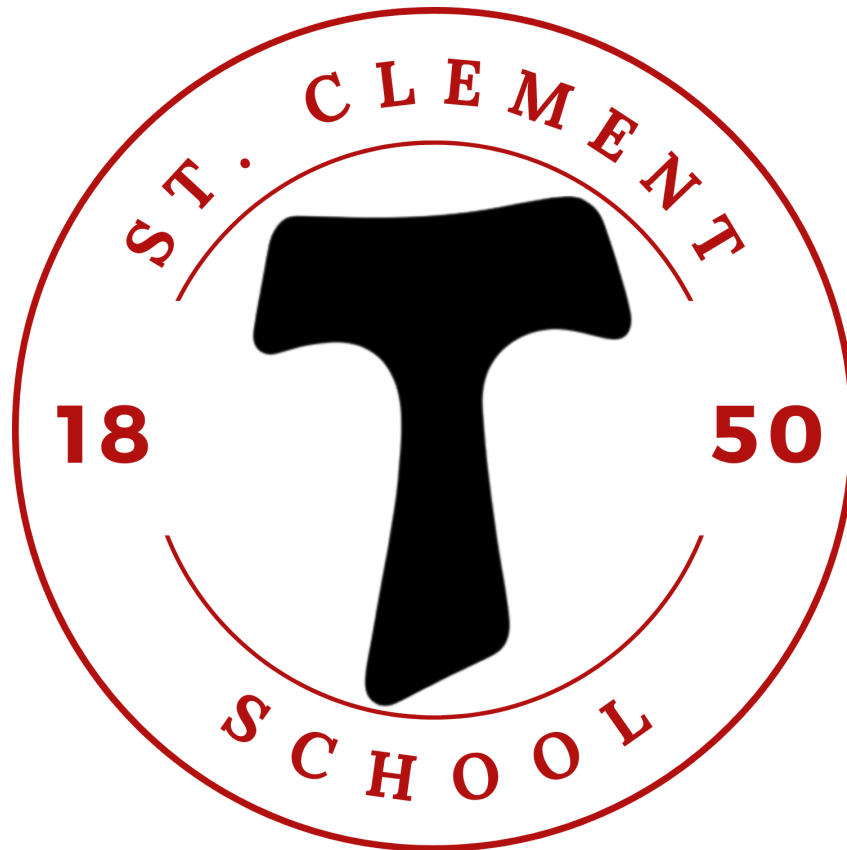


St. Clement School
Family Handbook
2023-2024 School Year



St. Clement School
4534 Vine Street
Cincinnati, OH 45217
School Office (513) 641-2137
Fax (513) 242- 6036
www.stclement.org

School Hours
7:40 a.m. – 2:10p.m.

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WELCOME

Principal Letter

August 1, 2023

Dear St. Clement Families,

It is my honor and a pleasure to welcome you to the 2023 – 2024 school year! I hope you all have had a relaxing and fun summer break. I am extremely proud to serve as the Principal of this amazing learning community for the 3rd year and to continue to support the students of St. Clement! This new school year brings the promise of a renewed dedication, focus, and energy to the mission of teaching and learning. With that said, the St. Clement staff and TPC are ready to kick this year off in true Cardinal fashion!

This handbook has been prepared to clarify questions parents may have regarding our school philosophy and procedures. I hope it will be a helpful document that will serve as a link in the cooperation between home and school. Please read this handbook with your child. In addition to the handbook, we will continue to utilize our school app and website to promulgate additional information, including any amendments made to this handbook throughout the year.

I look forward to the start of the new school year and to continuing our collaboration of providing your children with an effective and engaging educational experience. As always, we will look to our families to be positive partners in this year's journey. The St. Clement staff has always made a priority of working together as a caring and compassionate learning community with professionalism, teamwork, action, and expertise. We will always put the best interests of our students at the center of our purpose. Join us in ensuring the success of all of St. Clement's students. Stay engaged, stay positive, and stay connected.

As always, my door is open and our team welcomes your input. Please feel free to contact me via email or call to make an appointment to speak with me to discuss any ideas you feel will make this the best year yet! Go Cardinals!

Sincerely,
Nicole Brainard
Principal

History of School

Parochial education took place at St. Clement from the very beginning. Father Anselm Koch taught 5 students on the ground floor of the first church beginning in 1850. When the new brick church was built in 1851 a new brick schoolhouse was built behind it on Park St, with the friars and laymen. In 1875 the Franciscan Sisters of Oldenburg took charge of the school. The Franciscan Teaching Brothers bought the old Rott estate on Tower Avenue and a school was constructed with an additional building constructed in 1886. Shortly afterwards, the parish decided to build a new school that would complement the church and a lot adjoining the monastery garden was purchased. The new school cost \$11,000 and was dedicated on

September 16, 1877. At that time there were 140 students in the school and by 1895 enrollment increased to 275 pupils.

Five years later, an addition behind the school had to be built as enrollment reached 410. This building included four new classrooms at a cost of \$7000. Two years after Reverend Basil Henze became pastor, ground was broken for a new school to replace the two older school buildings and cost \$250,000. Nine classrooms on the north side were for the boys and nine classrooms on the south side were for the girls. Two large music rooms on the third floor could be changed into four rooms with the use of sliding doors. The basement was for community and social rooms with a bowling alley, pool, billiard room, a library, reading room, meeting rooms, kitchen, two offices and seven marble shower baths. This new school building was dedicated by Most Rev. Archbishop Moeller in November of 1924.

In 1936, funds to run the school were difficult to obtain and the school was incorporated into the St. Bernard school system. The school board agreed to rent the building and hired the Sisters as teachers. St. Clement School became officially known as the Vine Street Elementary School. Eventually the school was placed back under the control of the parish and was, once again, known as St. Clement School.

In 1944 four new bowling alleys were built in the basement of the school and the steps in front of the church were replaced with an ingenious hot water system that melted snow and ice from the steps during the winter. In 1950, the year of the Centenary of St. Clement, the parish numbered about 4000 people, twenty five Sisters were in charge of 614 grade school pupils and 224 boys and girls from the parish were at local Catholic high schools.

Mission Statement

As a Catholic elementary school in the Franciscan tradition, St. Clement School prepares students to achieve their full potential in body, mind and heart.

Belief Statements

The following beliefs serve as directives for the purpose and operation of St. Clement School:

1. We believe that we are called to form a community in the spirit of the Gospel where each person is respected and encouraged to share their unique gifts for the good of all, and in service beyond our school community.
2. We believe that parents are the primary educators of their children, and that their participation and cooperation in their child's educational, faith, moral and social development is vital.
3. We believe in creating a safe and supportive school community and learning environment where all students feel physically and emotionally secure.
4. We believe in developing and maintaining positive relationships of mutual respect and good will through regular and honest communication among parents, administration, faculty, staff and students.
5. We believe in honoring and celebrating our cultural, racial, social and individual diversity. Through these efforts we inform and engage students in Catholic Social Teaching, modeling the Gospel values of hospitality and inclusion, and preparing students for the more diverse and interdependent world of the future.
6. We believe in upholding the dignity of each student, respecting a variety of learning styles as we challenge each one to do his/her best through varied and meaningful learning opportunities.

7. We believe in enabling students to grow in self-esteem with a sense of responsibility and accountability for their choices. Affirming their progress in these areas, we empower them to succeed educationally and spiritually.
8. We believe in helping students develop skills for creative and critical thinking, the ability to reason independently, and the responsibility for goal setting and self-evaluation.
9. We believe in a collaborative school environment where teamwork is taught and affirmed.
10. We believe that with a focus on nurturing a relationship with Jesus, as well as building necessary skills and academics, we prepare students for success in future educational settings, encouraging a positive attitude toward lifelong faith development and learning.

ACCREDITATION

St. Clement School is accredited by the Ohio Catholic School Accrediting Association (OCSAA).

ADMINISTRATION

St. Clement School is a parish school which operates under the authority of the Pastor, Fr. E.J. Stein, OFM under the direction of the school principal, Mrs. Nicole Brainard and assistant principal Mr. Michael Delaney.

RIGHT TO AMEND

This handbook is not a binding contract on St. Clement School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or her appointee, with the support of the pastor, retains the right to amend this handbook. Parents, guardians, and students will be given notification if changes are made.

ADMISSION AND REGISTRATION

Non-Discrimination Statement

No student may be excluded from St. Clement School solely because of race, color, national/ethnic origin, or ancestry.

Registration Requirements for All Students

Before admission to kindergarten through 8th grade, the following documents must be on file in the school office:

1. Birth Certificate
2. Baptismal Certificate (if applicable)
3. Immunization and Health Records
4. Results of Pre-admission Testing and Interview
5. Report Cards for the previous two school years
6. Results of standardized achievement tests
7. Signed probationary contract
8. Legal custody/parenting time agreement (if applicable)

9. Completed EdChoice or Jon Peterson Scholarship application/renewal form and proof of residence or required affidavit forms.

In addition to this paperwork, payment of the non-refundable registration fee of \$100 must be received by the Main Office. For all children desiring to transfer from another school to St. Clement, an interview with the principal must take place before an admission decision can be made.

The following is the priority order for registration at St. Clement School:

1. Children of St. Clement parishioners including new students and students already attending St. Clement School.
2. Children of families of affiliated parishes (St. Bernard - Winton Place, St. James of the Valley, and Mother of Christ - Winton Place)
3. Any non-parish student already attending St. Clement School
4. Children of non-St. Clement families with students already attending St. Clement School:
 - a. Non-affiliated parishes with no school
 - b. Non-affiliated parishes with a school
 - c. Non-affiliated, no parish
5. Children of non-St. Clement families with no students already attending St. Clement School:
 - a. Non-affiliated parishes with no school
 - b. Non-affiliated parishes with a school
 - c. Non-affiliated, no parish

School Age

In accordance with R.C. 3321.01, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are "of age" for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

Educating Students with Special Needs

St. Clement School will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. A record review of the current ETR and IEP/SP, as well as the three most recent report cards will be done to inform the admissions process. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll. St. Clement School is a provider of the Jon Peterson Scholarship. Students with disabilities accepted for enrollment will be expected to apply for a Jon Peterson Scholarship as a condition of admission.

Accuracy of Information Statement

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

Acceptance of Registration

Acceptance of registration at St. Clement School is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. If a student intends to apply for, has applied for or has received a State of Ohio Scholarship, such as EdChoice or Jon Peterson, all forms and documentation must be submitted prior to acceptance for admission. Transfer students must schedule and complete an interview with the principal. Registration fees are not refundable. Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish.

Voluntary Withdrawal of Students

Notice of the intention to withdraw a student must be directed to the principal in writing and must indicate the official date of the withdrawal.

Students who are voluntarily withdrawn from St. Clement school will be responsible for all tuition and fees through the end of the trimester from which they are withdrawn. Records will not be released until all outstanding obligations have been fulfilled. These obligations include, but are not limited to:

1. Tuition and fees - including lunch fees, after school care fees, Booster fees, etc.
2. Return of all school-owned items including textbooks, library books, technology, athletic uniforms, etc. Fees for damaged or lost items will be assessed and added to the student's account.

A signed record release form must be on file in order for records to be released once all obligations have been met.

ACADEMIC PROGRAM

Academic Expectations

Students at St. Clement School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation, as well as fine arts, enrichment, and intervention opportunities. Additional support services may be available for students as needed.

Homework

Homework is assigned as a means of giving practice, reinforcing concepts on the individual level, evaluating progress, and developing good study/work habits. These objectives are essential to our purpose. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, or study for a test, etc.

Guidelines for Homework Completion

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Reading and reviewing are important components as well as written work. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student's ability and of such a nature that the student can complete the work independently. The parent's/guardian's role is to support as a facilitator of good practices and check for completion. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

The following guidelines have been established for timing of daily homework:

| | |
|--------------|-------------------|
| Kindergarten | 15 minutes |
| Grades 1 – 3 | 20 to 45 minutes |
| Grades 4 – 6 | 45 to 90 minutes |
| Grades 7 – 8 | 60 to 120 minutes |

Grades and Grading

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student’s growth toward proficiency of the standards. Grades K-8 use the Archdiocesan recommended reporting structure for recording student progress.

- Students in Kindergarten - Grade 3 will be graded on a Standards Based Report Card System which includes:
- 4 = Consistently Demonstrates/Exceeds Proficiency
 - 3 = Frequently Demonstrates Proficiency
 - 2 = Progressing Toward Proficiency
 - 1 = Demonstrates Limited Progress Toward Proficiency
 - NA = Not Assessed This Grading Period

- Students in Grade4 - Grade 8 will use the following standard, letter-based grading scale:
- A = 100 - 93
 - B = 92 - 85
 - C = 84 - 77
 - D = 76 - 70
 - F = 69 or below

Field Trips

Field trips are an extension of classroom learning. Field trips are considered a privilege, not a right. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and field trip destination. A student may be excluded from the field trip at the discretion of the school administration. No student may attend a field trip unless the required field trip permission form is completed and signed by the parent/guardian. Verbal permission will not be accepted in lieu of a completed and signed permission form.

Promotion and Retention

Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support team. Parents/Guardians’ input will be considered.

Students in grade 3 who do not attain a passing score on an approved assessment in Reading / English Language Arts, as determined by the State of Ohio Department of Education, may be retained. Even if retention is not recommended, these students must receive intensive remedial instruction in Reading both in school and at home.

Students in grades 4 - 8 receiving a failing grade in a major subject area must complete 20 classroom hours (on grade level for each failed major subject) from a certified teacher in order to be considered for readmission to St. Clement School or promotion to high school for the following academic year. Major subject areas are: Reading, English Language Arts, Math, Social Studies and Science. Exceptions can only be made by the principal. Documentation of all remedial work must be submitted to the principal prior to the first day of school.

Students will generally be retained in the same grade when there is a positive indication that he or she will benefit from retention. Because of the adjustment and other psychological difficulties that can result from retention, the student may be required to repeat the grade at another school.

Records Review

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/Guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Withdrawal/Disenrollment for Academic Reasons

A student may be asked to withdraw for academic reasons from St. Clement School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. St. Clement School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians

St. Clement School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, uncooperative by failing to provide required information or documents to the school in a timely manner, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

- Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
- A conference will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
- A report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Curriculum

St. Clement School follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards. Religion Courses are taught at every grade level. Students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.

Standardized Testing

St. Clement School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. The Archdiocese of Cincinnati requires that the MAP or iReady Assessments be administered each fall, winter, and spring. Students receiving State of Ohio scholarships may be required to participate in additional state testing. St. Clement students will complete iReady Assessments.

The Archdiocese of Cincinnati also requires all students in grades 5 and 8 to take the ACRE (Assessment of Child Religious Education) Test. All students, regardless of religious affiliation, take the test.

Reporting Student Progress

St. Clement School issues report cards to the families on a trimester basis. Additionally, interim reports may be issued throughout each grading period. Student grades can be accessed at any time via the student management system. Login information can be provided to parents/guardians by the Main Office upon request.

Student Support Programs

St. Clement School follows applicable guidelines for student support programs offered through these sources. In partnership with the local school district, the following student support services are offered via a multi-tiered support system (MTSS) or response to intervention (RTI) method:

Title 1 Reading - Grades K-4
Title I Math Grades K-5
Special Education Intervention
Speech Language Intervention
ELL Support
Social and Emotional Support Services

Temporary Home Instruction

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

FAITH FORMATION

Religious Education

St. Clement School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted.

Sacramental Preparation

Sacramental preparation is part of the St. Clement curriculum and is organized in concert with St. Clement Parish. Prior to the children's reception of the sacraments of Eucharist, Reconciliation and Confirmation, a parent meeting is held. These programs provide an opportunity for parents to participate more fully in the religious education of their children, as well as the sacramental celebration.

When children of catechetical age, who are unbaptized or are baptized in another denomination, see acceptance in the Catholic faith, the Director of Religious Formation will follow the process for sacramental preparation found in the RCIA documents.

Baptism: A child must be baptized prior to the reception of other sacraments. Parents wishing to have their school age child baptized should contact the Director of Faith Formation at St. Clement Parish.

Eucharist: All students in Grade 2 will receive instruction about the sacraments of Reconciliation and Eucharist. A parish celebration of First Eucharist is typically scheduled during the month of April.

Reconciliation: Children receive catechesis for the sacraments of Eucharist and Reconciliation in their Religion classes. After this instruction, a child is eligible to participate in the sacrament of Reconciliation at the parents' discretion; in particular, a child may make First Reconciliation before First Eucharist.

Confirmation: Catholic students in the seventh and eighth grades are given the opportunity to celebrate the Sacrament of Confirmation. Students in grades 7 and 8 will receive instruction about the sacrament of Confirmation. The date and time for the celebration is determined by the Archdiocese on an every other year basis.

ATTENDANCE

The School Day

School begins at 7:40 am and ends at 2:10 pm each day.

The doors to the school will be locked until 7:00 am. No staff is on the premises for supervision prior to that time. Students should not be dropped off or left unattended outside prior to 7:00 am. The door to the school is closed promptly at 7:35 am. Students are required to be present and seated in their homeroom by 7:35 am in order to be considered on time for school. Students arriving after 7:35am must be signed in at the Main Office by a parent or guardian. Students arriving after 7:35 am will be marked tardy. **Regular and punctual attendance is expected of all students.**

Students will not be permitted in the building after school except for supervised activities. Parents/guardians of any student who must regularly stay later than 2:10 pm must make other arrangements for supervision. Students will not be permitted to wait in the school. Students are not permitted to wait in the gym for sports practices that begin later than 2:30 pm. Students who are not picked up by 2:30 pm will be sent to the After School Care Program and will be charged the requisite fee regardless of the length of time they are required to be supervised there.

Daily Attendance

Regular attendance is a most important factor in the establishment of a good scholastic record. Work missed through absences can be difficult to make up, without participation in daily classroom discussions and work. Students are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to miss school include personal illness, a family death, or a family emergency.

Appointments, Scheduled Events, Vacations

When possible, medical and dental appointments should be scheduled outside of school hours. If a student is to leave school early, a note or phone call to the Main Office is necessary explaining the reason. The note will be sent to the Main Office for recognition and permission and will be recorded. At the proper time, a parent will report to the Main Office to sign the student out and the student will then be called for special dismissal.

Students who go on vacation, are absent due to sporting events, etc. during scheduled school days are marked absent and the missed assignments and assessments can dramatically and negatively impact the student's trimester average. Teachers are not required to plan or provide assignments prior to the vacation/trip. Students will have one day for every day absent to complete missed assignments and assessments for credit upon their return to school.

Make Up Work

For all absences, students are responsible for doing the work, including tests, that they have missed during their absences unless otherwise stipulated by the teacher. They will have one day for every day absent to complete assignments upon their return to school. Arrangements to pick up the child's work after 2:10 p.m. should be made before noon. Requests made after noon may not be able to be fulfilled.

Excessive Absence and/or Tardy

Students arriving at school after 7:35 am are considered tardy and must be signed in at the main office by an adult. Students who have more than 10 unexcused tardies in a trimester will be scheduled for a meeting with the principal to help resolve the issue.

Students who are absent more than 10 days in a trimester, or who have a pattern of absences throughout the year, may be asked to produce a doctor's excuse. Additionally, when a student arrives after the start of the school day, leaves before dismissal, or is out of school for any reason during the school day, his or her attendance will be considered "incomplete" for that day and will be designated as a tardy or absence on their attendance record. Excessive, unexcused absence or tardiness may result in a failure to pass the current grade or the child be asked to withdraw from St. Clement School.

Reporting An Absence

A student's absence must be reported to the school office by 8:15 a.m. A message left on voice mail must include the caller's name, the student's name, grade number, and homeroom teacher, the date of absence, and reason for absence. Absences must be reported daily, even in the instance of an extended illness. Upon return to school, the parent/guardian must send a written note to the homeroom teacher stating the reason for the absence.

An unexcused absence from school will warrant proper corrective action.

ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

St. Clement School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by St. Clement School when determining whether to admit or retain a student.

Student Pregnancy

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

Gender Identity

GENDER IDENTITY POLICY

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teaching of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

HEALTH AND SAFETY

St. Clement School follows the following Archdiocese of Cincinnati mandate and R.C. § 3313.713 regarding administering medication to students.

Administering Medications to Students (R.C. 3313.713)

Each School shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the School adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the School. Likewise, if the School adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A School which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

- 1) The School receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the School and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the School or its use by the student;
- 2) The School receives a statement, signed by the prescriber, that includes the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin and end;
 - f) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
 - g) Special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;

- 4) The employee(s) designated by the School to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
- 5) The drug is received by the employee(s) designated by the School to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
- 6) Any other procedures required by the School are followed.

If the School adopts a policy permitting the administration of drugs to its students, the School shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The School shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The School also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine autoinjector to treat anaphylaxis, subject to the following conditions. First, the School must have written approval from the student's parent or guardian. Second, the School must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

- (1) The student's name and address;
- (2) The names and dose of the medication contained in the autoinjector;
- (3) The date the administration of the medication is to begin and end, if known;
- (4) Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
- (5) Circumstances in which the autoinjector should be used;
- (6) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
- (7) Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
- (8) Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
- (9) At least one emergency telephone number for contacting the prescriber in an emergency;
- (10) At least one emergency telephone number for contacting the parent or guardian; and
- (11) Any other special instructions from the prescriber.

The School also must have received a backup dose of the anaphylaxis medication from the student's parent or guardian. And in the event a student or School employee has to administer anaphylaxis medication to the student, the School must immediately request assistance from an emergency medical service provider.

Medical Information

At the beginning of each school year, parents/guardians will complete current medical information for the students. If information changes during the school year, parents/guardians should contact the school with the current information.

Medication Administered at School

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

St. Clement School Policy on Student Use of Marijuana

St. Clement School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

St. Clement School maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

Child Protection

St. Clement School follows all Archdiocese of Cincinnati mandates and R.C. § 2151.421 regarding reporting suspected child abuse or neglect. All staff are considered mandatory reporters of suspected child abuse.

Immunizations

St. Clement School complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Although St. Clement School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian's conscience or religious conviction, objection, or by revoking a previous exception.

Health Screenings

Vision and hearing screenings shall be provided regularly. Vision and hearing screenings will be conducted on students in grades K,1,3,5,7 and all students new to St. Clement. Scoliosis screening will be conducted on students in grades 6,7 and 8.

Safety Plan

St. Clement School files a completed safety plan with the state of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. St. Clement School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

Asbestos Notification

To ensure compliance with the Asbestos Hazard Emergency Response Act (AHERA), St. Clement School maintains a written management plan in the school office and undergoes annual inspections. The written management plan is available for inspection by parents, teachers, and/or employees by making an appointment with the school principal.

Wellness Plan

This policy is the effort of many people at St. Clement School representing the vision of who we are and want to be for our school community: children, families, teachers, staff, advisory board members, and volunteers. We strive to create a Christ-centered environment in which each child develops to her or his full potential.

We understand a comprehensive approach in theory and in action are necessary in reaching this vision. We aim to actively embed the wellness policy in concert with the *School of Faith* to solidify a culture of wellness and holistic support at St. Clement School. The Wellness Council will help to create a unified language and approach towards implementation enabling each initiative to work cohesively together.

The Wellness Council is composed of several St. Clement School stakeholders dedicated to the wellbeing of the school community. The Wellness Council authors, reviews, updates, and ensures compliance with the below Wellness Policy Guidelines at a minimum on a trimester basis. Membership is open to any St. Clement School stakeholder including staff, parents, students, volunteers, parish members, neighbors, and more. Meetings are open to any stakeholder regardless of membership.

The Wellness Council is privileged to put forward a comprehensive Wellness Policy to reinforce St. Clement School's vision of creating a healthy and safe school environment. St. Clement School will support the holistic growth and development of its students by enacting this policy through word and action. This commitment to wellness will promote an embracing environment where children will succeed as active learners and develop lifelong wellness practices.

Section 1: Nutrition Education

- Curriculum and instructional goals for nutrition education, physical activity as well as other school-based activities at St. Clement School are based on the state-approved Graded Course of Study provided by the Education Office of the Archdiocese of Cincinnati.
- All grades/students are required to participate in nutrition education.
- Nutrition lessons are integrated into school day curricula and the health education program in order to provide the knowledge and skills necessary to build lifelong healthy habits.
- Students will be educated to make healthy choices while participating in the School Breakfast Program (SBP) and National School Lunch Program (NSLP).
- St. Clement School will strive to teach students healthy behaviors that can be practiced in their lives.

Section 2: Standards for USDA Child Nutrition Programs and School Meals

- St. Clement School participates in the USDA school breakfast and lunch program (*"reimbursable meals"*) and provides full-priced, reduced-price, or free lunches. Students who prefer to pack their lunches may purchase milk.
- All students have access to the USDA SBP and are encouraged to begin their day with a healthy breakfast.
- Foods made available through the SBP and NSLP will comply with the current USDA Dietary Guidelines for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8, as applicable. More information on the NSLP and SBP Guidelines can be found at:
http://education.ohio.gov/getattachment/Topics/Other-Resources/Food-and-Nutrition/National-School-Lunch-Program/meal_pattern_charts_BL_NSLP.pdf.aspx
- Nutrition information for all school meals is available from St. Clement School's Food Service Department upon request.
- St. Clement School will make an attempt to source food locally for the NSLP and SBP when feasible.
- Free and Reduced forms are available to all families in the school office or on the school's website at www.stclement.org. Forms are also sent home at the beginning of the school year to all families.
- St. Clement School uses a point of sale system that allows for Free and Reduced status privacy for all students. All students have an individualized card with a barcode that is scanned by the Cafeteria Manager. The unique code is pre-set to the student's corresponding status (e.g. Free Lunch) to provide anonymity amongst students while assuring accurate tracking for cafeteria personnel.
- The cafeteria will serve students a reimbursable meal regardless of whether the student has money

to pay or owes money on an unpaid balance. A phone call or in person meeting with the parent may be arranged to discuss any outstanding unpaid balances.

- All school nutrition program directors, managers and staff will meet hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals. Documentation of completed training is kept on file in the Food Service Department.
- Students are not permitted to leave school grounds during breakfast/lunch periods.
- The National Association of State Boards of Education recommends that students should be provided adequate time to eat lunch, at least 10 minutes for breakfast and 20 minutes for lunch. St. Clement School's breakfast time is scheduled for 30 minutes and lunch time is 20 minutes for all students.
- Lunch periods are scheduled as near the middle of the school day as possible. A complete lunch schedule can be found on the school website at www.stclement.org.
- Dining areas are attractive and have enough space for seating all students.
- Drinking water is available for students at meals from the drinking fountain and also a water cooler with cups for students to take to their seats with their meal.

Section 3: Nutrition Standards for Other Foods and Beverages

- St. Clement School does not sell food during the school day outside of the NSLP and SBP.
- St. Clement School's *guidelines* for student packed lunches during the school day promote student health:
 - Parents are encouraged to provide healthy snacks and minimize sugary treats.
 - No pop, large-sized drinks or snacks are permitted in the cafeteria.
- Drinking water is available to students during meal times and the school day via drinking fountains. Students are permitted to keep water bottles at their desks.
- Fundraisers (Mum Sale, Walk-a-Thon, etc) do not have a food-centered focus. In the event that the fundraisers do not meet nutrition criteria, specific rules are to be followed:
 - Events must not occur before the school day starts
 - Events are not held during the school days
 - Events do not start less than 30 minutes after school.
- Special events and programs will focus on activities rather than food. Any food offered is strongly encouraged to reflect healthy choices as outlined in the school handbook. A complete school handbook can be found on the school website.

- The use of food or candy as a classroom reward is not to be used as a pedagogical tool in the day to day teachings at St. Clement School.

Section 4: Physical Education and Physical Activity

- Curriculum and instructional goals for physical education as well as other school-based activities at St. Clement School for all students are based on the state-approved physical education standards and Graded Course of Study provided by the Education Office of the Archdiocese of Cincinnati.
- The physical education teacher will meet licensing/certification requirements set forth by the school and also any professional development expectations.
- Physical education curriculum review will follow a formal annual review cycle consistent with other academic subjects in the building.
- All students participate in the school's Physical Education program promoting and teaching lifelong healthy habits and physical fitness. K-4, 2 bouts of 30 minutes each, totaling 60 minutes weekly; 5-8, 2 bouts of 40 minutes each, totaling 80 minutes weekly.
- 30 minutes of recess is offered to all students before or after lunch depending on their grade.
- K-5 teachers offer in-class physical activity breaks (e.g. Go Noodle) throughout the school day to further promote large muscle development.
- St. Clement School does not allow students to be exempt for required physical education class or credit except for extenuating religious, medical, or circumstances regarding a documented disability. Instruction will be adapted to ensure all students can actively participate in physical education learning. No class or academic works may be substituted for credit for the physical education requirements of St. Clement School.
- Students participate in Physical Education classes with their homeroom class, such that each PE class is at or below the state of Ohio's approved teacher-student ratios for general education classes.
- St. Clement School provides buses for students who reside farther than one mile away, and encourages other students to walk to school when weather appropriate. St. Clement School also works with a number of community partners including the Cincinnati Recreation Commission and the Friar's Club to arrange transportation for students to off-site after school locations. Biking to school is not safe at this time due to the amount of foot and automobile traffic around the school.

Section 5: Wellness Promotion and Marketing

- The staff and teachers at St. Clement School eat their meals in the lounge and are encouraged to model healthy eating/drinking behaviors. Staff and teachers are not permitted to consume sugary drinks or snacks in the classroom.
- Staff or teachers who wish to eat in the presence of students must model healthy choices.

- The staff and teachers at St. Clement School are encouraged to model physical activity behaviors (leading “brain breaks”, taking the stairs, participating in special events).
- Physical activity may not be used as a punishment for any means. Physical activity may be used as a reward when plausible.
- All marketing materials will be consistent with USDA Recommendations, Smart Snack Guidelines, and the American Heart Association’s criteria for a healthy lifestyle. No direct advertising for food or beverage outside of these guidelines will be permitted in any manner with St. Clement School.
- Advertising of any food or beverage that may not be sold on campus during the school day is prohibited. Advertising of any brand on containers used to serve food or in areas where food is purchased is prohibited.
- Criteria for selecting educational materials for the classroom shall be expanded to include review of advertising content. Every effort will be made to select materials free of brand names/logos and illustrations of unhealthy foods.
- St. Clement School will not expose students to food marketing of any kind. All advertising in school publications and school media outlets must be approved by the principal.

Section 6: Implementation, Evaluation, and Communication

- St. Clement School *will measure implementation* of the wellness policy, through the ongoing collaboration of the Wellness Council on an annual basis. We will address the following areas to promote a culture of wellness for all St. Clement School stakeholders:
 - Physical Education and Other Physical Activity Programs
 - Nutrition Services
 - Family and Community Involvement
 - Counseling, Psychological, and Social Services
 - Health Education
 - Health Services
 - Emotional Environment
 - Bullying
 - Spiritual Wellness
 - Mental Health Promotion For Students
 - Staff Development/Health Promotion for Staff
 - Academic Wellness
- Members of the St. Clement School staff will convene the Wellness Council and be accountable for ensuring compliance of wellness policies within the school. Membership on the Wellness Council is open to any St. Clement School stakeholder including staff, parents, students, volunteers, parish members, neighbors, and more. Meetings are open to any stakeholder regardless of membership.
- St. Clement School will solicit membership and promote council meetings through a variety of

means including but not limited to disseminating flyers, building announcements, sign-up lists, parish publications, newsletters, and all family emails.

- The Wellness Council authors, reviews, updates, and ensures compliance with the Wellness Policy Guidelines.
- The Wellness Council will meet during each trimester to discuss updates and progress with the Wellness Policy. The Wellness Council will determine if the Wellness Policy requires an update based on current regulations, standards, and best practices.
- The Wellness Council will conduct a quantitative assessment of policy implementation every three years using the Wellness School Assessment Tool(WellSAT) or the School Health Index. New trends and best practices will be considered and implemented at this time. These findings will also be submitted to the Advisory Board for review and subsequently published on the school website.

For further information on the Wellness Council and other ongoing initiatives at St. Clement School School, please visit the school website at www.stclement.org.

Additional resources helping to shape this policy can be found below:

http://education.ohio.gov/getattachment/Topics/Other-Resources/Food-and-Nutrition/National-School-Lunch-Program/meal_pattern_charts_BL_NSLP.pdf.aspx

<http://www.catholiccincinnati.org/ministries-offices/catholic-schools-office/school-resources/curriculum>

<https://www.fns.usda.gov/tn/guide-smart-snacks-school>

<https://www.leaderinme.com>

<https://www.nashvilledominican.org/apostolate/evangelization-and-catechesis/virtues-in-practice/>

STUDENT CODE OF CONDUCT

St. Clement School is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place.

Discipline will be administered fairly but firmly, whenever an individual's action interferes with the rights of teachers to teach or the students to learn, or otherwise disrupts the educational environment. All adults on the staff are responsible for student discipline. Students who fail to follow these rules are subject to disciplinary policy and subsequent consequences.

St. Clement School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this

Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for St. Clement School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been fully remedied. As with the method and extent of any disciplinary measures, St. Clement School reserves final judgment in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a conference will be scheduled with the teacher, parents/guardians, and principal.

Conduct In or Out of School

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school or when they represent the school. Any violations of the Student Code of Conduct may result in consequences issued by the school administration.

St. Clement School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

Illegal Substances

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

Harassment, Intimidation, and Bullying

It is the policy of St. Clement School (the "School") that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

The Parish and School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

Definition of Terms

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

“Harassment, intimidation, or bullying” means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - o Causes mental or physical harm to the other student; and
 - o Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.
- “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
 - o Causes mental or physical harm to the other student; and
 - o Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

Types of Conduct

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
 - o Posting slurs on the Internet, websites, blogs, or social media/networks;
 - o Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
 - o Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
 - o Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints Regarding Harassment

Formal Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

Informal Complaints

Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

Criminal Misconduct

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

Conduct Disclaimer

No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

General Behavioral Expectations

The following general rules and expectations serve as reminders and are in support of the student.

Code Of Conduct

1. Each student is responsible and accountable for his or her own actions.
2. Courtesy, respect, and consideration will be shown to all fellow students, staff, parents/guardians, workers, volunteers, visitors.
3. All students are subject to correction from any faculty or staff.
4. The School Uniform Code will be followed, including expectations for out of uniform days.
5. Improper language or gestures, deliberate injury, or threatening statements are unacceptable and will not be tolerated.
6. Stealing, cheating, plagiarism, or forgery, including of parent(s)/guardian(s) signature(s), will not be tolerated.
7. Willful destruction of property or vandalism will not be tolerated, and parents/guardians are responsible for associated costs of repair or replacement. Accidental damage will also be subject to reimbursement of repair or replacement costs.
8. Books and materials are to be handled with care. Books must be covered and re-covered, as necessary. Damage to books on loan is subject to a fine not to exceed the book's value.
9. Students are expected to come prepared for class and other school activities.
10. Each student is responsible for his or her own belongings. Personal items should be marked with the student's name.
11. The student's use of non-medical, personal electronics may only be used with the permission of a teacher or other staff member.
12. Weapons, or any item that could be used as a weapon or that the principal might consider to be a weapon, are not permitted at school.
13. Students are to be orderly in the halls and classrooms at all times, so that a positive learning environment is maintained. Students must walk in the halls and may speak quietly. No student should be in the hall without permission of a faculty or staff member.
14. Students are not permitted to leave the school premises during the school day without the written, signed permission of their parent(s) or guardian(s). Students must also obtain the permission of the principal or teacher before leaving the school.

St. Clement School utilizes a progressive discipline system that works to not only be age appropriate for the children, but increases student responsibility with age.

Grades Kindergarten - One

Students in Kindergarten and first grade will utilize a five tier behavior modification system. The daily goal for each student is to maintain acceptable or outstanding behavior throughout each day. Parents will receive a daily behavior report. Each student is assigned a clip with their class number on it. Clips start each day on Right on Rhino. Students are given two warnings prior to a clip move. Students in kindergarten

can clip up and down throughout the day. Students in first grade, however, once clipped down cannot clip back up during the day. All student clips reset at the beginning of each day.

| Clip Level | Outcome |
|---------------------|--|
| Great Giraffe | Positive behavior reward |
| Right On Rhino | This is where students begin and should generally remain throughout the day. |
| Look Out Lion | Loss of five minutes of recess time - assessed day of clip move or following day |
| Endangered Elephant | Loss of 10 minutes recess time - assessed day of clip move or following day |
| Sad Snake | Parent phone call and loss of additional recess at the discretion of the teacher |

If a child clips down to sad snake five times in one trimester, they will miss a full recess and a parent conference will be required and a behavior plan may be implemented.

Grades Two and Three

Students in second and third grade will utilize a three tier behavior modification system. The daily goal for each student is to maintain acceptable or outstanding behavior throughout each day. Parents will receive a daily behavior report. Students are given two warnings prior to a clip move. Students in second grade can clip up and down throughout the day. Students in third grade, however, once clipped down cannot clip back up during the day. All student clips reset at the beginning of each day.

| Clip Level | Outcome |
|------------|--|
| Green | This is where students begin and should generally remain throughout the day. |
| Yellow | Time to think about behavior choices / final warning |
| Red | Parent phone call and loss of five - ten minutes of recess time |

If a child clips down to red five times in one trimester, they will miss a full recess, a parent conference will be required and a behavior plan may be implemented.

Grades Four - Eight

Students in grades four through eight will utilize a conduct point system of discipline. The following are the guidelines that teachers will use when assigning conduct points for inappropriate behavior. This listing should not be viewed as comprehensive. Teachers will further utilize their professional discretion when assigning conduct points based on the situation or severity of the behavior.

1 point

Tardy to class during the school day
Uniform violation

Talking
No student ID badge
Chewing gum/eating outside of the cafeteria/lunch period
Not prepared for class
Books not covered

2 points

Disruption in class - any disturbance which interrupts the educational process
Disruption in the hall or stairways
Violation of classroom rules
Horseplay
Cell phone violation

3 points

Disrespect of peer or adult
Disrespectful behavior during religious services or assemblies
Inappropriate language, gestures, etc.
Unsafe behavior on the playground

5 points

Blatant disrespect to authority and/or peers
Not in appropriate place in school building
Forgery
Engaging in inappropriate displays of affection
Misuse of technology

10 points

Cheating
Defacing school property
Theft

20 points - Automatic Suspension

Fighting
Tobacco or vape use or possession
Alteration of school records
Leaving school premises without permission

30 points - Expulsion

Vandalism
Possession or use of drugs or alcohol
Assault
Possession of a weapon
Sale and/or distribution of illegal or prescription drugs

Bus Transportation

St. Clement School will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus.

Detentions, Suspensions, Expulsions

The following is the point system for detentions, suspensions and expulsions:

- Accumulation of 5 conduct points - one lunch/recess detention.
- Accumulation of 10 conduct points - two lunch/recess detentions and parent conference.
- Accumulation of 15 conduct points - a one hour after school detention from 2:15pm - 3:15pm. The cost of this detention is \$10 and must be paid when parents pick the child up. An additional late fee of \$1.00 per minute will be charged for late pick up from this detention.
- Accumulation of 20 conduct points - in-school suspension and mandatory parent conference with an administrator.
- Accumulation of 25 conduct points - out of school suspension. The student will be placed on a probationary contract for the following school year, if applicable.
- Accumulation of 30 conduct points - expulsion from St. Clement School.

Students who do not show up for their assigned lunch/recess detentions for any reason other than a pre-existing health appointment can have their number of detentions doubled. A student whose detention must be rescheduled due a health appointment will be required to present a note from the health office to verify the excuse.

When a student accumulates 10 conduct points in a trimester, the homeroom teacher will set up a conference with the student and parents. The student may be placed on a behavior modification plan.

When a student accumulates 20 conduct points in a trimester, an administrator will set up a conference with the student, parents and teachers. If necessary, the student will be placed on a behavior modification plan.

Students who receive more than one detention in a trimester may be denied field trip privileges.

Academic Impacts of Suspensions

In-School Suspensions - During these suspensions the student remains in school, but is assigned to a designated, supervised area outside the classroom setting. Academic work is assigned and completed throughout the suspension period, but no grade higher than a 70% will be awarded. Students may not participate in extracurricular activities, including, but not limited to athletic practices and contests, during the suspension period.

Out of School Suspensions - During these suspensions, the student is not permitted on school property and may not participate in classes or extracurricular activities. Students serving an out of school suspension will not be provided the classroom assignments and will receive a grade of 0% for all classroom work and assignments issued during the suspension.

Procedures to be Followed in Cases of Suspension and Expulsion

In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A conference will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then a conference will be scheduled as soon as practical.
- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A conference will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Finality of Decisions

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action in her discretion. Notification will be given in writing to the parents/guardians of the disciplined student.

Search And Seizure

St. Clement School reserves the right to search and inspect school property used by students at any time. St. Clement School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

Cell Phones

Once a student enters the building, all cell phones must be turned off and turned into the homeroom teacher. Cell phones will be returned to the student at the end of the school day. Cell phones cannot be turned back on until after the student exits the school building at the end of the school day.

If the phone rings during the school day and it is not in the possession of the homeroom teacher, the student will receive two conduct points, the phone will be confiscated, and a parent will be required to pick up the phone from the principal. If the cell phone is found on the student, or within their belongings, the student will receive a detention, the phone will be confiscated, and a parent will be required to pick the phone up from the principal.

If any violation occurs the second time, the student will receive five conduct points, be assigned a detention and the phone will be confiscated. A parent will be required to pick up the phone from the principal, but

only after the student has served the detention. Should a third offense occur in the same year, the student will receive ten conduct points and be assigned an in-school suspension.

St. Clement School is not responsible for cell phones or other technology carried or left in book bags. If cell phones, or other electronic devices or personal belongings are brought to school, the school cannot be held responsible for loss or damage.

Cheating and Plagiarism

Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards.

GENERAL INFORMATION

Communication

The best educational atmosphere is one in which parent/guardian, teacher, school, and church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students.

Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

Educational issues should be addressed to the classroom teacher first, before approaching the principal.

Teachers can generally be available after school to meet with parents/guardians. Parents/guardians are asked to schedule such appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents/guardians are asked to write or phone the teacher through the school office for an appointment time. Email and voicemail to the teacher are also acceptable. Drop in visits are discouraged, and are much less productive, as the teacher and/or principal will not be able to give parents/guardians total attention, and complete information, without preparation.

Time is set aside in both the fall and spring for brief, formal Parent/Guardian-Teacher Conferences. Parents/guardians are encouraged to schedule these conferences using the predetermined format prior to conferences.

Parents are encouraged to download the St. Clement School app and utilize the school website to obtain necessary information including the school calendar of events, teacher email addresses, etc..

Confidentiality Regarding Students

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students. Disciplinary actions will not be discussed except with the parents or guardians of the student involved.

Cooperation as Condition of Enrollment

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that St. Clement School is not the

appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

Custody Policy

Non-custodial parents have the right to information regarding their student's progress unless a current court order states otherwise. St. Clement School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

Extra-Curricular Activities and Sports

When a student participates in an extracurricular activity, including but not limited to After School Care, Scouts, Fine Arts Activities, Student Council, Band, etc., during after school hours, he or she is expected to be respectful and behave as a student is expected to behave. Students who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action.

Students are eligible to participate in athletics, sponsored by the St. Clement Boosters, beginning in third grade. The St. Clement Boosters offer teams for football, boys and girls basketball, and girls volleyball. Students are eligible for band beginning in fourth grade. Eligibility for participation in St. Clement drama productions will be determined by the drama teacher.

A student who is suspended from school will not be allowed to participate in extracurricular activities, including, but not limited to athletics, at St. Clement School during such suspension. The suspended student will not be allowed to begin participating in St. Clement School extracurricular activities or athletics until the date that he/she is eligible to start school after the suspension.

Emergency Closings

Communication regarding emergency closings will be made utilizing email and text messaging. Information will also be posted using our school app and website. Parents are required to ensure that the school has up to date contact information on file to ensure receipt of this information. Use of media messaging will take place through the local news stations. These media messages will use the display name St. Clement School.

Gifts/Treats

Students are permitted to bring birthday treats to school to share with their classmates. Enough treats should be brought to share with all students in the classroom. Food treats must come in the original packaging and include the ingredients information. Treats should avoid common allergens like peanuts, tree nuts and gluten whenever possible. Gifts, flowers, etc. for students are strongly discouraged. If any arrive, they will be held in the main office and the student will be called to the main office immediately prior to dismissal to collect them.

Library

St. Clement School maintains a library to which all children have access. Provisions are made to ensure that each class has a scheduled time to utilize the library. Students are expected to use the library in such a way that shows a sense of responsibility and consideration of others. Books are to be returned at the appointed time or a fine will be assessed for each school day the item is overdue. Students will be responsible for the replacement cost of lost or damaged books. Missing items and outstanding fees will result in student report cards or records being held.

Lost and Found

The lost and found is located in the St. Clement Gymnasium. Students can look for items in the lost and found each day before school starts or if given permission by a teacher. Items will be donated to charity at the end of each trimester.

Lunch Program

The St. Clement Cafeteria is available to all students. Breakfast is available each morning starting at 7:00 am and ending at 7:30 am. The fee for breakfast is \$1.30. Hot lunches are available for a charge of \$2.60 each day. Free and reduced price breakfast and lunch is available to families who qualify by completing the required federal form. Milk is available for those students who wish to pack their lunches. Each student has a unique, scannable barcode label on their student ID badge.

Parents must pre-pay for breakfast and lunch in advance. Any money left over at the end of the school year will be refunded. The St. Clement Cafeteria is cashless beginning with the 2023-2024 school year. Parents must utilize their child's MySchoolBucks Account to pay for breakfast and lunch. Those parents who do not have access to a credit or debit card may send a check to the main office to be applied to their child's account. Delinquent account notes are sent home by the cafeteria manager. Children with delinquent accounts will not be permitted to purchase the daily hot lunch item. Students with delinquent accounts will only be served peanut butter and jelly or a bagel until the account is current.

Students are not permitted to order or receive food that has been sent from outside of the St. Clement Cafeteria, i.e. Door Dash, Uber Eats, etc.

The cafeteria menu can be found on the St. Clement School app and website.

Students are expected to show the same manners and respect toward each other, school property and all others, including cafeteria employees and volunteers, as required in the classroom. All lunches are to be eaten in the cafeteria and not taken to the playground or classroom.

Playground

Teachers will supervise student play and safety at recess. Students must behave in a manner that represents the school positively and respects the property of St. Clement School's neighbors, while traveling to and from the play space. Students must remain in their assigned areas. Students are not permitted to re-enter the school building except in the event of an emergency. No food, drink or gum are permitted on the playground.

Snack Break

Students in grades K-3 are permitted to have a snack during their morning break. Nutritious snacks are strongly encouraged.

Student Lockers

Students in grades 6-8 will be assigned individual student lockers by their homeroom teacher. The policies and rules for use of the school lockers are as follows:

1. No locks are permitted on lockers.
2. Students may only visit lockers at designated times or with teacher permission
3. Tampering with another student's lockers is subject to disciplinary action
4. There is no expectation of privacy for student lockers. Lockers are the property of St. Clement School, therefore, the principal and/or her designee have the right to inspect the locker at any time.

Parent/Guardian Service Requirements

All volunteers, including coaches, chaperones, room parents, etc., at St. Clement School must register, be approved and remain current with all requirements as set forth by the Archdiocese of Cincinnati and the Child Protection Decree. Volunteers are not eligible to work or volunteer with children until the Safe Environment Coordinator can confirm all requirements have been met. More information can be found at www.aocsafeenvironment.org.

Social Media

St. Clement School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved photos or statements pertaining to school or school events.

Student Directory

Directory information for students in Grades 5-8 is requested annually by the Archdiocese of Cincinnati so families can receive information regarding the local parochial high schools. Parents will be notified and given the opportunity to opt out of the release of this directory information.

Technology

Use of the internet at St. Clement School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for the parent's/guardian's signature before a student can use the internet at school.

While St. Clement School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with St. Clement School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

Students are required to treat all technology and resources with respect. Abusive behavior will result in the loss of technology privileges and appropriate disciplinary action. St. Clement School reserves the right to take disciplinary action for misuse or inappropriate use of school technology, as well as network access that results in actions unbecoming a Christian student. Disciplinary action may also be taken against those who

use telecommunication devices to cause mental or physical hardship to other members of the school community, whether these incidents take place on or off school property.

Tuition

Tuition for St. Clement School is set every year after deliberations and recommendations made by the Finance Committee of St. Clement Parish, with final approval by the Pastor of St. Clement Parish.

St. Clement School is a provider of the EdChoice Scholarship. All Ohio students are eligible for this scholarship; regardless of income level or school district of residence. All previously awarded EdChoice Scholarships must be submitted for renewal 30 days prior to the last day of the school year. Families who fail to renew the EdChoice Scholarship may be asked to leave St. Clement School. New EdChoice applications must be submitted prior to the first day of school. Failure to submit this application may result in the disenrollment of the student or additional tuition fees. If income verification is required, it also must be submitted either 30 days prior to the renewal or prior to the first day of school for new applicants.

Tuition assistance is available to families in need. Applications for financial aid are available in the main office and included in the appendix of this document.

Tuition is due on the 20th of each month beginning in August and ending in May. There is a 5% discount given if payment of tuition is made in full by the first Friday of September. Monthly statements are mailed via U.S. Mail. Alternative payment schedules and arrangements are available through a written agreement with the principal.

Each family will receive a monthly tuition/fee statement. Families who miss two consecutive monthly payments will be contacted to submit a written payment plan. Tuition payments can be made online by going to www.stclement.org or by check.

Use of Student Pictures/Information

St. Clement School or its designees may videotape and or photograph students while they are at St. Clement School or while they are attending school related activities on or off campus. These video recordings and/or photographs may be used, along with the student's name and community of residence by St. Clement School for publicity purposes in the following media: St. Clement school app, website and social media sites, marketing materials, direct mail, recruitment/marketing videos, email marketing, advertising, press releases, media interviews, etc.

Visitors

St. Clement School welcomes visitors, particularly parents/guardians. Visitors wishing to gain access to the building must use the intercom system to speak with the main office and be admitted. To ensure that a safe, academic atmosphere with minimal interruptions is maintained, all visitors must report immediately to the main office and sign in. The visitor will receive a name tag that must be worn at all times while they are in the building. Visitors found in the building without a name tag or in a location other than the specified location of their visit will be reported to the office and asked to leave immediately. No student visitors from other schools will be admitted without prior approval of the principal.

Volunteer Organizations

St. Clement Cardinal Athletic Association - The St. Clement Cardinal Athletic Association offers athletics to both boys and girls who attend St. Clement School, as well as members of St. Clement Parish. The teams sponsored by the St. Clement Cardinal Athletic Association participate in the Western Athletic Conference. The sports offered are: boys football, boys and girls basketball, boys and girls volleyball, and boys and girls track.

The St. Clement Cardinal Athletic Association is self-funded and receives no financial support from St. Clement School or Parish. Money is raised through fundraising, concessions, gate receipts and sports fees. The Cardinal Athletic Association is also dependent on the assistance of the parents of the athletes to volunteer their time and talent to support these efforts through coaching, volunteering at events and becoming board members.

An athletic board governs this organization. The board is composed of elected officers who determine and set policy. The Association meets monthly on the first Tuesday of the month at 7:00pm. All are welcome to attend.

TPC - Teacher/Parent Club

St. Clement's TPC is a group of dedicated parents and teachers who provide overall support to the school in a variety of ways. At the monthly meetings, the principal, a teacher representative and the parents discuss ways to improve the school community. TPC provides funding raised through a variety of fundraisers, room parents for all classrooms, volunteers for the annual Walk-A-Thon and Field Day, etc.

Parental involvement is a key factor in the success of the TPC. Every parent is highly encouraged to become a member. There are no membership fees, just a willingness to dedicate some time and energy to making St. Clement School the best it can be.

Meetings are held the second Tuesday of each month in the school library at 7:00pm. All are welcome to attend.

Volunteers

Volunteers are essential to the well-being of our school programs. We welcome parent/guardian and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in, and receive a visitor badge to wear while in the school. Volunteers must have completed the SafeParish Training, an electronic (on-line) background check through Selection.com and remain current with the scheduled SafeParish training bulletins. It is expected that parents/guardians follow the guidelines set forth in the Decree on Child Protection at all times. Additional details are available by accessing the Decree on Child Protection.

SCHOOL UNIFORM CODE

Parent/Guardian cooperation to enforce the dress code is essential. Parents/Guardians should be aware of appropriate apparel and overall appearance, and should see that their children leave for school looking their best within modest limits.

| ALL GRADES | |
|--|--|
| Blouses/Shirts | |
| Plain white or red shirts with a collar -can be button down, polo or turtleneck shirts. Shirts must be tucked in. Dry fit material is permitted. Shirts can be long or short sleeved. | |
| Sweaters | |
| Solid navy, white, red, black or gray cardigans or pullovers may be worn over a uniform shirt. No oversized sweaters or emblems may be worn. | |
| Sweatshirts or ¼ Zips | |
| Solid or St. Clement logo navy, white, red, black or gray crew neck sweatshirts may be worn over a uniform shirt. No hoodies permitted. | |
| Socks | |
| Only solid navy, red, white, gray or black socks may be worn. Girls may wear solid navy blue, red or white footed tights under the plaid skirt or jumper. | |
| Belts | |
| If pants or shorts have belt loops, a belt must be worn. | |
| Shoes | |
| Dress or gym shoes may be worn. Shoes with any type of closure must be fastened. Shoestrings must be laced and tied. No sandals, flip flops, slides or other open shoes, Crocs, boots, clogs, UGGS, shoes with wheels or spinners, are allowed. | |
| ID Badges | |
| Students must wear their ID badge at all times. | |
| Make up, Jewelry, and Accessories | |
| Makeup of any kind is not allowed. Any form of jewelry that is distracting is not permitted. For example, a simple cross or religious medal may be worn on a simple chain. One simple ring may be worn on a hand. Temporary or permanent tattoos are not permitted. Hats or scarves may not be worn in the building except for special, announced occasions. Facial piercings of any kind are not permitted. | |
| Hair and Grooming | |
| Hair must be clean and neatly groomed. No extreme styles, or symbols cut into the hair are permitted. Hair colors must be naturally occurring colors. Hair must be out of the eyes at all times. | |

| GIRLS UNIFORM K-3 | |
|--|--|
| Plaid Jumper | |
| Uniform jumper should be a modest length. Shorts may be worn under the jumper but may not hang below the skirt. | |
| Pants / Leggings | |
| Navy blue or khaki (tan) twill dress pants only. Plain/solid colored blue, black or gray leggings may be worn under the uniform jumper. | |
| Shorts / Skirts | |
| Navy blue or khaki (tan) twill, or uniform walking shorts may be worn in August, September, October, April, May, and June. Shorts should be a modest length. Uniform plaid jumpers may be worn all year and with tights or leggings during winter months. Skirts should not be shorter than 2" above the knee. | |
| GIRLS UNIFORM 4-8 | |
| Pants / Leggings | |
| Navy blue or tan khaki twill dress pants only. Plain/solid colored blue, black or gray leggings may be worn under the uniform skirt. | |
| Shorts/Skirts | |

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|---|
| Navy blue twill, or khaki (tan) uniform walking shorts may be worn in August, September, October, April, May, and June. Shorts and skirts should be a modest length. Uniform plaid skirts may be worn all year and with tights or leggings during winter months. Skirts should not be shorter than 2" above the knee. |
| BOYS UNIFORM K-4 |
| Pants |
| Navy blue or khaki (tan) twill dress pants only. Long pants must be worn during November, December, January, February, and March. |
| Shorts |
| Navy or khaki (tan) twill walking shorts may be worn in August, September, October, April, May, and June. |
| BOYS UNIFORM 5-8 |
| Pants |
| Navy blue twill or khaki (tan) dress pants only. Pants must be worn at the waist. Trendy and cargo pants are not considered dress pants. Long pants must be worn during November, December, January, February, and March. |
| Shorts |
| Navy twill, or khaki (tan) walking shorts may be worn in August, September, October, April, May, and June. |
| Facial Hair |
| No facial hair permitted |

Physical Education

All students in Grades K-8 are required to wear gym shoes to P.E. class. It is recommended that students in grades 5-8 change out of their school uniform for P.E. class. Appropriate t-shirts, shorts, sweatpants or non-hooded sweatshirts should be worn. Jeans or jean shorts are not permitted. Any article of clothing worn to P.E. class may not be worn underneath the school uniform.

Spirit Days

Every Friday is a St. Clement Spirit Day. Students may wear any St. Clement spirit wear shirt, warm up or sweatshirt with uniform bottoms. St. Clement hoodies are permitted on Fridays only.

For out of uniform days, all uniform rules about modesty and fit still apply. No midriff, sleeveless, or revealing clothing, etc. Clothing that promotes alcohol, drugs, violence, or political position is not permitted.

APPENDICES

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| Appendix A | <u>Accident Injury Form</u> |
| Appendix B | <u>Archdiocesan Policy for Youth Activities/Permission Form</u> |
| Appendix C | <u>Asthma Inhaler Form for Self-administration</u> |
| Appendix D | <u>Decree on Child Protection</u> |
| Appendix E | <u>Emergency Medical Authorization Form</u> |
| Appendix F | <u>Parent/Guardian Authorization for Student Possession and Use of an Epinephrine Autoinjector</u> |
| Appendix G | <u>Parent/Guardian Request for Administration of Medication</u> |
| Appendix H | <u>Physician Request for Administration of Medication</u> |
| Appendix I | <u>Prescriber Authorization for Student Possession and Use of an Epinephrine Autoinjector</u> |
| Appendix J | <u>Responsible Use of Technology</u> |
| Appendix K | <u>School Calendar</u> |
| Appendix L | <u>Social Media Policy and Media Release Form</u> |
| Appendix M | <u>Tuition Information</u> |
| Appendix N | <u>Volunteer Confidentiality Form</u> |

PARENT/GUARDIAN AND STUDENT SIGNATURE PAGE

I/We hereby affirm that I have read the Family Handbook. I/we certify that I/we consent to and will follow all policies and procedures of the school, including everything contained in the St. Clement School Family Handbook.

Parent/Guardian Signature and Date

Parent/Guardian Signature and Date

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade