library at St. Clement's School is to work with students and faculty to enhance and support the academic objectives of the school, to provide library instruction so students can become independent users of any library, to make available recreational reading materials, and to give opportunities to discuss books and share reading experiences.

The Librarian will have all policies and information regarding the use of the library upon request.

### **After School Enrichment**

The After School Enrichment Program meets from September through April. Classes are generally held once each week from 3:15-4:30 p.m. Inquiries concerning the program should be directed to the school office.

## School Activities

The following clubs and activities are sponsored by St. Clement's School:

Acolytes	Orchestra
Altar Guild	Praise Band
Annual Outdoor Education Trips	Pray for Peace
Art Show	Private Schools Interscholastic Association
Athletic Programs	Service Outreach
Drama	Speech/Drama Productions
Fall Festival	Spelling Bee
Grandparent's Day	Student Council
Green Team	Various academic competitions
Journalism	Various afternoon enrichment groups
Musicats	Veggie Chapel
National Junior Honor Society	Wildcat Mile
Nikolle's Garden	Wildcat Talent Showcase

## **PARENTAL INVOLVEMENT**

St. Clement's is an outstanding school because of its strong parental support. It is through parental involvement that our students have the best opportunities for an enriched Christian, academic, social, artistic, and athletic education.

We greatly appreciate that so many of our parents give hours, days and years of their time to make St. Clement's such a wonderful Christian School.

Because so many of our parents speak so highly of us, many new families are attracted to the school.

We encourage all parents to bring prospective new families to visit us and help our already great reputation to spread.

May God continue to bless St. Clement's School.

## WHO TO CONTACT

Absence Reporting:	Lower School Administrative Assistant Middle School Administrative Assistant
Academics:	The student's Teacher, Dean of Students or Division Head
Achievement testing:	Director of Admission
Admissions:	Director of Admission
Athletics:	Athletic Director
Chapel:	Division Head
Church-School Relations:	Head of School; Rector of the Church of St. Clement
Curriculum	Director for Curriculum & Instruction, Lower School Division Head, and Head of School
Discipline & General Policy:	Head of School, Lower School Division Head, and Dean of Students
Donations to the School:	Director of Development
Financial Aid:	Director of Admission
Financial Payments to School:	Business Manager
Hot Lunch:	Parent Council Hot Lunch Coordinator
Make-up homework assignments:	Log in to RenWeb to view make up assignments
Parent Council:	Parent Council President
P.E. Clothing Purchase:	Wildcat Shop (Parent Council)
Student Affairs:	Dean of Students
Technology:	Director of Technology
Uniform:	Dean of Students