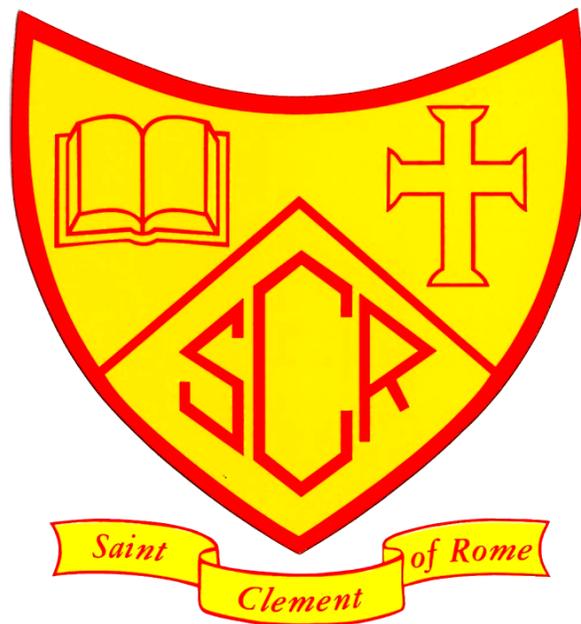


St. Clement of Rome School



2017-2018
Parent-Student Handbook

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MISSION OF ST. CLEMENT OF ROME SCHOOL

The mission of St. Clement of Rome School is to guide and nurture children spiritually, academically, emotionally, physically, aesthetically, and socially in order to prepare them to function as productive and responsible Catholic Christians in today's society.

STATEMENT OF PHILOSOPHY

“Education is one of the most important ways by which the Church fulfills the commitment to the dignity of the person and building of community. The educational efforts of the Church must therefore be directed to forming persons-in-community; for the education of the individual Christian is important not only to his solitary destiny but also to the destinies of many communities in which he lives.” *To Teach as Jesus Did*.

St. Clement of Rome School embraces the educational mission of the Church set forth in the American bishops' pastoral message *To Teach as Jesus Did*. The faculty and administration recognize that parents are the primary educators of their children; we support their efforts to form persons-in-community by leading our students in their search for spiritual, intellectual, social, moral, and physical growth.

Our school seeks to establish an orderly environment in which our students will grow in Christian love and understanding. The religious formation program prepares our students to proclaim the message of Jesus Christ in word and in action through careful study of Scripture and authentic doctrine; participation in prayer, liturgy, and the sacraments; inculcation and clarification of Christian values and morals; and opportunities to engage in social reform through service to others.

The curriculum of St. Clement of Rome School is designed to challenge our students to seek truth and knowledge. Through a variety of teaching methods and learning experiences, we strive to meet the needs of each student and to develop his/her fullest potential. Our curriculum nurtures the development of a positive self-image through the design and implementation of special programs which reflect the individual abilities and interests of our students and provide frequent opportunities for success.

St. Clement of Rome School firmly believes that “community is at the heart of Christian education, not simply as a concept to be taught but as a reality to be lived” *To Teach as Jesus Did*. The faculty, administrators, parents, and students work together to build an active faith community whose experiences enhance the larger parish, state, national and world communities.

The faculty of St. Clement of Rome accepts the challenge to educate our students to be responsible Christian persons-in-community.

THE PRIMARY ROLE OF PARENTS

At St. Clement of Rome School, we consider it a privilege to work with parents in the education of children. As mentioned in our statement of philosophy, we believe parents are the primary educators of their children. Therefore, it is your right and duty to become the primary role models for the development of your child's life. We at St. Clement look forward to partnering with the parents and guardians of the children being entrusted to our care. We will strive in communion with our families to create a school climate that is a place of love, affirmation, nurturing and encouragement. Together, let us support one another through harmonious working relationships with each family grounded in a sense of mutual trust and respect to help your child to become the person God is calling him / her to become.

Parents as Partners

As partners in the educational process at St. Clement of Rome School, we ask parents:

- To celebrate the many graces given from God at weekly Sunday Mass
- To celebrate the Sacraments and involve their children in living a sacramental life
- To educate themselves on the basic principles of the Catholic faith and pass those principles on to their child
- To teach their child respect for others
- To teach their child the importance of service to neighbor, especially the poor and vulnerable
- To deliver their child to school on time and ready to learn everyday
- To treat teachers and staff with respect and courtesy in all communication
- To take an active role in the education their child through active participation in school activities such as the Co-Op
- To meet all financial obligations to the school and support the school's fundraising
- To resolve conflict through mutual discussion in collaboration with the school and parish
- To use social media with prudence when discussing the school and other students / families
- To support the mission, policies and procedures of St. Clement of Rome School

A strong partnership between the school and our families is essential for each child to be given the best opportunity to succeed. That is why it is crucial for all parties – administration, faculty, staff, volunteers, students, parents and their families – to uphold these pledges. That is also why families who act in such a way as to break the partnership and cause harm to St. Clement of Rome School may, at the discretion of the school's leadership, be required to withdraw their child from St. Clement of Rome School.

We look forward to your full partnership for this school year and for many years to come!

GUIDELINES

Agreement to Comply with Rules

Since the following rules are not supposed to be comprehensive, they presuppose good will and good judgment on the part of the student and his/her parents in all circumstances in which they may find themselves. The registration of a student is considered an agreement on the part of the student and of his/her parents or guardian that they will read and be conversant with the school regulations and that they will fully and faithfully comply with them.

St. Clement of Rome reserves the right to modify this document at any time. A copy will be available in the school office and on the St. Clement of Rome website.

Handbook Contract Guidelines

The St. Clement of Rome Handbook Contract is to be signed by every student at our school, along with his/her parents, and returned to the homeroom teacher by Friday, August 18, 2017. This contract will be kept on file in the school along with each student's discipline record. Parents are required to read over the provisions of the entire handbook with their children present before signing the contract. Some of the wording may be confusing to children and will take some minor translation by parents to facilitate a complete understanding of our standards. Ignorance or lack of understanding of school policy in no way releases students from their responsibilities as listed in this handbook. In all matters, the principal's decision is binding upon both parents and students. **All contracts must be signed and returned to school by August 18, 2017.**

ADMISSION / WITHDRAWAL POLICY

Statement of Policy

The schools of the Archdiocese of New Orleans, Louisiana, admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, scholarship and loan programs, and athletic and other school-administered programs.

Additionally, in compliance with Title IX of the Civil Rights act of 1964, no person in the schools of the Archdiocese shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any education program or activity, except as permitted under said Title IX.

Admissions Policy

To be admitted to St. Clement of Rome School, the following conditions must be met:

1. Catholic parents are recommended to be supporting members of our Church Parish. Catholic parents who choose not to be supporting parishioners, or non-Catholic parents, may register their child for the school but are subject to "non-supporting fees."
2. School parents are expected to fulfill the following conditions upon enrollment/re-registration of

their child in St. Clement of Rome School:

- Parents must strive to live out their faith commitment by joining along with their children in regular Sunday worship and daily prayer.
- Parents must show allegiance to St. Clement of Rome Parish by participation in the organizations of the Parish.
- Parents must conscientiously practice stewardship as defined by St. Clement of Rome Parish.
- Parents must agree to cooperate with authorities in all matters dealing with their child.

The guidelines below also apply to re-registration.

1. Brothers and sisters of registered, active, and supporting current students will be accepted first, up to the limits of available space.
2. New students of registered, active, and supporting families will be accepted in the order that their registration forms are received.
3. Non-parishioners are accommodated when space is available.

Students entering St. Clement of Rome School for the first time in grades PK3-7 may be required to have an academic screening provided by the school. Results of this screening will help determine appropriate school/grade placement before registration is finalized. **New students are accepted on a probationary status during their first year at St. Clement of Rome.**

Transfers / Withdrawal

Any child transferring from another school must present official certification of grade level and complete grade-level appropriate testing. A report card, cumulative records, social security card, birth certificate, Baptismal certificate (if applicable), evaluations, special test results and health records from the former school are required.

Any child withdrawing from St. Clement of Rome School should notify in writing the teacher and office several days in advance of his/her departure. Requests for records are to be made using the St. Clement of Rome record request form found on the website.

FINANCIAL POLICY

Fees and Tuition-Refund Policy

If a student *withdraws* before the school year starts, a \$300 fee will be assessed.

If a student leaves St. Clement during the school year, financial matters are concluded in the following manner:

1. Registration and any non-support or out-of-parish fees are non-refundable.
2. Tuition refund will be on a pro-rata basis. If a student withdraws after August 1, tuition is charged for the full month. If bank financed, the loan will be cancelled accordingly and any interest or bank charges will be charged to the parent before any refund is made.
3. All financial indebtedness to the school must be paid before grades are completed and released.
4. Parents who default on a tuition bank loan may not be allowed to finance tuition in succeeding

years. A bank loan default may require pre-paid tuition in the future. Re-registration will not be accepted unless all current financial obligations have been satisfied.

Delinquent Tuition

According to **Archdiocesan Policy (July 2014)**, all tuition payments should be up to date one month before the end of the semester. If tuition is delinquent, schools shall give parents until the end of the semester (approximately four weeks) to pay the outstanding balance. If the account is still delinquent on the last day of the semester, the school shall let the child complete the semester and release all records. Schools are under no obligation to allow students with delinquent tuition to enroll for the following semester; however, schools shall not withhold transcripts or grades because of delinquent tuition. (Archdiocesan Policy Handbook for Elementary and Secondary Schools 3223)

Delinquent Fees

Fees will be evaluated each nine weeks. Parents of students who are not current with fees will be notified. Students will not be allowed to participate in any activities until all fees are current. This includes before and after care. Students could be asked to leave at the end of a nine weeks period due to financial obligations.

Students with financial obligations at the end of a nine weeks, including delinquent tuition, may not be allowed to take exams until all obligations have been met.

Money Matters

Any time that your child is sent to school with money (i.e., when items are ordered, lunch money is sent to school, or library fines are assessed), the EXACT amount of money due should be sent in a sealed envelope on which is written the child's name, the room number, the amount of money enclosed and the purpose for which the money is sent. **No collections of any type or for any reason are to be made without permission from the principal.**

SAFETY, HEALTH AND MEDICAL POLICY

Insurance

The Archdiocesan Insurance Commission has secured medical coverage for all students who may be injured on the way to and from school, during school hours and at school sponsored events. This insurance is mandatory. This coverage includes all students, and the premium is included in the registration fee. Extended coverage may be obtained for an additional fee.

Health Records

Each child's health record shall be tracked by the school. A child's immunization record must, by state law, be reported, tracked, and updated on the L.I.N.K.S. system which is maintained by the LA State Department of Health and Hospitals. The school will notify parents if minimum immunizations requirements are not up-to-date. **Students will not be permitted to attend school without a current immunization document or written waiver on file.**

Medical Conditions / Notification

Parents are asked to notify both the homeroom teacher and the main office in the event that their child is diagnosed by medical personnel with an ongoing chronic or ongoing contagious medical condition including lice or conjunctivitis, or specific food allergies. Parents will then be notified by the School Administration if the stated medical condition represents a threat to other children.

Children should be “fever free” without fever medication for a twenty-four hour period before returning to school.

For communicable diseases or absences due to illness, a written note from a physician is required after five (5) consecutive days of absence.

Medication

Following Archdiocesan rule, (5155.2), school personnel shall not administer any medication to students unless specifically given written permission by the parent and physician (prescription labeled container). It is strongly recommended that school personnel not assume responsibilities of administering or acting as custodian of prescription medicine of students. This should remain a parental responsibility especially with elementary students. However, the principal has discretion in this matter in the case of extreme or unusual conditions or severe hardship. Where the school makes the exception allowed above, caution requires the following procedures.

- a) A school official should receive and release the medication. Only a small amount clearly labeled with the student’s name should be retained and that in a locked, safe place.
- b) The school must receive a written statement from the physician detailing the method, amount, time by which the medication is to be taken.
- c) The school must receive a written request for the assistance from the parent and a statement that the school is not obliged to remind or caution the student.

No over the counter medication will be administered by the school staff. If a parent or authorized adult must administer medication to the student, this may be done at the morning recess or at the student’s lunch period in the front office. Parents are not allowed in the students’ classrooms to administer medication.

Asbestos

In accordance with AHERA, Asbestos Hazardous Emergency Response Act, a Management Plan has been prepared and approved by the State Department of Environmental Quality, DEQ. This management plan is available for you to review in the Principal’s Office during school hours.

Emergency Information

Emergency information is kept in the school office indicating how and where to contact parents in case of an emergency. Please notify the school office if you or anyone you have listed as a contact has a telephone number, address or personal email change. We must know whom to call in case of illness or accident. No student will be allowed to remain in school without appropriate emergency information on file.

Weather-Related Emergencies

In case of flood or any other disaster, St. Clement of Rome School will close when Jefferson Parish schools close. The Office of Catholic Schools will communicate with the media to disseminate

information about the emergency closure of Archdiocesan schools. **Please do not call the school office.** Parents will be contacted through the mass notification phone system and may also look for updated information on the school's website.

ATTENDANCE, ARRIVAL AND DISMISSAL POLICY

Attendance

Louisiana Law provides for compulsory school attendance by all students. The responsibility for compliance lies with the parents. Students in grades one through seven are required to attend school a minimum 160 days during the school year. (State statute 6.055.02) This means that only 17 unexcused absences are allowed. If a student exceeds this number, summer remediation will be required even if the student has achieved passing grades. The number of hours required for remediation will be issued at the discretion of the administration.

Attendance Guidelines for Students:

- If a student comes to school after 7:55 a.m. and before 10:00 a.m., he/she is marked tardy.
- If a student comes to school after 10:00 a.m., he/she is marked half day present.
- If a student comes to school after 12:30 p.m., he/she is marked absent for the day.
- If a student leaves school before 9:45 a.m., he/she is marked absent for the day.
- If a student leaves school after 9:45 a.m., but before 2:00 p.m., he/she is marked half day absent.
- If a student leaves school after 2:00 p.m., he/she is considered to have an early dismissal absence.

Absences

The school is required to keep an accurate record of daily attendance, tardiness, and absences. Parents must contact the school office between 7:55 a.m. and 9:00 a.m. to report a child's absence from school. That student is responsible for school work covered during the school day.

Ordinarily, doctor and dental appointments should be scheduled after school hours. Absences will only be excused with proper documentation. **All** absences must be recorded on official school documentation.

Parents are strongly urged to consult the school calendar when scheduling family vacations. No special accommodations will be provided under these circumstances. The teacher is under no obligation to provide advance assignments for students who are absent from school for family vacations or for other trips which are not sponsored by the school. Students will be given the same length of time as their absence to complete their make-up assessment. Students who are either absent from school or who check out for illness during the day, may not participate in or attend after school or night activities without the permission of the principal.

Only seventh grade students will be allowed two days for designated spend-a-day visits to high schools. Proper documentation must be provided to the office.

Arrival / Tardiness

All children arriving between 6:45 and 7:40 a.m. must enter the school using the designated Before School Care entrance. They must check in with the supervising teacher. **Students are not allowed to be left unsupervised anywhere on school/Church grounds. Any student left unattended before 7:40 a.m. will be escorted to Before Care and appropriate fees will be assessed.** The doors to the school open at 7:40 a.m. for regular arrival.

At 7:40 a.m., students in grades K-7 will be allowed on campus, and the traffic line will begin. The students are to gather in the parking lot behind the Church. PK3 and PK4 students will be brought directly to their classes. A warning bell will ring at 7:52 a.m.; the students should form a line by homeroom in the designated place. The final bell will ring at 7:55 a.m. at which time the morning assembly will begin. **Students who are not in their lines by 7:55 a.m. will be considered tardy. Being in the carpool line at this time is considered tardy.** (This applies to students in grades 1-7.)

Students leaving during the course of the day must be signed out at the school's office. Returning students must also be signed in at the office.

An accumulation of 6 or more tardy slips in a semester will result in the loss of recess time for students in grades 1-7. After serving the third recess detention, an After School Detention will be issued.

Tardy students disrupt the morning routine in all classes, including the PK3, PK4 and kindergarten classrooms. Repeated tardies in these grades can result in an administrative conference.

Traffic Regulations

All traffic entering the school yard must enter from Richland Ave. or from the W. Esplanade Ave. U-turn regulated by the traffic light and form and maintain a single lane, and exit **right only** on Cleary Ave. **Left turns are not allowed.** Drivers are not to exit from the gate nearest the church to attempt to access the U-turn on West Esplanade Ave. Drivers are furthermore not allowed to drive against traffic. All traffic must flow east and must flow one-way.

Arrival / Dismissal

PK2 students must be dropped off in the parking lot behind the church. The carpool line will form behind Presentation Hall from Era Street and exit via Art Street. For dismissal, parents or authorized persons must park and walk to the classroom to sign out the child every day. If staff does not recognize the person picking up the child, an ID will be required.

PK 3 students are located in the Convent Center and should be dropped off and picked up in the circular driveway on Cleary Ave.

PK3 students with older siblings will be brought to Presentation Hall for dismissal in the carpool line.

PK4, kindergarten, and older siblings will be dropped off and picked up in the parking lot behind the Church. The carpool line will form behind Presentation Hall and exit via Art St.

Students in grades 1-7, without younger siblings, will be dropped off and picked up in the front parking lot facing West Esplanade Ave. Students in grades 1-7 will pack their school bags in their homerooms (after lunch for grades five through seven). Teachers will escort them to the front parking lot, unless they have younger siblings. Students with younger siblings will be sent to the back of Presentation Hall for dismissal.

For the safety of all, all parents should remain in the carpool line. If you choose to park and walk to pick up your child, you must cross only by the ramp when instructed by the teacher on duty. Students will not be allowed to cross alone to meet parents at the car. **Please display your name card and refrain from cell phone usage while in the carpool line. (This is a State Law.)**

Parents should not instruct their children to wait at any other location, particularly behind Presentation Hall or at the Church. The safety of the children is paramount, and all drivers must follow this plan.

Dismissal during Inclement Weather

In the event of inclement weather, students will be dismissed from their homerooms when called over the intercom. Students will only be dismissed to the carpool line. Only students and faculty members will be allowed on the front ramp, **students will not be dismissed to parents who walk to the ramp.** During rainy day dismissal, all traffic should queue along Richland Ave. facing W. Esplanade.

ACADEMIC POLICIES

Academic Evaluation

Parents/Guardians must comply with the school's request for professional academic screening or evaluation. A copy of the evaluation must be given to the school. Failure to submit an evaluation and/or follow the therapist's/physician's recommendations will result in the student being removed from the school.

The parents and/or legal guardians of students enrolled in St. Clement of Rome acknowledge that this school does not provide special education services or facilities. St. Clement of Rome School, its administration, faculty and staff are only required to make minor adjustments in the educational program to attempt to accommodate whatever special needs the student may have. The nature and extent of such minor adjustments is within the sole discretion of the administration of the school. Should the administration determine that minor adjustments in the school's educational program have not satisfactorily met the special needs of the student, and it is in the best interest of both the school and the child that he/she be placed in a more appropriate learning environment, the administration may ask that the parent/guardian withdraw the student from the school and/or the student will be removed from the rolls of the school and/or not allowed to re-enroll.

Registration does not guarantee the possibility of a place in the school if the school is not able to serve the needs of the student.

Curriculum

On a yearly basis, a student will be expected to complete the following courses: ELA, Math, Religion, Social Studies, and Science. In addition, several electives are required, but not limited to, PE, Library,

Computer, Spanish, and Music. Band is a required elective for the fourth and fifth grade where a successful audition must be completed to continue onwards. There is a mandatory band fee for fourth and fifth grade band.

Grades

Grading systems used at St. Clement are as follows:

Letter Grades

Grade A+	100	A	94 – 99	A-	93
Grade B+	92	B	85 – 91	B-	84
Grade C+	83	C	78 – 82	C-	77
Grade D+	76	D	71 – 75	D-	70
Grade F	69 and lower				

Comment Grades

+ At Grade Level

= Approaching Grade Level Expectations

Needs Further Improvement

X Not Assessed

S Satisfactory

N Needs Improvement

U Unsatisfactory

Grade 'I' Incomplete: Indicates work needed for a final grade has not been completed at the time the grade was submitted or all financial obligations have not been met. I's will be changed to a letter grade as soon as the work is completed or financial obligations have been met.

Cumulative Record: The yearly or final average is recorded on the report card and on the cumulative record card.

Grades will be posted online **weekly** for the convenience of parental viewing in grades one through seven. Tests will continue to be sent home with the children. Exams will not be sent home but may be viewed upon parental request.

Homework

Daily homework is assigned to students. Special projects will occasionally be assigned which will require more time on the part of the student. Please address these projects using the time table recommended by the teacher. **Incomplete or missing homework will affect the student's academic grade as determined by each teacher.**

Parents should check student assignments to see that they are completed properly. The homework site is updated daily by 3:30 p.m. by all teachers.

Homework is assigned as purposeful learning, reinforcing materials already presented in school. Homework can be a part of the students' grades. Students are responsible for all assigned homework;

the primary source for a student's homework is the agenda. The homework website is a convenience for parents and is considered a secondary resource.

Seventh Grade Exemption Policy

Any seventh grade student who meets the following criteria may be exempt from the final exam:

- Grade of 'A' in the first three quarters
- Grade of 'A' going into the final exam
- Exemptions apply only to classes that meet daily, not enrichment classes

Report Cards

PK3 and PK4 report cards are issued in the second and fourth quarters only.

Report cards will be emailed to the parent / guardian each quarter.

Honor Roll (Quarterly)

The Alpha Honor Roll is composed of students in grades 3-7 who have no grade below A in all subjects, conduct and effort.

The Beta Honor Roll is composed of students in grades 3-7 who have no grades below B in all subjects, conduct and effort.

Honor Roll (Yearly)

The Alpha Honor Roll is composed of students in grades 3-7 that have earned no grade below A in all subjects, conduct and effort for their Final grades.

Principal's Honor Roll is for exemplary students in grades 3-7 that have earned all A's for every quarter and as their final grade and with no detentions or suspensions during the year.

Merit Award

The Merit Award is an award given quarterly to recognize those students who have exemplified extraordinary effort in their academic achievements. For each homeroom, in grades K-7, one student per quarter will be chosen to receive the award. Enrichment teachers will select two students per quarter: one from grades 1-4 and the other from grades 5-7.

Servant of the Lord

The Servant of the Lord Award is given to students who treat the faculty and their classmates with respect and are models of the Catholic values taught in our school. One recipient of this award is chosen every quarter by each homeroom teacher in grades K-7.

Perfect Attendance

Perfect Attendance is awarded to the student in grades 1-7 who does not have any tardies or absences whether excused or unexcused.

Extracurricular/Athletic Academic/Behavior Policy

Participants in extracurricular activities (i.e. sports, cheerleading, etc.) must maintain a "C" or above average in every class in order to participate. A participant may be temporarily suspended or expelled from a team/activity for poor academic performance or severe behavioral issues.

Student Council Policy

Students MUST maintain a “B” or above average in every class including conduct to run for office and remain in office once elected. Removal is also possible at administrative discretion. Attendance at council meetings is MANDATORY. Students are allowed 2 approved absences.

Promotion / Summer School / Tutoring

It is required that any student with a yearly average of “F” in any of the following subjects: ELA, Math, Religion, Social Studies, or Science attend 60 hours of classes in an approved summer school.

If a student fails two or more of the above subjects, the grade must be repeated. Students who fail a grade level may not be readmitted to St. Clement of Rome School pending a final decision by the administration.

Students who receive an F for two or more quarters in any of the above subjects are required to complete 40 hours of summer school in that subject to be readmitted regardless of the final grade for the class.

Teachers will recommend summer school, enrichment programs, or tutoring during the summer for students with a final grade of “D” in any subject.

Graduation

If a student fails any subject, the student may not walk at the graduation ceremony.

Appointments / Conferences

Parent/teacher conferences may be scheduled as needed. There will be two scheduled parent-teacher conference days per year.

At the beginning of the year, there is an open house for all the parents, during which the teachers will explain the year’s goals, subject matter, and specific classroom procedures.

Parents should contact the teacher first when they detect a problem. The teacher will then determine an appropriate course of action. Parents are encouraged to contact teachers via e-mail. **School personnel are not to be contacted at their residences.**

CODE OF BEHAVIOR

Statement of Belief

The Code of Behavior at St. Clement of Rome School is built upon the belief that all people are created in the “Image and Likeness of God,” and therefore deserve respect and should be treated with dignity. This core belief permeates every interaction among students, teachers and parents.

The objective of the Code of Behavior is to promote and establish an environment within the school community by which students, teachers and parents develop understanding, trust and respect for one another. This atmosphere is created through the sharing of Christian values, love and kindness, and care and concern by all members of the school community.

In order to create an orderly environment at St. Clement of Rome School, we encourage positive interaction. We believe that students thrive in an environment which stresses positive encounters with parents, teachers, and students. Our desire at St. Clement of Rome School is to reward the behaviors we want to see from our students and allow them to see these behaviors as something essential.

We state our expectations of behavior clearly so parents and children alike may understand both the behavioral requirements of students at St. Clement of Rome School and the consequences of not meeting these requirements. The standards of behavior and consequences for inappropriate behavior are enumerated below.

The St. Clement of Rome School Code of Behavior is a means to an end; the ultimate goal is to develop in each child a strong moral character, self-respect, self-discipline, and love of neighbor. Formation of a student's behavior is the result of the cooperative effort of students, parents, teachers and school/parish officials. If the atmosphere in the school and home environment is conducive to the ideals of Christian education, and respects the student's God-given dignity, then the goals sought will be achieved.

Standards of Behavior---S-C-R Be Safe, Be Caring, Be Responsible

Essential Rules for Student Behavior

Students will:

1. Respect authority and adhere to all school rules;
2. show courtesy at all times;
3. be kind to all people, care for their property, and all school property;
4. demonstrate good citizenship and sportsmanship; and
5. respond to situations with honesty, truthfulness and trustworthiness.

Behavior Recommendations

From time to time, during the school year, students will be given recommendations by school authorities on how to improve their behavior. Recommendations can be in the form of consequences, as described in the previous section, or in the form of positive reinforcement. Positive reinforcement is a major philosophy of our school and is at the heart of our discipline structure. Students will be regularly encouraged to do their best and to continually improve their performance in all aspects of school and home life. Students will also be regularly complimented for correct or proper behavior in a concerted effort to always accentuate the positive.

Disciplinary Action

Disciplinary action depends on the severity of the offense. A student receives a Disciplinary Infraction for specified offenses. Parents will be notified of infractions either through the students' agendas or through office communication.

Potential Disciplinary Action for Accumulated Detention Offenses:

3rd Offense – Parent Conference/Probation	4 th Offense – 1 day In School Suspension
5 th Offense – 1 day Out of School Suspension	6 th Offense – Administrative Discretion

Missing Agenda Policy

Students present their agendas to homeroom teachers weekly to record their personal responsibility / conduct grades. The entire agenda must be intact, including all logs. A student who does not have an agenda on a record day receives a B-7 infraction. It is the student's responsibility to present the agenda to the teacher the following day. Five points per day will be deducted until the signed agenda has been checked by the homeroom teacher. Students who have lost an agenda will be given two days to locate the missing agenda. After two days, an After School Detention will be issued. A new agenda can be purchased with written authorization of the Dean.

Detention

Detention will convene as needed from 3:00 until 4:00 p.m. Students are to adhere to the S-C-R expectations (Be Safe, Be Caring, Be Respectful) during this period. Failure to do so will result in further disciplinary consequences. Students who have detention will report to detention at the dismissal bell. Students who take more than five minutes to get from their classroom to the detention room will be issued a second detention. At the conclusion of the detention period, students will be dismissed to St. Clement of Rome After School Care. Parents should make the necessary arrangements to pick up their children at this location.

Suspension Notices

Suspension of a student from school will occur when a student has received his/her 4th detention notice. A suspension notice will be sent home at this time that must be signed by the parents and returned on the next school day. Immediate suspensions may also be issued by the administration if the gravity of the offense indicates that this consequence is appropriate. At the discretion of the administration, the suspension may be 1-5 days in duration and served either in school or at home. Students who serve in-school suspension must attend in full school uniform and be prepared for a full day of class work. Any student issued a suspension notice **may** receive a failing grade for the day's work missed, including all regularly scheduled tests. The parents of any child receiving a suspension notice will be required to have an in-school conference with the administration.

Students receiving suspension notices are to understand that they have reached a point where their future at St. Clement of Rome is in jeopardy. Suspension notices are indicators to parents, students, and faculty that the most serious of conditions exist in regard to a child's behavior/self-discipline and that the appropriate corrective measures are in order.

Expulsion

Expulsion from St. Clement of Rome may occur when a student has either accumulated three suspension notices or commits an offense that is so serious that immediate action is required. Expulsion will be enforced at the discretion of the administration.

Examples of infractions which may result in automatic suspension/expulsion are as follows:

1. Repeated or more serious violation of the previously listed examples (see After School Detentions) warrants suspension;
2. Possession of and/or use of illegal drugs, alcoholic beverages or cigarettes on school grounds, at any school sponsored activity or in the vicinity of the school;

3. Vandalism and/or serious damage to school/teacher/student property;
4. Possession of or distribution of obscene or pornographic materials on parish grounds at any time;
5. Theft;
6. Physical aggression of an intensity that places the safety and physical well-being of oneself or another at risk;
7. Possession of weapons or the use of any object as a weapon to endanger the well-being and safety of anyone; and
8. Serious threats which may compromise the safety and well-being of any student or school staff member. (written or verbal)

The administration shall appoint the members of the disciplinary committee. The committee is advisory in nature. The administration makes the final decision.

End of Year Behavior

A student who initiates in or participates in any type of behavior designated as unacceptable, such as physical aggression, destruction of property, etc. is subject to disciplinary action. Parents will be called in to the school to meet with the administration before re-admission for the next school year will be considered.

All disciplinary obligations to the school must be met before a student can return to school for the next school year.

Plagiarism

There are very serious civil and criminal penalties associated with plagiarism. Plagiarism, the presentation or offering of the work (writings, ideas, etc.) of others as your own – is forbidden. An After School Detention shall be issued for each incidence of plagiarism. Copying another student's homework is considered plagiarism.

Lunch Room Behavior

The following behaviors are expected in the cafeteria:

1. courtesy at all times;
2. appropriate speaking voices (no yelling or screaming—"indoor voice");
3. waiting at tables until dismissed by a faculty member;
4. maintaining cleanliness during lunch and thoroughly cleaning the area before leaving the cafeteria;

Parents are not allowed to bring or deliver "fast-food" lunches to school for their children. Food delivered to the school will be disposed of and not given to students. Parents may come to visit and eat lunch in the cafeteria with their child(ren) but must leave before recess because of Safe Environment Rules. Please obtain a Visitor's pass from the front office.

General Statement

The Code of Behavior will be in effect for all St. Clement of Rome students beginning with the first regularly scheduled reporting day and ending with the last regularly scheduled day. **All aspects of the behavior code remain in effect during authorized off-campus excursions.** Students are held accountable for their conduct and behavior when representing the school.

Field Trip excursions are considered an academic privilege at St. Clement of Rome. It is within the discretion and purview of the administration and faculty to recommend that a student not attend a field trip experience if his/her behavior puts at risk property, other students or the reputation of St. Clement of Rome School and Parish. Students with a "C" in conduct may not be allowed to attend field trips. If a student is not permitted to attend a field trip excursion, he/she will report to the school in uniform for a full day of class work in the library or other designated area.

Occasionally, as the result of a disciplinary occurrence, referral of a student and his/her parents to seek out professional help may also be included in a recommendation by our school. Sometimes, through the aid of a sociologist, behavioral therapist, child psychologist, etc., we may obtain better performance from a student. A current list of qualified specialists will be available to parents, and we will make recommendations from this list if they seem appropriate.

Parents may be required, at the discretion of the disciplinary committee, to obtain specialized counseling (as noted in the above section) for their child and to supply proof to the school that treatment is underway. This requirement will only come into effect when the application of standard disciplinary procedures yields less than desirable results. Parents who refuse to comply with professional recommendations of such counselors and/or the disciplinary committee will be denied re-registration and may be required to withdraw from St. Clement of Rome School. The school may require access to the therapist in order for the child to remain in school.

The ultimate authority in all school matters lies with the administration at St. Clement of Rome. Administrative decisions regarding the implementation of school policy are final.

DRESS CODE POLICY

General Uniform Information (PK 2-7)

All students are to be in complete uniform on all school days. An exception is made for Scouts and Brownies on the days of their meetings. The school may grant exception to the uniform for field-trips or special out-of-uniform days. Female students are required to wear their school shorts, skorts, or PE shorts, on the scheduled P.E. day.

Students in grades K-7 will be expected to wear a dress uniform on Mass days, on special occasions, or special field trips. **Please remember to label clothing!**

No false fingernails, color contact lenses, make-up, or colored nail polish is allowed. French manicures are allowed. Uniforms are a visible sign to everyone that a student is a representative of St. Clement of Rome School. These uniforms should be worn in a manner that demonstrates pride in school and in self. Dirty, torn, or otherwise incomplete uniforms, as well as those worn in a sloppy manner, will not be tolerated. Sweatshirts and sweaters must not be worn around the waist. **Only a solid white undergarment may be worn under blouses/shirts.**

Students who fail to comply with the dress code of St. Clement of Rome School will be issued a uniform violation. The administration makes the final determination on the acceptability of uniforms, jewelry, and hair styles.

The official St. Clement of Rome uniform vendors are Schiro's and Schumacher's. Links to our uniform vendors can be found on the school's website.

School Uniforms

Girls' Regular Day Uniform

PK2 - PK4: St Clement gingham smock dress and matching bloomers w/wo elastic around legs (NO SHORTS)
K - 2: Plaid jumper/plaid walking shorts (no more than 2" above knee)
3 - 7: Plaid skirt, skort or walking shorts (no more than 2" above the knee)
K - 7: Short sleeved white Peter Pan round collar blouse, tucked in

- White or black smooth footed tights (no leggings and no design/texture in knit)
- White socks (Co-Op)
- SCR Sweatshirt w/logo (Co-Op), Cardigan w/yellow logo (optional), sweater vest w/yellow logo (optional), pullover sweater w/yellow logo (optional), sweaters w/white logo are also acceptable
- **PK2-2nd grade: Mary Jane black shoes w/Velcro strap (no patent, no buckles); 3rd-7th grade: Solid black, rubber-soled shoe.**
- K-2: Girls must wear red knit shorts w/yellow logo under jumper on PE days.
- 3-7: Girls must wear red knit shorts w/yellow logo under skirt, red plaid skort, or plaid walking shorts on PE days.
- Skirts should be kept at an appropriate length at the top of the knee. If skirts/shorts are cut and hemmed at an unacceptable length, the wearer will be required to purchase a new skirt/short. Shorts/skirts should not be hemmed any higher than 2 inches above the knee.

Girls' Mass Day Uniform

PK2 - PK4: St. Clement gingham smock dress and bloomers
K- 2nd: plaid jumper with plain white blouse underneath
3rd-7th: plaid skirt or skort, oxford white shirt w/red logo, tucked in

Girls Dress-Down Uniform

Shirt - Designated Spirit Shirt of the day
Skirts/Shorts/Skorts - as per regular uniform policy
Socks - Any socks
Shoes - Tennis Shoes

Boys' Regular Day Uniform

PK2 – PK4: Navy short or long pants pull up; pique **red** shirt w/yellow SCR logo (polo type), tucked in

K: Navy short or long pants pull up; pique **white** shirt w/red SCR logo (polo type), tucked in

1st – 7th: Navy pleated or unpleated shorts or long pants; pique white shirt w/red SCR logo (polo type), tucked in

- Navy belt web or magnetic for grades 1-7
- Black shoes w/Velcro straps for PK2-K; black shoes w/laces for grades 1-7
- White socks (Co-Op)
- SCR Sweatshirt w/logo (Co-Op), Cardigan w/yellow logo (optional), sweater vest w/yellow logo (optional), pullover sweater w/yellow logo (optional), sweaters w/white logo are also acceptable

Boys' Mass Day Uniform

PK2 - PK4: SAME as regular uniform

K-7: long uniform pants, oxford white shirt w/ red SCR logo, navy web or magnetic belt, SCR red plaid neck tie (tie length must meet the top of the pants) 2015-16 green/blue plaid tie may be worn but must also meet the top of the pants

Boys Dress-Down Uniform

Shirt - Designated Spirit Shirt of the day

Pants/Shorts - as per regular uniform policy

Socks - Any socks

Shoes - Tennis Shoes

Cold Weather

If additional outerwear is needed, students may wear a coat or jacket over the St. Clement of Rome sweatshirt or cardigan outdoors only. Only St. Clement of Rome sweatshirts or cardigans may be worn indoors. St. Clement sports or cheer jackets are allowed. **It is recommended that parents label their child's sweatshirt/cardigan to help with lost or misplaced items.** Solid white turtlenecks may be worn under blouses/shirts during cold weather months. Outer garments may not be worn around the waist.

Jewelry

Girls

Jewelry may not call undue attention to itself or the wearer. Jewelry may be worn to school in accordance with the following specifications:

- Earrings: Only small earrings for pierced earlobes are acceptable. No dangling earrings. Only one earring per earlobe is allowed; no cartilage piercing permitted
- Rings: A maximum of one (1) ring per hand not exceeding width of the finger is acceptable.
- Watches/Bracelets/Bands: No bracelets and/or bands are allowed and only plain watches that tell time are acceptable. **No Apple Watches. Fit Bits are allowed.**
- Necklaces: Only religious medals are allowed.

Boys

Jewelry may not call undue attention to itself or the wearer. Jewelry may be worn to school in accordance with the following specifications:

- Earrings: Not allowed.
- Rings: A maximum of one (1) ring per hand not exceeding width of the finger is acceptable.
- Watches/Bracelets/Bands: No bracelets and/or bands are allowed and only plain watches that tell time are acceptable. **No Apple Watches. Fit Bits are allowed.**
- Necklaces: Only religious medals are allowed.

Seasonal jewelry may be worn by students no sooner than 1 week prior to the holiday. Any item which lights up, blinks, jingles, plays music, etc. may not be worn.

Hair Styles

Girls

Hair should be simple and neat, and should not fall over the eyes and face, or call undue attention to the student. No external decorations (i.e. feathers) braided into the hair are allowed. Dyed hair that calls undue attention to the student will not be permitted. (Parents are strongly discouraged from allowing their children to chemically alter the color of their hair.) A student will be required to alter his/her hair style, length or color based on an evaluation by a member of the administration.

Boys

Hair should be simple and neat, and should not fall over the eyes and face, or call undue attention to the student. It should be off the back of the collar and above the ears. Dyed hair that calls undue attention to the student will not be permitted. (Parents are strongly discouraged from allowing their children to chemically alter the color of their hair.) A student will be required to alter his/her hair style, length or color based on an evaluation by a member of the administration.

Boys should be neatly groomed at all times: facial hair is not allowed.

GENERAL POLICIES

School Supplies

Students must have the necessary school supplies at all times. Refer to the school supply list on the school's or teacher's website to replenish as needed. **School supplies should be labeled with student's name and room number as defined by the teacher. Any items not designated on the supply list should not be brought to school.**

Tote Bags / Rolling School Bags

St. Clement of Rome tote bags are required for grades PK2-Kindergarten. Rolling school bags are required for grades 1 and 2 and are optional for all students in grades 3 – 7.

Counseling Services

St. Clement of Rome offers the services of one full-time counselor to assist students and families. The counselor helps to identify, assess, and resolve spiritual, social, emotional, behavioral and academic difficulties that may interfere with attendance, achievement and adjustment in school. All information shared by students, parents and teachers is kept confidential consistent with applicable law, i.e. only to the extent that it is legally privileged, such as a health care provider-patient privilege, and except in

certain situations where there is an ethical and/or legal responsibility to limit confidentiality and reveal information or records. Such situations include, but are not necessarily limited to, circumstances where the child reveals information about abuse. The school counselor will act at all times in a professional manner that is consistent with the legal and ethical standards that all school counselors uphold.

Counseling services at St. Clement of Rome include:

- Brief, time-limited individual sessions to address personal, social/ academic issues related to school;
- Small group sessions to address conflict resolution;
- Classroom lessons related to positive personal growth and development;
- Parent and teacher consultations to address personal, social and academic issues related to school;
- Referral assistance to other services and programs in the community;
- Provision of resources to parents, students and teachers;
- Liaison with other mental health professionals and agencies;
- Coordination of evaluations for possible student exceptionalities;
- Crisis intervention and prevention; and
- Coordination of various guidance programs and speakers.

Counseling services at St. Clement of Rome do not include:

- Testimony in court in child custody matters other than as to the facts and then only subpoenaed; and
- Intensive long-term counseling services when they are needed by a child or family.

Reasons for referral:

- | | |
|------------------------------|-------------------------------|
| ● Loss of a loved one or pet | ● Family change or difficulty |
| ● Friendship problems | ● Academic difficulties |
| ● New student concerns | ● Difficulty coming to school |
| ● Anger management | ● Conflict resolution |

Textbooks

Hardcover textbooks must be covered with paper book covers at all times. Neither contact paper nor tape should be used on textbooks. Book sox are not allowed.

Students are responsible for having their books covered as part of their preparation for class. Students are expected to handle their textbooks with care as they would any other school property. Damaged or lost textbooks must be paid for by the student's parents.

Library

Library fines will be charged for damaged or lost books.

Lockers

Students in grades 5-7 are assigned the use of one of the school's lockers. Students and their parents agree to the following conditions:

1. Use only the lock available for purchase through the school;
2. Do not deface locks or lockers in any way (No posters, stickers, etc. are allowed on the outside of the locker);
3. Keep lockers neat and orderly;
4. Understand that the school's administration may inspect any locker at any time without prior notice; and
5. Be responsible for any damage done to the locker by the student.

Lunch Program

Parents are required to use the Archdiocesan Food Service's computerized payment program to activate the child's lunch account. Information on how to enroll in this program will be sent home. No lunch money will be needed on a daily basis since your child's lunch account will be debited for lunch or milk on those days when an item is purchased. Lunch rates are set by the Archdiocesan Food Service Program and not by St. Clement of Rome School. When the child's account falls below \$10.00, the parent will be notified so that additional funds may be deposited. **Students with a zero balance will not be given lunch. Please be vigilant in maintaining your child's lunch account.**

Recess

Morning Break

In grades K-3, a short morning recess is given to students. In grades 4-7, a short snack break is given to students in their classrooms. **Note: Snacks are not provided by the school.**

Lunch Break

During periods of good weather students must remain outdoors unless they have specific permission to enter any building. During inclement weather all students are to return to the appropriate classroom for supervised indoor activities. **Electronic devices may not be brought outside.**

Visitors

All visitors must sign-in and obtain a visitor's pass. Parents are not allowed in the halls or classrooms during school hours without proper clearance from the school office and visitor's pass.

Chaperones

Only parents, legal guardians, or grandparents may serve as chaperones. The number of chaperones will be determined by the teacher. **All chaperones must be Safe Environment cleared.**

Parties / Invitations

Invitations for parties and/or other social activities may not be distributed at any time on campus, including the parking lot and parish grounds.

Cell Phone Policy

Cell phones and/or other electronic communication devices on campus must be off and kept only in the student's locker. Cell phones are not to be seen or heard during the school day. If a cell phone is visible or audible during the school day, the cell phone will be confiscated and the student will receive an after school detention. If deemed necessary, the administration reserves the right to search a cell phone. Confiscated cell phones will only be returned to the student's parent or guardian. Students may only use a cell phone on campus after school hours with a faculty member's permission. The student assumes all responsibility for lost or stolen cell phones.

Oyster Festival

We invite all members of the school community to be active participants in the parish fair. The Oyster Festival is the parish's largest fundraiser and requires the generosity of volunteers to be successful. Therefore, during the parish fair weekend, **all St. Clement of Rome School families are required to serve one three-hour shift per child, up to two shifts. A donation of \$100 per child is expected if a family chooses not to serve the required volunteer time. Secondly, each family is required to sell a minimum of \$25.00 of raffle tickets.**

Schools as Fire Arms-Free Zones (Archdiocesan Policy 5161.5)

St. Clement of Rome follows the state law which prohibits carrying a dangerous weapon by a student or non-student on school property, on a school bus, at school sponsored functions, or in other designated zones. The law provides that a dangerous instrumentality includes, but is not limited to, a firearm or other object, any gas, liquid, or other substance or other instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device.

The law prohibits possession of such an instrumentality within 1,000 feet of the school's property, on a school bus, and at any school sponsored function in a specific designated area including, but not limited to, athletic competitions, dances, parties, or any extracurricular activities. The law mandates that the administration notify the parents of any student who is detained or arrested for carrying a dangerous instrumentality, that the principal or school officials immediately report any detention of a student or other person for this reason and the seizure of any dangerous instrumentality to the appropriate law enforcement authority.

Search and Seizure Policy (Archdiocesan Policy 5171.1)

The legal relationship between the Catholic school and the student (or the student's parents/guardians) is one of contract law. A school official may search students or their lockers or belongings (handbag, briefcase, book bag) if:

- 1) The students are warned in writing (student handbook) or orally (before an assembly) that lockers or belongings will be searched periodically for neatness and/or contraband for purposes of maintaining discipline and order;
- 2) The administrator has reasonable belief that contraband, illegal substances, or objects or stolen property are being concealed or that a violation of a rule related to maintenance of discipline in the school has been committed;

- 3) The search of students is conducted with a minimum of embarrassment to the student or students, preferably in the privacy of an administrator's office when possible, and with at least two officials present. Strip searches should be conducted if there is danger that the illegal object will be destroyed only and when there is absolute necessity to safeguard and protect individual students or school personnel. The parent/guardian of the student should be called prior to a strip search when the above mentioned dangers are present.

Authorization and Release Agreement

Parents of St. Clement of Rome School, hereby authorize any school previously attended by our child, including but not limited to any school denominated as a Catholic School by and/or under the vigilance of the Archbishop of the Archdiocese of New Orleans pursuant to Canon Law of the Roman Catholic Church and which your child has attended in the past, to send a copy of any and all school records, including but not limited to any and all transcripts, standardized test scores, attendance records, special-education records, disciplinary records, financial records in regard to payments of fees and/or tuition, and/or any and all other educational and/or social or informational records, of students to St. Clement of Rome School.

The foregoing authorization also applies in the event that St. Clement of Rome School, which is the school authorized to receive the foregoing records, receives an inquiry in the future from any other Catholic School as described above for records and/or information; and, in that event, St. Clement of Rome School is then authorized to send such records and/or information to the requesting Catholic School. Further, in consideration of the sending and receipt of such records any related consideration, I hereby agree to release, defend, indemnify and hold harmless the owners of and/or any such schools that send and/or receive the aforementioned records, The Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, administrators, principals, teachers, employees, agents and/or representatives and the Archbishop, bishops and all clergy of the Archdiocese of New Orleans, from any and all claims, demands and/or causes of action arising from the sending and/or receipt of the aforementioned records and/or from the content of such records.

Use of Alcoholic Beverages

The use of alcohol is prohibited at events sponsored by the school or any of its affiliates if the event is a student oriented event. Alcohol may not be brought to any student or family event held off campus. Failure to adhere to this policy may result in persons being asked to leave an event.

ANTI-BULLYING POLICY

Purpose/Rationale

“Let the little children come to me and do not hinder them.
It is to just such as these that the Kingdom of God belongs.”

Mark 10:14

Acknowledging that all of creation is rooted in the teachings of Christ, our Savior, the Archdiocese of New Orleans establishes an Anti-Bullying Policy that is rooted in the social teachings of the Church. We recognize these principles:

- God created each person as a unique individual, created in the image and likeness of God and endowed with undeniable dignity. (Genesis 1:27)
- As children of God it is our destiny to grow in “wisdom, age and grace.” (Luke 2:52)
- Catholic Social Teaching perceives an obligation to work to create conditions in which the unique dignity of each person is respected and all human rights are protected. (Luke 4:18-19)

The Archdiocese of New Orleans is committed to exposing all students to the teachings of the Catholic Church in order that they may reveal Christ to the world. Our goal is to build a worthy upcoming generation that is cooperative, unselfish, respectful and tolerant of others. Our educational approach is characterized by the integration of Christian truths and values within the framework of the learning experience. Therefore, we are committed to providing a loving, positive, and safe learning environment for all students.

Bullying has a negative effect on the faith community, creates a climate of fear, and inhibits students' ability to learn. Bullying may destroy respect for the dignity of the student, may undermine the Christian atmosphere of the school, and may deprive the student a safe and caring learning environment. It may touch the bystander by desensitizing them to aggressive and derisive behavior, and may adversely affect the long-term emotional and social development of the bully.

Individuals who are bullied may begin to develop a perceived lack of value and self-esteem and experience feelings of isolation. They may have difficulty in the learning process and worry about their personal safety. A person who is bullied may have trouble establishing and maintaining long-term relationships. Ultimately, a person who experiences bullying may become angry and aggressive or develop deep-seated emotional or psychological problems.

Jesus Christ clearly commands us to “love your neighbor as yourself” in the Gospel of Matthew 22:39. Therefore, the Archdiocese of New Orleans adopts an Anti-Bullying Policy in order to preserve the dignity of all and to further promote the Gospel and teachings of Christ.

Scope

The Archdiocese of New Orleans believes that any and all forms of bullying are unacceptable behaviors. Therefore, all statements or actions of student-on-student bullying made at any time, including on campus, during or at school-sponsored events, while traveling to or from a school-related activity, or off-campus, will not be tolerated. All students, teachers, and other school employees shall take appropriate measures within the scope of their individual authority to prevent bullying.

Definition of Bullying

Bullying behavior is defined as repeated and persistent verbal, written, physical, or psychological action, implied action or communication intended to cause harm, fear or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person even if the person did not initiate any of the foregoing but perpetuates it.

Examples of bullying, as defined above, may include, **but is not limited to:**

Verbal (overt)

Name-calling/Put downs
 Insults
 Racial Comments
 Harassment
 Sexist Comments
 Teasing/Taunting
 Threatening/Extortion

Physical (overt)

Hitting
 Kicking
 Spitting
 Pushing
 Inappropriate Gestures
 Tripping
 Stealing

Social/Emotional (covert)

Relational Aggression
 Manipulating Friendships
 Gossip
 Exclusion
 Intimidation
 Written Notes
 Electronic Misuse/Text Messages
 (Cyberbullying)

Nor will retaliation in response to bullying be tolerated.

Reporting Bullying

The principal or the principal's designee is responsible for receiving complaints of alleged bullying. All school-based employees are required to report alleged bullying to the principal or the principal's designee. All other members of the school community including students, parents/guardians, volunteers, and visitors are encouraged to report bullying.

Any member of the school community who has information that bullying has taken place may file a report of bullying, whether a victim or witness. Any student (and/or the parent or guardian on that student's behalf if the student is a minor) who believes he/she is a victim of bullying is strongly encouraged to report bullying in writing to a school official.

False reports of or retaliation for bullying also constitutes violation of this policy.

Administrators/principals/designee(s) should document in writing any complaints about bullying.

Investigating and Responding to Bullying

The Principal bears the ultimate responsibility for investigating complaints of bullying. If the Principal so chooses, she or he may designate another member of the administrative team to act as her or his designee.

Investigation of complaints of bullying should consist of personal interviews with the various individuals who may be involved or have pertinent information regarding the alleged bullying. Interviews with alleged victim, the alleged perpetrator, and all witnesses will be conducted separately. **At no time shall the alleged victim and the alleged perpetrator be interviewed together.**

When interviews are complete and all information collected, the Principal or his or her designee will determine whether the actions complained of constitute "bullying" as defined in this policy and, if so, referral of such to the proper disciplinary authority within the school.

Conduct that is determined to be bullying in nature will generally warrant some sort of disciplinary action in accord with the school's disciplinary policy. Disciplinary consequences should be sufficiently severe to attempt to deter violations and to appropriately address prohibited behavior.

In accord with the school's disciplinary policy, consequences and appropriate remedial action for bullying may include, but may not be limited to:

- Community service hours
- Written punish work
- Loss of Privileges
- Detention
- Suspension
- Expulsion

In keeping with the teachings of Christ, corporal punishment is unacceptable within the Archdiocese of New Orleans.

Students found to be engaged in bullying behavior should be referred to counseling to address the underlying causes of the inappropriate behavior.

Training and Preventive Education

To enhance the education and formation of our students, schools must actively promote positive student behavior while preventing inappropriate behavior. Therefore, schools within the Archdiocese of New Orleans are required to:

1) Adopt an Anti-Bullying Policy to be included in the school's student handbook consistent with this policy;

2) Provide professional continuing education for all faculty and staff that addresses an increased awareness of the problem of bullying and systematic program for addressing the problem in the particular school;

3) Educate parents and other school community members, including but not limited to teachers and employees, of the school's Anti-Bullying Policy; and,

4) Students should be taught that as bystanders of bullying behavior, they have a moral obligation to defend the target through the use of supportive words and non-violent actions.

The responsibility for the implementation of the program rests with the Principal in coordination with the Pastor of the Parish, if the school is associated with a parish.

Yearly Review of Resource and State Laws

Principals shall be responsible for a yearly review of their school's Anti-Bullying policy to ensure continued consistency with this policy and state law.

Applicability of State Laws

This policy is not intended to supplant state law insofar as certain actions that meet the definition of bullying as defined herein may also result in certain persons who are mandatory reporters having to report certain matters to law-enforcement authorities or certain state agencies depending on the circumstances. For example, but without limitation, certain actions may require that they be reported as abuse according to state law. The proper Archdiocesan authority should be consulted depending on the nature of the alleged actions.

Mandatory Reporting

The Louisiana Children's Code (<http://www.dcf.louisiana.gov>) provides the following definitions of abuse and neglect by a parent or caretaker:

"Caretaker" means any person legally obligated to provide or secure adequate care for a child, including a parent, tutor, guardian, legal custodian, foster home parent, an employee of a public or private day care center, an operator or employee of a registered family child day care home, or other person providing a residence for the child.

"Abuse" means any of the following acts which seriously endanger the physical, mental or emotional health and safety of the child.

- The infliction, attempted infliction, or as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or other person.
- The exploitation or overwork of a child by a parent or any other person.
- The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent or any other person of the child's sexual involvement with another person or of the child's involvement in pornographic displays, or any other involvement of a child in sexual activity constituting a crime under the laws of this state.
- The coercion of a child into having an abortion

"Neglect" means the refusal or unreasonable failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for injury, illness, or condition of the child, as a result of which the child's physical, mental, or emotional health and safety is substantially threatened or impaired.

Neglect includes prenatal neglect. It is the unlawful use by a mother during pregnancy of a controlled dangerous substance that results in symptoms of withdrawal in the infant or the presence of a controlled substance in the infant's body.

What are the Signs and Symptoms of Child Abuse and Neglect?

The first step in helping abused or neglected children is learning to recognize the signs of child abuse and neglect. The presence of a single sign does not prove child abuse is occurring in a family; however, when these signs appear repeatedly or in combination you should take a closer look at the situation and consider the possibility of child abuse.

If you do suspect a child is being harmed, reporting your suspicions may protect the child and get help for the family. Call the DCFS Child Protection hotline at 1-855-4LA-KIDS (1-855-452-5437) toll free 24 hours a day, 365 days a year. [More information on the signs and symptoms of child abuse/neglect.](#)

Who Are Mandated Reporters?

Mandated reporters are any of the following individuals performing their occupational duties:

- "Health practitioner" is any individual who provides health care services, including a physician, surgeon, physical therapist, dentist, resident, intern, hospital staff member, podiatrist, chiropractor, licensed nurse, nursing aide, dental hygienist, any emergency medical technician, paramedic, optometrist, medical examiner, or coroner who diagnoses, examines,

or treats a child or his family.

- “Mental health/social service practitioner” is any individual who provides mental health care or social services diagnosis, assessment, counseling, or treatment, including a psychiatrist, psychologist, marriage or family counselor, social worker, member of clergy, aide, or other individual who provides counseling services to a child or his family .
- “Member of the clergy” is any priest, rabbi, duly ordained clerical deacon or minister, Christian Science practitioner, or other similarly situated functionary of a religious organization unless not required to report a confidential communication as defined in the Code of Evidence Article 511.
- “Teaching or child care provider” is any person who provides or assists in the teaching, training and supervision of a child, including any public or private school teacher, teacher's aide, instructional aide, school principal, school staff member, bus driver, coach, professor, technical or vocational instructor, technical or vocational school staff member, college or university administrator, college or university staff member, social worker, probation officer, foster home parent, group home or other child care institution staff member, personnel of a residential home facilities, a licensed or unlicensed day care provider, or any individual who provides such services to a child in a voluntary or professional capacity..
- Police officers or law enforcement officials.
- “Commercial film and photographic print processor” is any person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from negatives or slides for compensation.
- "Mediators" appointed pursuant to Children's Code, Chapter 6 of Title IV.
- "Court-Appointed Special Advocates (CASA)" is any CASA volunteer under the supervision of a CASA program appointed pursuant of Chapter 4 of Title IV.
- "Organizational or Youth Activity Provider" is any person who provides organized activities for children, including administrators, employees, or volunteers of any day camp, summer camp, youth center, or youth recreation programs or any other organization that provides organized activities for children.
- "Coach" is any school coach including but not limited to public technical or vocational school, community college, college or university coaches and coaches of intramural or interscholastic athletics.

TECHNOLOGY POLICY

Technology Policy

The mission of the Technology Department is to provide a full range of technology services, tools, and experiences to further opportunities for academic excellence, faith development, and leadership. Each graduate should possess skills in using a wide variety of technology; they also should have developed habits that ensure their use of technology is efficient, respectful, legal, and safe.

The technology policy contains standards that foster our mission and goals. The policy is revised yearly to reflect any new technology and issues identified in the previous year. Each year, all students and parents must read and agree to abide by these standards.

Network IDs, Passwords, and Security

Students will be issued a password-protected Google Education Account, hereinafter referred to as “GEA”, for school use. It is the responsibility of the student to ensure the confidentiality of his or her password on all equipment/accounts. Individuals will be held responsible for the information stored or transmitted (by any method, including personal emails) via their account or equipment. Individuals are prohibited from any action that will compromise the privacy and/or security of users.

All storage, network communications, equipment, and apps/software provided by St. Clement of Rome School (SCR) remains the property of SCR. It reserves the right to access any file, email (personal or school issued), network transmission, or other information stored on or communicated through this property or a student’s personal electronic device that is brought on campus. The individual has no reasonable expectations of privacy. SCR retains the right to monitor all internet, GEA, and computer activity in any manner it sees fit.

Communications

Students will be issued an email account for school use. Students are expected to check this email account at least once per day. If a student is unable to access his or her email account he or she must immediately notify the IT director.

Students using a GEA or internet access are representatives of the school and are expected to act in a manner consistent with the school’s mission and values. Communications on the internet and via email will be monitored by the Archdiocese of New Orleans and reflect on SCR. This communication must not damage the school’s reputation.

Users must not participate in chat rooms, games or personal email during class time unless this activity is directly related to the class work. Doing so may result in disciplinary consequences.

Responsibilities

Each student will need to bring a chromebook to school every day. It must be fully charged. Cracked Chromebook screens are a danger to the student and those around them and must be repaired/replaced.

During the school day, students must have their chromebooks with them or locked in their school lockers at all times. Chromebooks should not be put in situations that increase the risk of theft or incidental damage. They must never be loaned to someone or left unattended/unsecured.

Students are responsible for backing up critical files on a regular basis. Chromebook malfunction is not an acceptable excuse for failure to turn in work.

Prohibited Behaviors

Students may not engage in any of the following:

- conducting or participating in any actions which are illegal including threatening or harassing others (according to city, state, or federal law)
- violating this acceptable use policy or the archdiocesan policies

- participating in non-academic school sites during class time
- advocating racial, ethnic, religious, or gender-based slurs
- purposely keeping others from achieving their educational goals
- infringing software copyright or licensing agreements
- purposely viewing, displaying, storing, or transmitting any obscene or discriminatory material or material of terrorists, gangs, hate groups, etc.
- conducting commercial or private/personal business enterprises
- promoting private business, product advertisement, or political lobbying
- sending unauthorized bulk or random messages (i.e. Junk mails, ads, etc.)
- soliciting for organizations that are unrelated to the institution's mission or purpose
- maliciously installing or invoking a disruptive mechanism
- seeking or gaining unauthorized access to network resources or resources on the internet or attempting to breach security mechanisms, including the security settings installed on SCR issued chromebooks
- illegally downloading copyrighted MP3s games, images or movies
- sharing school-related files when the project, activity, or assignment is to be done independently
- any other action deemed inappropriate by the administration

Consequence of Violation

A student whose behavior or repair record indicates careless use or abuse of any electronic device or other technical resources will be referred for disciplinary action.

School administration has the right to restrict or terminate network and internet access at any time to protect the integrity of the network or prevent misuse.

Consequences of violation include but are not limited to: detention, suspension, expulsion, revocation of internet access, and revocation of network privileges.

FINAL NOTE

The policies and procedures contained in this handbook are the result of a concerted effort to assist you to know the policies of St. Clement of Rome School and to solicit your support and cooperation.

St. Clement of Rome School reserves the right to modify this document at any time. A copy will be available in the school office and on the school's website.

A Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. Through education, the Church seeks to prepare its members to proclaim the Good News, and to translate this proclamation into action.

- To Teach As Jesus Did, November, 1972

HANDBOOK CONTRACT

ST. CLEMENT OF ROME HANDBOOK ACKNOWLEDGMENT

I have read and fully understand the guidelines included in this Parent-Student Handbook. It is my intention, with the help of God, my parents, friends, teachers and school officials, to fully and faithfully live up to the moral and behavioral standards set forth by the St. Clement of Rome School Handbook. I understand my responsibilities as a Christian and as a student of St. Clement of Rome School, and I also realize the action which may result should I not live up to them.

We have read, understood and agree to support the guidelines as stated in the school handbook.

Signed _____ (Parents)

_____ (Student)

_____ (Student)

_____ (Student)

_____ (Student)

_____ (Date)