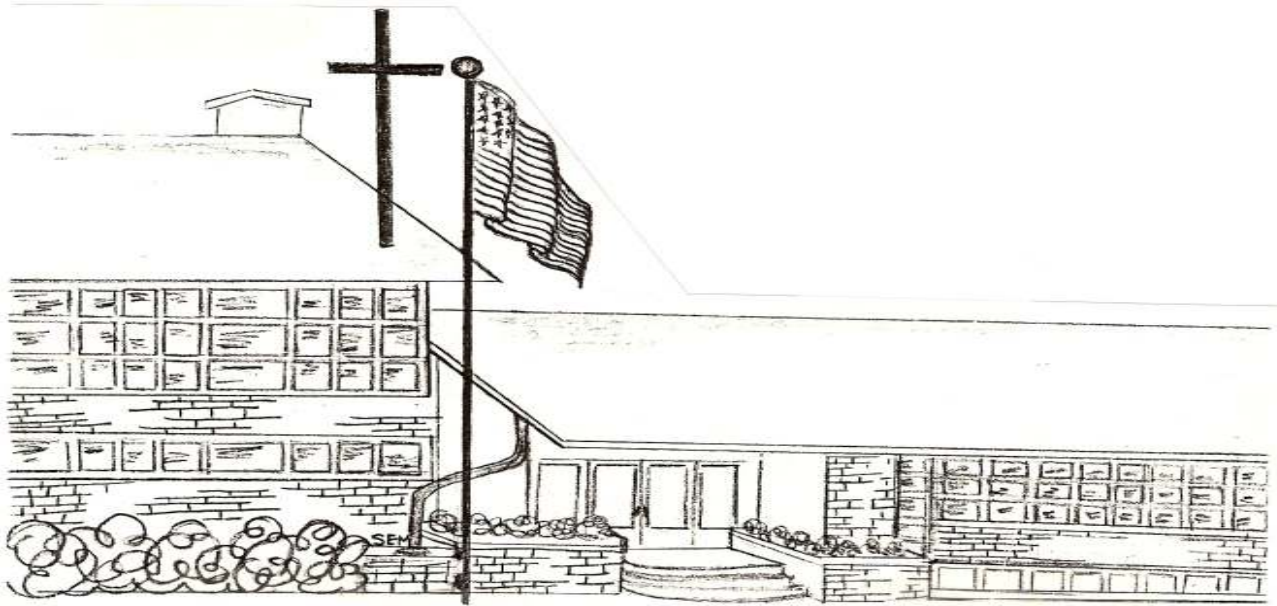


Saint Clement School Family Handbook



revised 8/06

Table of Contents

Letter from the Principal.....	2
Mission Statement.....	3
School Philosophy.....	3
History.....	3
Parent's Role in Education.....	4
Goal's and Objectives of Education at St. Clement.....	5
Absences.....	6
Athletics.....	6
Band.....	7
Behavior & Discipline.....	7, 8, 9
Benzinger Family Life Program.....	9
Bicycles.....	9
Birthday Parties.....	9
Care of Textbooks, Materials, Equipment.....	9
Change of Address.....	9
Closing of School.....	9
Crisis Plan.....	10
Custody.....	10
Daily Schedule.....	10
Dress Code.....	10
Emergency Information.....	11
Emergency Plans.....	11
Enrollment.....	11
Family Bulletin.....	12
Field Trips.....	12
First Communion & First Reconciliation.....	12
Grades.....	12, 13
Gymnasium Use.....	13
Home & School Association.....	14
Homework.....	14
Honor Roll.....	14
Insurance Liability.....	14
Lunch Program.....	15
Medication.....	15
Nondiscrimination.....	15
Playground Supervision.....	15
Parent-Teacher Contacts.....	16
Phone Calls.....	16
Promotion and Retention Policies.....	16
Religious Education.....	16
School Pictures.....	16
Scrip.....	17
Service Projects.....	17
Sexual/Child Abuse.....	17
Sexual Harassment.....	17
Sickness.....	18
Student Records.....	18
Testing.....	18
Tuition Contract.....	18
Visits.....	18
Wellness Program.....	18
Forms to Complete.....	19, 20



St. Clement School

330 W. Maple St.

Lancaster, WI 53813

608-723-7474

Father William Seipp, Pastor

Josh Jensen, Principal

Dear Parents,

We are happy that you and your child have chosen St. Clement School. We are very pleased that your family is with us.

This Parent Handbook contains the policies and procedures that we follow in our school. Hopefully, it will answer many of the questions that arise. However, when you are not sure, please feel free to call me, any time. We are all partners in your child's education which makes open lines of communication important.

We do not publish a new Handbook every year but will send updates as they occur. Please keep this for your reference. This is our school, please communicate with me as often as you wish.

Sincerely,

Josh Jensen, Principal

OUR MISSION STATEMENT FOR ST. CLEMENT SCHOOL

We invite our students to achieve a solid academic foundation,
enlivened by the Gospel,
that will enable them to become problem-solvers,
communicators, and
caretakers of the world.

SCHOOL PHILOSOPHY

As an academic Catholic faith community, reaching for excellence, we at St. Clement School endeavor to work in harmony with all those committed to the positive growth of our children.

We seek to respect all students as unique persons with special gifts, talents, and limitations. Through Christian, value-oriented education, we encourage those entrusted to us to become problem solvers who witness their faith in an ever-changing world.

HISTORY

The first time that the school question was discussed by the members of St. Clement Parish was February 24, 1889. All who were present were in favor of establishing a Catholic School. School opened on September 2, 1889. Two Sisters of St. Francis from St. Joseph's Convent, Milwaukee, taught in the school. The enrollment was 33. The first school room was the chapel in the basement of the church. This was too small, too dark and unhealthy. Another meeting was called on October 6, 1889 to discuss building a new school house. The blessing of St. Clement School took place on February 12, 1890 in the morning before a Solemn High Mass. In 1934, a high school was opened but due to lack of space, it was discontinued in 1940. A new school was built in 1955. Six more classrooms were added in 1962. Sisters of St. Francis of Assisi arrived to work in the school in 1978. They joined the School Sisters of St. Francis. St. Clement School currently includes grades kindergarten through six.

Parent' s Role in Education

Your choice of St. Clement School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

We ask parents to set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time;

We also ask parents to:

- Complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student' s total education;
- To treat teachers with respect and courtesy in discussing student problems;
- Please refrain from criticizing a teacher in front of your children. Please direct questions, concerns, and comments to the teacher.

St. Clement School is accredited by the Wisconsin Association of Non-Public Schools.

GOALS AND OBJECTIVES OF EDUCATION at ST. CLEMENT

We will celebrate faith in the Risen Lord.

- The faculty and students will worship as a school community.
- The students will grow in knowledge of Scripture and Catholic doctrine.
- The staff and students will give service.

We will enhance communication and our partnership with parents.

- Parents will play an integral part in their children' s education.
- Parents, parishioners and the public will be aware of education at St. Clement.

We will teach Christian morality and values.

- The school environment will enhance Christian growth.
- The staff will be examples of Christian living.
- The school religion program will strengthen Christian teachings.

We will educate for academic excellence.

- High yet realistic standards will be set.
- Students will achieve to the best of their ability.

We will develop social responsibility and respect.

- Students will learn self-discipline and respect.
- Students will learn to assume responsibility for themselves and for others.

ABSENCES

Appointments - You are asked to provide a written explanation of the scheduled absence as far in advance as possible.

Sickness - Please call the office by 8:00 to report your child's absence.

Vacations -When students are absent because of vacations taken with families, it is not to be expected that work will be prepared for them ahead of time. Class work will accumulate and students will do the work upon their return. You are asked to notify teachers in writing, as far in advance of the absence as possible, so that your child may be prepared as well as possible.

ATHLETICS

This statement comes from the Parish Education Commission:

"As the body in the parish responsible for making policy in educational matters, we wish to convey to coaches, parents, and players our views concerning the interscholastic sports program at St. Clement School.

Our program should first promote Christian-inspired sportsmanship and skill improvement, and second, success. Sufficient victories to maintain a vibrant program will come if sportsmanship and skills are emphasized. All team members that display good effort and attitude during practices should play an adequate amount of time during each game to feel a part of the outcome. Coaches are encouraged to strategize to win, but each game's strategy must include a plan for team member participation. Victory gained through total team effort tastes extra sweet. Victory gained at the expense of participation rings hollow. Loss suffered for the sake of participation teaches valuable lessons in sportsmanship and teamwork.

A St. Clement athlete is a Christian first and an athlete second."

Interscholastic competition is offered for St. Clement School students in volleyball (Girls only), basketball, and track. Students in grades five and six participate in these sports, although if a team can not be fielded from those grades, fourth graders may be invited, at the discretion of the coach.

To be eligible, students must be morally, academically, and physically qualified. They must behave in a manner which is a credit to the school. They must do academic work up to their capacity and finish assignments on time. A "C" average is considered a minimum, unless extenuating circumstances are agreed upon between parent, teacher, principal and coach. A medical examination must be obtained initially and be renewed every two years.

You must sign a statement releasing St. Clement and volunteer drivers from liability for injury. Medical insurance is the responsibility of parents.

You are ultimately responsible for transportation to practices and games, although car-pooling is customary.

More complete and detailed rules and procedures apply, and will be addressed at the appropriate time to those who are interested and/or choose to become involved.

BAND

Sixth grade students from St. Clement who wish may participate in band with the public school. The Cadet Band rehearsals in which students participate are held about once weekly with an occasional extra rehearsal before concerts. A bus picks up the students at 10:15 A.M. and brings them back after the rehearsal. Students who commit themselves to band are expected to be present for band rehearsals.

BEHAVIOR & DISCIPLINE

One of the primary reasons for maintaining a Catholic elementary school is to help the child form Christian attitudes towards others. Attendance at St. Clement School constitutes, in effect, a contract between students and the school. The school agrees to provide a Christian environment that is conducive to learning. The student must agree to do her/his part to ensure that this environment is maintained. No electronic devices/cell phone allowed.

Students whose behavior interferes with the learning of other students will be disciplined in the following manner. Minor infractions will be handled by the teacher. If the teacher deems it necessary, due to the severity of the behavior or due to repeated misbehavior, the principal will become involved. If you have not been notified already, you will be contacted, either to arrange for a conference, or to inform you of measures taken.

Suspension - In extremely severe cases, especially ones involving the safety of students or staff, the student will be suspended from school. The purpose of suspension is to remove a student from school who is a threat to others, or who has shown by his/her behavior that he/she is unwilling to receive an education at St. Clement School. The decision to suspend the student will be made by the principal, and will be implemented only with the endorsement of the pastor. The length of the suspension will depend upon the course of action deemed necessary to remedy the situation.

Expulsion - If the disciplinary situation is so severe that it is considered irreconcilable, the student will be expelled. While expulsion is being considered, the student will be suspended. The principal and pastor will confer and, if the pastor deems it necessary, the Education Commission will be consulted. This process will be conducted as swiftly as possible.

School Rules of Conduct –

1. Students are expected to show respect for peers, faculty, guests and volunteers through words and actions.
2. **Good manners** are to be displayed by all students and should be modeled by everyone on the staff.
3. All property, personal and school, must be given proper care.
4. Complete all assignments neatly, correctly, and on time.
5. Students are expected to walk quietly at all times in the school building.
6. Candy & chewing gum are not permitted during the school day without permission.
7. Use of cell phones & electronic devices is prohibited.

Recess Rules of Conduct –

1. For safety reasons only classroom playground equipment is to be used during recess. All equipment should be treated with care and returned to the proper place after use. Other equipment may be brought from home only with approval of classroom teacher. The school is not responsible for lost or damaged items.
2. No tackle football is allowed.
3. Bullying, teasing, or interfering in others' games is not permitted.
4. If a student on the playground needs to enter school again, permission should

- be asked from the supervisor on duty.
5. All students are to stay away from parked cars or other vehicles.
 6. The hill by the convent is off limits.
 7. Students should not climb fences or trees.
 8. When the bell rings for entering the building, students are expected to line up quietly before proceeding to their classrooms.
 9. No snowballs, or kicking of snow is permitted.
 10. If bad weather necessitates staying indoors everyone must be seated and be involved in a quiet game unless an activity is organized by the supervisor.

Lunchroom Rules of Conduct –

1. Students are expected to come to the lunchroom in an orderly way. Pushing or loudness is not allowed in the lunch line.
2. During the meal, students speak in a normal tone of voice with those next to them or across from them.
3. Students should ask cooks courteously for a second helping if seconds are desired and after all students have been served.
4. Food is not taken from the lunchroom to be eaten in the halls or playground.
5. Students should follow directions of cooks, lunchroom supervisor, and respond courteously with “please” & “thank you”.
6. Proper table manners are expected.

Bus Rules of Conduct – At the beginning of each school year, bus riders will be notified of set rules by the bus drivers, principal, or State of Wisconsin. Proper conduct on the buses is compulsory. The bus driver is in complete charge at all times and may utilize seating and behavior regulations as deemed necessary to insure the safe operation of the vehicle. Disregard for bus operation guidelines may result in suspension of riding privileges for a period of time as deemed reasonable by the Principal. The school will not provide transportation for any child suspended from bus transportation.

1. All school rules of conduct are to be followed while riding the bus.
2. The bus driver is in charge. On extra-curricular trips the responsibility is shared with the chaperones.
3. Please Do Not:
 - Place hands or heads outside windows;
 - Make loud noises;
 - Tamper with anything on the bus;
 - Throw objects inside or outside the bus;
 - Stand or leave seat until directed;
 - Engage in “horseplay”.
4. Please Do:
 - Be courteous and respectful to drivers, chaperones, and fellow students;
 - Clean the bus of books, papers, and debris;
 - Assist drivers when backing up and be quiet at railroad crossings.
5. Parents, students, and members of the general public are not allowed to go to the bus garage for any reason as it is not a public accommodation facility.

BENZINGER FAMILY LIFE PROGRAM

The Benzinger Family Life Program is used in 5th & 6th grades. This series supports parents and families in raising responsible, morally-aware children. Benzinger Family Life encourages children to develop Christian values and an appreciation for God's gift of life, and offers clear and practical information on human growth and sexuality. *Family Connection* is a component at each grade level that is shared with parents. It is full of informative articles and hints on Catholic parenting and morality, and contains clear overviews of student lessons. It also includes numerous ideas for family fun and prayer that connect lesson themes to family life. You are invited to contact your child's teacher if you have questions or comments concerning this program.

BICYCLES

You are asked to instruct your children in bicycle safety, and the importance of observing safety rules. The local Police Department presents a Bicycle Safety Program in the Spring for the students. During the year, bicycle safety is also taught during Phy Ed. Classes to student in grades 3 - 6.

BIRTHDAY PARTIES

We respect that every student has a right to a birthday party at home. Because of possible hurt feelings we request that no invitations be handed out at school unless all students in the class are invited. Thank you for helping us promote respect and good fellowship.

CARE OF TEXTBOOKS, MATERIALS, EQUIPMENT

Every student at St. Clement School has the right to use books, materials, equipment, etc. With this right comes a responsibility to respect and care for all these materials. Lost or misplaced books must be promptly replaced by the students. Damage beyond normal wear and tear will be taken care of through money fines. Students must use a book bag or backpack.

CHANGE OF ADDRESS

A change of address and/or telephone number should be reported to the classroom teacher and the office as soon as possible.

CLOSING OF SCHOOL

Closing of school due to weather conditions is done in cooperation with the Lancaster Public Schools. If the public school closes, so does St. Clement. Closings will be announced on the local radio and television stations. Sometimes the start of school is delayed by up to two hours. In this case, you should continue to listen to the radio, because delays are often changed to cancellations.

CRISIS PLAN

The school has a crisis plan in place and copy of it is available in the school office at your request.

CUSTODY

In the case of a divorce, the custodial parent is asked to furnish us with a copy of the custody section of the divorce decree. This information helps us determine when to release a student to the non-custodial parent.

DAILY SCHEDULE

Students will be allowed to enter the school building shortly after 7:50. During extremely cold days, this will be modified at the discretion of the Principal. You are asked to supervise your children's departure from home accordingly.

8:05 Announcements

8:10 Classes begin

9:55 Recess for Grades K - 4

10:10 Classes resume

11:25 Lunch for Grades K- 3

11:50 Lunch for Grade 4-6

12:15 Classes begin for Grades K - 6

1:30 Recess for Grades K - 3

1:45 Classes resume

3:05 Dismissal. Students may not linger unsupervised on school premises beyond 3:15.

DRESS CODE

1. Students' dress should be appropriate for an academic learning environment and should not be distracting to teachers, parents, or fellow students. Inappropriate clothing includes, but is not limited to:
 - *flip flop sandals, t-shirts with inappropriate writing/pictures
 - *tennis shoes that convert to rollerskates
 - *clothing that is too short, tight, or revealing.
2. **Please pay particular attention to students' dress on Mass days.** Dress clothes are highly recommended. If you have any questions regarding appropriate mass attire please contact the principal.
3. Shorts may be worn from the first day of school until October 1 and from May 1 until the last day of school at the discretion of the principal.
4. The length of dresses, skirts, and shorts should be modest and enable children to bend over, climb stairs, and move about without being revealing.
5. The wearing of makeup is discouraged.
6. During cold weather, you should ensure that your child comes to school in appropriate protective outerwear. At the discretion of the playground supervisor, students may be denied recess outdoors if they are not wearing boots, mittens or gloves, and a hood or cap.
7. On physical education days, students in grades five and six will bring an extra pair of shorts and a t-shirt for use in that class. Because of the activity in that class, the style of clothing should provide an extra degree of modesty. Girls in grades K through four should either refrain from wearing dresses on physical education day, or should consider keeping a pair of shorts in their lockers. All students are required to wear tennis shoes to participate in phy ed.
8. You are responsible for ensuring that the dress of your children is appropriate. If your children are dressed inappropriately, you will be contacted.

EMERGENCY INFORMATION

Each family is required to complete an emergency information sheet and is asked to keep all requested information current. This sheet contains any medical information you or the school consider important to insure the well-being of the child, to include administering ~ medication. See *MEDICATION*.

EMERGENCY PLANS

The school has a written policy pertaining to its health services and actions to be taken in the event of emergencies. You are welcome to read it in the office or request a copy. The most prevalent issues are summarized below.

Medical Situations - The Grant Regional Health Center serves Lancaster. The Grant County Health Department serves our school. Our assigned county nurse is Laurie Walker. The county nurse monitors our students' health needs, particularly regarding vaccinations. All faculty members have received a CPR orientation. First aid will be administered, if necessary. 911 will be called. You will be notified.

Fire Drills - Will be conducted monthly. They will be unannounced, except initially until students are familiar with procedures. As part of initial classroom orientation, teachers will explain evacuation procedures pertinent to their classroom, as well as general building procedures. The general rule is that students should try to remain calm, and will move quickly & silently out the nearest exit and away from the building. The alarm is a steady buzz.

Tornado Drills - Will be conducted during the Spring of the year, as advised by the Grant County Emergency Management Disaster Service. The principal will give the initial orientation over the public address system, sounding a sample alarm. Teachers will augment the initial orientation with specific evacuation procedures. Several practice drills will be conducted. The general rule is that students will try to remain calm, and will move quickly & silently to the lower level of the school and through the lower hallways to the church basement where they will assume a crouch position near a wall, away from doorways. The alarm is short bursts of the normal school bells. The school will participate in any scheduled mock disaster exercises.

K, 1, Music, IMC: mini stage lower hallway.

2, 3, 4, 5, 6, PE: church basement.

ENROLLMENT

For optimum learning conditions, the recommended number of students per classroom will not exceed twenty-six.

Students who are members of St. Clement parish families will have enrollment priority. If more than twenty-six applications to any grade are received, a conference will be held to include the principal, pastor, and the Education Commission.

Requests for admission of a non-parish student will be held until enrollment of parish students is determined, by August 15.

If it is determined that any class has reached the maximum number of students, additional applicants will be placed on a permanent waiting list, with class vacancies filled from this list.

FAMILY BULLETIN

The Family Bulletin is the means of communication between school and home. The Family Bulletin comes out every month, usually on the first Friday, and is sent home with the youngest child in the family with the Friday Folder and is also available on the school website. Information given includes items relating to school generally and to individual classes, reminders of upcoming events, changes in schedule if necessary, and other pertinent information you will not want to miss.

FIELD TRIPS

Field trips are places of cultural or educational significance give enrichment to the lessons of the classrooms. Field trips are privileges afforded to students. No student has an absolute right to field trip privileges. Parents may refuse to allow their children to participate in a field trip. Students not going on a field trip must attend school and do his/her assigned work that day. The absence will be considered unexcused. The school, too, may deny participation if behavioral (including work behavior) requirements are not met.

FIRST COMMUNION AND FIRST RECONCILIATION

Children receive First Eucharist and First Reconciliation in Second Grade. As part of the preparation, a parent meeting and a Saturday retreat for the students are considered vital.

GRADES

St. Clement School uses the Diocese of Madison Standards Base Report Card. Students in grades K, one, two, and three, will be evaluated using the following criteria in language arts, mathematics, science, social studies, religion, spelling, penmanship, art, music, physical education, social development and work habits.

Achievement		Standards			
E	Exceptional	Student demonstrates complete understanding of the essential learning	++	Advanced	Demonstrates advanced understanding and mastery
G	Good	Student demonstrates general understanding of the essential learning	+	Proficient	Demonstrates consistent understanding and mastery
S	Satisfactory	Student understands developing understanding of the essential learning	/	Basic	Demonstrates basic understanding and partial mastery
N	Needs Improvement	Student demonstrates minimal understanding of the essential learning	-	Minimal	Does not meet the standard
			Blank	Not evaluated at this time	Standard has not yet been taught, or is not yet ready for evaluation
Effort					
4	Exceptional	Is actively engaged in the learning process; ask questions; collaborates and participates in discussion; is cooperative in class and consistently uses class time effectively; always produces quality work; always meets deadlines and assignments are made up when absent; respects the right to teach and learn at all times.			
3	Good	Generally is actively engaged in the learning process; is cooperative in class and uses time effectively; care is taken to produce quality work; always meets deadlines and assignments are made up when absent; respects the right to teach and learn at all times.			
2	Variable	Inconsistently engaged in the learning process; occasionally may be uncooperative in class; occasionally uses time ineffectively; some pride is shown in work; has trouble meeting some deadlines and is missing a few assignments; does not always respect the right to teach and learn.			
1	Needs Improvement	Rarely engaged in the learning process; often uncooperative in class and uses time ineffectively little or no pride is apparent in work; missing many assignments; does not respect the right to teach and learn.			

Students in grades four, five, & six, will be evaluated using the following criteria in language arts, mathematics, science, social studies, religion, spelling, penmanship, art, music, physical education, social development and work habits.

Achievement		Standards	
A	Excellent (93 - 100%) Student independently completed high quality work and mastery	++	Advanced Demonstrates advances understanding and mastery
B	Very Good (85 - 92%) Student successfully met expectations needing minimal guidance consistent understanding and partial mastery	+	Proficient Demonstrates consistent understanding and mastery
C	Satisfactory (77 - 84%) Student progressed towards established criteria needing guidance understanding and partial mastery	/	Basic Demonstrates basic understanding and partial mastery
D	Poor (70 - 76%) Student made little progress towards criteria needing much guidance	-	Minimal Does not meet the standard
F	Unacceptable (0 - 69%) Student did not meet minimum criteria	Blank	Not evaluated at this time Standard has not yet been taught, or Is not yet ready for evaluation
Effort			
4	Exceptional	Is actively engaged in the learning process; ask questions; collaborates and participates in discussion; is cooperative in class and consistently uses class time effectively; always produces quality work; always meets deadlines and assignments are made up when absent; respects the right to teach and learn at all times.	
3	Good	Generally is actively engaged in the learning process; is cooperative in class and uses time effectively; care is taken to produce quality work; always meets deadlines and assignments are made up when absent; respects the right to teach and learn at all times.	
2	Variable	Inconsistently engaged in the learning process; occasionally may be uncooperative in class; occasionally uses time ineffectively; some pride is shown in work; has trouble meeting some deadlines and is missing a few assignments; does not always respect the right to teach and learn.	
1	Needs Improvement	Rarely engaged in the learning process; often uncooperative in class and uses time ineffectively little or no pride is apparent in work; missing many assignments; does not respect the right to teach and learn.	

GYMNASIUM USE

When the gymnasium is not being used for official school functions, it may be used by parishioners on the following basis:

An insurance policy must be purchased in advance on a per use basis. The gymnasium use must be supervised by an individual 21 years or older who has been approved by the pastor or principal in advance. The pastor or principal may request a form of collateral (driver's license, credit card, etc.) prior to issuing a key. The key is to be returned by the person signing for it within 24 hours of using the gym.

Users will comply with the following conditions:

- * Users are to remain in the gym and are not permitted to be in the classroom hallways.
- * Users will clean up after their use of the gym or will be charged a fee for cleaning up after them.
- * No food or beverage is allowed in the gym.
- * The gym is to be used for activities specified in advance by the users and approved by the pastor or principal.
- * Proper footwear is required; no black soled or street shoes are permitted.
- * Equipment will not be furnished by the school.
- * The school is not liable for accidents or injuries.
- * The person signing out the key is responsible for turning out all lights, making sure doors are locked, and leaving the gym clean.
- * Only members of the group that have been approved for the activity may be allowed into the school by the users.
- * Respect for the facility will be shown in every way.

HOME AND SCHOOL ASSOCIATION

The goals of this Association are:

1. To promote the general welfare of the children of our school, through a closer understanding and cooperation between the teachers and parents of St. Clement School.
2. To provide ways and means of improving the school through fund-raising projects.
3. To offer, through well-planned programs, information and materials of particular interest to parents.

Every parent who has children at St. Clement School is a member of the Home and School Association. Meetings are held four times per year, usually in September (Open House), February, November, and May (Curriculum Fair).

Parents are asked to serve on one of the following committees: Ice Cream Social, Calendar Raffle, Magazine Sale, Pizza Sale, Courtesy, Teacher Appreciation, Scrapbook, Brunch, SCRIP, Golf.

HOMEWORK

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

HONOR ROLL

At the end of each quarter, students who have excelled are recognized.

For academic excellence, St. Clement has the Honor Roll and the High Honor Roll. Students who have achieved a grade point average of 3.1-3.49 are on Honorable Mention; 3.5-3.74 are on the Honor Roll; those with a higher average are on the High Honor Roll. A+,A,A-=4.0; B+,B,B-=3.0; C+,C,C-=2.0; D+,D,D -=1.0. The subjects which are considered in the calculation of the average are reading, language arts, mathematics, science, social studies, religion, and spelling.

INSURANCE LIABILITY

In the event that a student is injured while at school, and the school is not held negligently responsible for the injury, the family's medical insurance is expected to pay for medical care. However, if the family's policy requires that a deductible be paid, the school's insurance will reimburse that amount. Also, if the limits of the family's policy are not sufficient to cover medical costs, the school's insurance will pay excess costs to a limit of \$2,500. If the family is not insured, the school's insurance will pay for medical care, also to a limit of \$2,500.

In the case of damage to parish property, the following provisions apply:

1. If the parishioner's homeowner's policy will cover the expense, they are asked to submit the claim to their carrier.
2. If their policy will not cover it, the parish will file the claim with the Diocesan Self-Protection Plan.
3. The Diocesan Self-Protection Plan has \$100 deductible for each incident of

breakage. If the claim is more than \$100, the parishioner is asked to pay the \$100. If the claim is less than \$100, the parishioner is asked to pay the entire expense.

LUNCH PROGRAM

Students may bring a cold lunch, or they may participate in the hot lunch program. St. Clement has a tradition of the finest hot lunch program in Lancaster. For reasons of nutrition, taste, cost, and convenience, you are encouraged to have your children eat hot lunch. Rare is the case when a student chooses to bring a lunch. Full participation in the hot lunch program insures that the program will thrive, thus allowing all students to benefit. Each quarter, the cooks announce the cost of meals for the quarter. You are asked to pay as soon as possible, either directly to the cooks, or by sending the money with your children. Only checks will be accepted for the hot lunch program (No cash please). No refunds will be given for the 1st five (5) days missed per semester due to illness. For families who qualify, free or reduced-cost lunch is available. The cooks have the forms.

You are encouraged to join your children for lunch from time to time. Notify the office on the morning of your intended visit. Visitors are asked to pay a nominal charge for meals.

The Department of Public Instruction (DPI) inspects and regulates our lunch program setting guidelines and requirements.

MEDICATION

In accordance with the policy of the Wisconsin Division of Health all medication except cough drops MUST be kept in the office. Administering medication is a serious matter. It becomes a routine and, in nearly every case, results in positive consequences. However, tragedy could strike if a mistake were made. It is our intent to eliminate mistakes with this policy.

Prescription medication will be administered at school only by the principal or the secretary. Before they will do so, a PARENT/GUARDIAN MEDICATION CONSENT FORM and a PHYSICIAN'S ORDER FOR MEDICATION ADMINISTRATION must be submitted to the office. These forms are attached as the last page of the handbook. Use them as needed. We will supply replacements.

Non-prescription medication will be administered at school only by the principal or the secretary. If you feel your child will need medication on a regular basis, please bring the medication you wish your child to have to the office, clearly marked with your child's name.

Refrigerated storage for medication is available in the office.

NONDISCRIMINATION

St. Clement School welcomes all students regardless of race, sex or national origin. We are a Catholic School and our teachings are true to the Catholic Church. However we welcome students of other faiths who would like to learn in a Christ Centered Environment.

PLAYGROUND SUPERVISION

During morning and afternoon recesses, teachers will supervise recess. For noon recess, one paid supervisor will be used. The paid supervisor is a constant throughout the year.

PARENT-TEACHER CONTACTS

Evaluation Reports (Report Cards) are issued four times each year. Parent-Teacher Conferences are scheduled twice a year. You are encouraged to take advantage of this opportunity to meet with the teacher. When necessary, frequent contacts with teachers are advised. It is highly recommended that both parents attend conferences. If you feel there is a problem at school, you are encouraged to contact the appropriate person in person, by phone, or by email. If the problem continues, parents should schedule a formal meeting with that teacher. If the problem is not resolved, a second meeting should be scheduled with the teacher and principal. The pastor should only become involved if repeated meetings do not resolve the issue.

PHONE CALLS

Students are not to make telephone calls unless there is an urgent need and permission is granted by a teacher or the office. Students should limit the length of the call and you are asked to assist in this.

You are discouraged from calling to speak with your children. In most cases, the office can relay the information.

Teachers are normally not called to the phone during school hours. The office will take a message. The teacher will return the call at the earliest opportunity.

PROMOTION AND RETENTION POLICIES

Promotion to the next grade depends on successful completion of all main subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

RELIGIOUS EDUCATION

Religious education includes teaching of our basic beliefs, the integration of Christian living, and a deepening awareness of moral values. Children attend Mass once a week, at 8:15 a.m. on Wednesdays. Special All-School Masses are celebrated each month. Students are involved in planning these special liturgies. Students are expected to participate by singing and by responding to the prayers. You are welcome to attend children's liturgies at any time. A schedule will be published at the beginning of each school year. Parents are encouraged to bring their families to worship at church on weekends.

Each day begins and ends with prayer in each classroom. A prayer is said before lunch. Spontaneous and reflective prayer by students is encouraged. Rote prayers such as the Apostles Creed, the Hail Mary, the Our Father, the Glory Be, and the Act of Contrition are said occasionally so that they will not be forgotten.

SCHOOL PICTURES

Individual pictures of the children are taken each year at school, usually in September. You will be notified in advance as to the date and time. You may bring your pre-school child to school to have a picture taken. It is customary for children to dress "special" on picture day. There is no obligation to purchase pictures.

SCRIP

Scrip is an easy and very profitable program for our school. Just using it for gas and food would create a considerable profit. Also, Scrip is available for eating establishments, clothing stores, and many other places. All parents are asked to purchase \$1000 worth of Scrip, of which a percentage is applied toward your tuition. If you are unsure how to use it, please call the school.

SERVICE PROJECTS

The school provides students with the opportunity to make a difference in our church and surrounding communities through various service and support programs. Some of them are: visiting the Lancaster Care Center, collecting food for the food pantry, collecting various food and household items for a shelter for battered women and children in Dubuque, and sponsoring a child from the Christian Children's Fund, etc.

SEXUAL/CHILD ABUSE

Forms are available in the office for reporting suspected incidences of child abuse or sexual abuse. Wisconsin law requires that all suspected incidents be reported.

Safe Environment Education Week for Children

The first week of November has been proclaimed by Bishop Robert Morlino as Safe Environment Education Week for children throughout the Diocese of Madison. During this week, every diocesan school will provide learning opportunities for their students regarding safe environment lessons that are found in the program "Valuing God's Gifts in Ourselves and Others" which was promulgated on July 16, 2007, as the Diocese of Madison's official instrument for providing education and training, about ways to make and maintain a safe environment for children.

SEXUAL HARASSMENT

Everyone at St. Clement is entitled to a working and learning environment free from all form of discrimination, including sexual harassment or intimidation. No employee, volunteer or student shall be subjected to unsolicited and unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal, visual or physical.

A person who believes he or she has been subjected to sexual harassment, or who is aware of an incident of sexual harassment, by anyone including administrators, teachers, catechists, students, parish or school staff, and volunteers, should immediately report the alleged sexual harassment to the principal, or if the principal is involved in the complaint, to the pastor.

Complete and detailed guidance regarding procedures to follow if a sexual harassment charge is contemplated can be found in Diocese of Madison Regulation DBA 4200. That regulation is located in the principal's office, the pastor's office, or the Diocesan Office of Catholic Schools may be called at 608-256-0872.

SICKNESS

Although we do not encourage absenteeism, a student who does not feel well should not be in school. You will be notified if your child becomes ill at school so that you can make arrangements to take your child home or to an appropriate care giver. If a student is absent for 3 or more consecutive days, a doctor's note is required.

St. Clement does not have a school nurse on the premises; however the Grant County Health Department, which provides school nursing services, is very responsive.

If students are well enough to be in school, they should be able to go outside during recess periods.

STUDENT RECORDS

All student records are considered confidential. We may release records to you on written request to the principal. Records will be released to other programs or agencies only with a parent's written consent. When a student transfers, records are transferred to the next school on the written request of the parents.

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

TESTING

Achievement testing is done during October in grades 3 - 6. Please do not plan doctor's appointments or vacation during this time if at all possible. These are timed tests and need to be monitored. Plenty of rest and a good breakfast help the students to test better.

TUITION CONTRACT

Near the end of each year, a Tuition Contract will be distributed. It is a planning vehicle for the school. In making a preliminary commitment, both you and we can better prepare for the next school year. Parents are asked to complete the Contract and return it as soon as you feel that you can make such a decision.

VISITS

You are welcome to visit the school and classrooms at any time. You are asked to stop at the Office first before going to a classroom.

WELLNESS PROGRAM

The Wellness Policy, as developed by the Office of Catholic Schools, Diocese of Madison, is on file in the school office, has been presented to the faculty and is available to parents and students of St. Clement School. Emphasis is on a healthy, active life style. Food will not be used as a reward or punishment at St. Clement School. Treats and snacks are to be healthy in nature and served in a way that does not affect the student's readiness for hot lunch. Candy, chips etc. are discouraged and may only be available to students on special occasions that have been preapproved by the principal and/or teacher. Anyone with questions should contact the principal in

advance.

St. Clement School
PHYSICIAN'S ORDER FOR MEDICATION ADMINISTRATION
(Please print neatly)

Date _____

Re: Administration of Medication to _____

Dear Dr. _____

Pursuant to the request of _____, the parents/guardians of the student named above, **Josh Jensen, principal, and Carla Hentrich, secretary**, have been identified to administer medication to her/him in the school setting.

In order to proceed with the administration of the medication you have prescribed, please complete this form. Please note that your signature on this document attests to your willingness and intent to direct the administration of the medication by the non-medically trained designees specified above, and that you will accept direct communications from them regarding the administration of the medication. Please state all instructions in language of the lay person.

Please feel free to call if you have any questions.

Josh Jensen, Principal

TO BE COMPLETED BY PHYSICIAN

Name of Student _____

Physician's Name _____

Phone No. _____

Emergency Phone No. _____

Diagnosis:

Medication/dose/route/frequency/duration:

If a PRN medication, the conditions under which medication is to be given are:

The specific conditions or reactions of the student which would warrant contact with me:

Physician's signature:

Date:

After you have read the handbook, please sign this page and return it to school. By signing this, it does not necessarily mean that you agree with everything but it does mean that you will support and follow what is included in the handbook.

I have read the handbook and I agree to follow the above. I will also have my child/ren abide by the regulations as stated above.

Parents' signatures _____

Students' signatures _____

Date _____