

MISSION STATEMENT

Our mission is to serve God by providing a quality education in a faith filled caring environment. We believe in the dignity of the human person as a child of God. We strive to teach students to respect all people and apply the doctrines and values of the Catholic Church in their daily lives. We are committed to preparing students to be lifelong learners who contribute to their communities through service to others.

ABSENCE

Parents are required to call the school by 9:00 a.m. when a student is to be absent from school. In addition to this call, a student, when returning to school, must present a written note explaining the reason for the absence. If the school does not receive a phone call for a student's absence, a phone call will be made to the parent/guardian. The note should state the child's name, date, days of absence and specific reason for the absence. Extended absences due to illness require a statement from the doctor who treated the child. The child will present the note to the teacher who will send it to the office to be put in the child's folder according to state law. A child will be retained if unexcused absences exceed those allowed by state law. **If a child is absent on the day of an evening function he/she will not be able to attend the function. If a child arrives at school after 11:00 a.m. he/she may not attend or participate in any afternoon/evening function including athletic events.**

ACADEMIC REPORTS

Deficiency Reports - Deficiency Reports are issued to all students whose work is deficient to that point in the trimester. Deficiency reports must be signed by a parent and returned to the teacher within two (2) school days. If the actual deficiency is lost, a note from the parent will not be accepted as a substitute. Instead, the teacher will schedule a parent/student conference.

Progress Reports - distributed between each trimester

Report Cards - issued approximately a week after the trimester ends.

ADMISSIONS

In admitting students Msgr. Clarke School does not discriminate on the basis of race, sex, religion, color, national or ethnic origin or handicap conditions.

1. Preference is given to siblings of Msgr. Clarke School students if they are registered at the appropriate time.
2. Registration requires a \$25.00 deposit and re-registration requires a \$500.00 deposit that is non-refundable and may be paid in two installments of \$250 each.

Requirements for new registrations:

1. Birth and Baptismal Certificate
2. Letter of Recommendation from a current teacher
3. Copies of all transcripts, including testing, (i.e. IEP)
4. Students entering Pre-K must be 3 by September 1
Students entering K must be 5 by September 1

Students are admitted to Msgr. Clarke School at the discretion of the administration.

APPOINTMENTS WITH FACULTY AND TEACHERS

All parental visitations are to be made **by appointment only**. Upon entering the building all parents are to report to the main office. No teacher is to be disturbed while he/she is in a classroom. A written request should be sent to the teacher prior to the desired meeting. The teacher will then contact the parent to set up the appointment. Please refrain from visiting

classrooms first thing in the morning unless an appointment has been scheduled. Parents will not be allowed to walk students to classrooms. This policy will be strictly enforced.

ARRIVALS AND DISMISSALS

Bus Service - Bus service to Msgr. Clarke School is provided by many neighboring school districts: South Kingstown, North Kingstown, Narragansett, Jamestown, Chariho, Westerly and Exeter. Parents should contact the office of their local superintendent for information regarding bus service to the school. This should be done as soon as you know that you will need bus service from your district. Some communities require lead-time to process your request. Also, local newspapers publish bus routes a week before the start of the school year. **Students may not ride buses that originate from a town other than their town of residence** (Pre K students are not eligible to ride the bus).

The Msgr. Clarke School calendar is not identical to the public school calendar. Town school districts are obligated to provide bus service to Msgr. Clarke on days when the public school may not be in session. However, it is always wise to call the bus contact in your town (bus company, superintendent, etc.) to verify this for a given day.

Use of the bus service is encouraged especially in the afternoon. The long line of parent pick-up cars can extend well off school property and can create traffic congestion in the area. Please use the bus when you can.

Parent Drop Off and Pick Up - Parents may also choose to transport their children by private car. **Morning drop off time is 8:10 a.m. - please no earlier!**

(1) School Bus Students:

- (a) Students who ride the school bus will be dropped off and picked up in the front of the school. Drop off will occur after 8:10 AM and pick up will begin immediately

following the closing prayer at 2:40 PM.

(2) Pre-K Students:

(a) **Drop Off:** pre-school students will be escorted to their classroom by their parents. Parents will enter the pre-school via the pre-school entrance no earlier than 8:10 AM and no later than 8:30 AM. Pre-school students who arrive after 8:30 AM must enter through the front office. **Please note, if you have a pre-school student and an older sibling, the older sibling may enter the school through the pre-school.**

(b) **Pick Up:** pre-school students will be dismissed from their classroom at the same time as the rest of the school, which is immediately following the closing prayer at 2:40 PM. Additionally, all siblings of pre-school students will also be picked up in the pre-school classroom.

(3) Grades K-5:

(a) **Drop Off:** Grades K-5 students will be dropped off at the side entrance to the cafeteria (just beyond the pre-school playground). Parents will not park, but will simply drive up to the entrance and drop the students off. Please note that students should be dropped off between 8:10 AM and 8:30 AM.

(b) **Pick Up:** Grades K-5 students will be picked up from the gym, just as they were last year (with the exception of those students who have pre-school siblings, see below). Parents will still be required to come into the gym to pick up the students and sign them out. Pick up will occur immediately after the 2:40 PM closing prayer. Please note, if you have a pre-school student, then your Grade K-5 student will not be picked up in the gym, but rather will be picked up at

your pre-school student's classroom.

***** Parents are reminded that they may not walk students to class with the exception of the first day of kindergarten, when parents and students are reporting for orientation. For the safety of our students, this rule will be strictly enforced.**

(4) Middle School Students:

(a) Drop Off: Middle School students will be dropped off at the Middle School entrance no earlier than 8:10 AM and no later than 8:30 AM. Please note, if you have a Middle School student and a Grade K-5 student you will be required to drop off the Middle School student at the Middle School entrance and then drive around and drop off the Grade K-5 student.

(b) Pick Up: Middle School students WITHOUT siblings will be picked up outside the Middle School entrance. Middle School students WITH Grades K-5 siblings will be picked up in the gym. Middle School students WITH Pre-school siblings will be picked up in the Pre-school classroom.

*****Please note:**

You are asked to place your car in park and pull up the emergency brake when dropping off students. Also, please refrain from cell phone use as this is a dangerous distraction. We must all be mindful of traffic patterns and buses. Hopefully, our drop off/pick up procedure will improve the safety of our students by eliminating unnecessary parking and crossing of the parking lots.

Only the persons listed on the Emergency Care Card are authorized to pick students up from school. If someone not listed on the card will be picking your child up from school a note must be sent to the office. The person picking up will be required to show identification.

Once students are dismissed from school they are not allowed to return to their classrooms to obtain forgotten books, materials, etc.

Your child may go home with a friend only if the parent of that friend will be picking up at dismissal in a private car or your child and friend ride a bus within the same district. **No child may ride a bus out of his/her district of residence.** A signed note must be sent to school informing the teacher and administration of the arrangement.

Any student who is not picked up at dismissal will be sent to Day Care. Parents will be charged for this service.

ASBESTOS

The asbestos management plan (AHERA) is available in the school office.

ATHLETICS - Middle School

For the 2009-2010 school year, our middle school students (Gr. 6-8) are invited to try out for the following sports:

Fall	Winter	Spring
Girls' Soccer	Girls' Basketball	Girls' Outdoor Track
Boys' Soccer	Boys' Basketball	Boys' Outdoor Track
Cross Country		

ATHLETIC ELIGIBILITY

There is a \$150 sports fee per participant per sport. Participation in the school's programs for boys and girls is encouraged. However, to do so students must meet academic

eligibility in each major class assignment on the previous report card. Otherwise, eligibility will be temporarily suspended, during which time the student is to seek extra help to meet requirements. At such time eligibility will be restored. Eligibility is also contingent upon continued good behavior in school as determined by the middle school teachers and administrators. Students who are not in school by 11:00 a.m. or who are absent may not participate in practice or a game. In order to be eligible to participate in athletics, students must have a Pre-Participation Physical Evaluation Form and an Assumption of Risk Form filled out and returned to the school office. Anyone that does not follow this procedure will not be allowed to participate.

ATTENDANCE

Students are required to be present in school for every session unless there is good reason for absence. Student's not present in school will not be allowed to participate in after school activities. Repeated absences cause difficulties and hinder scholastic progress at every level. Absence on an early release time day is counted as a full day's absence. The school, in conjunction with the Catholic School Office of the Diocese of Providence believes strongly in the importance of regular attendance by all students. Therefore, we urge you to have your children present when school is in session, except in cases of illness and extenuating circumstances. Please do not schedule family vacations during school days and do not extend the school vacations. Students who are absent from school for extended vacations or trips other than the regularly scheduled calendar holidays are missing essential instruction. It is their responsibility to make up all assignments when taking vacations. **Teachers are not expected to prepare work ahead of time for them.**

BUSES

Buses are provided by the South Kingstown, North Kingstown, Narragansett, Jamestown, Westerly, Exeter, and

Chariho School Departments. ALL students are subject to their rules. In general, the rider must realize that the driver is in complete charge. Parents are responsible for seeing that their children adhere to the policies set by the School Department providing the buses. If a student by his/her poor behavior endangers the safety of other riders, the matter is usually brought to the attention of the principal/assistant principal. Parents may then be asked to come to school for a discussion on the matter. Misconduct on the part of the student is sufficient reason for a school department to discontinue bus service for a student. Msgr. Clarke School will support fully all disciplinary measures taken by all school departments.

PLEASE NOTE: ACCORDING TO THE SCHOOL DEPARTMENTS IN EACH TOWN PROVIDING BUSES, NO STUDENT WILL BE ALLOWED TO RIDE A BUS OUTSIDE OF THE TOWN OF RESIDENCE (i.e. a South Kingstown student riding a North Kingstown bus). WRITTEN PERMISSION MUST BE REQUESTED BY THE PARENT AND APPROVED BY THE ADMINISTRATION BEFORE A STUDENT WILL BE ALLOWED TO TAKE A BUS OTHER THAN HIS/HER REGULARLY ASSIGNED BUS WITHIN THE CITY OF TOWN OF RESIDENCE.

CAFETERIA

The lunch room is supervised by administrators, faculty and staff. Every child is to obey the person in charge, as well as any adult helping in the lunch room. Parents are encouraged to volunteer.

Cafeteria Procedures:

Students are to remain seated during lunch. They should raise hands with questions.
Students should stay in assigned seats.
Children must ask for permission to use the bathroom.

The first table by the door is designated as our “nut free” table.

The children have been assigned to this table.

The lunch tables will be wiped by aides and volunteers with paper towels and a spray that is provided.

Please address any questions to the staff members in the lunchroom.

Let us know if you will not be able to come in on your day.

Gloves are available in the kitchen area with spray and paper towels.

COMMUNITY SERVICE

Each student in the Middle School (Gr. 6-8) is required to perform twenty hours of community service. Ten of these hours may be completed over the summer. Community Service forms are available in the office. Community Service hours must be completed by May. Failure will impact Religion grades and honor roll status.

COMPUTER USE POLICY - See Appendix A

DETENTION

Detention will be held daily (Monday-Thursday) from 2:45-3:25. Detention slips issued on one day must be returned on the next school day. Failure to do so will result in a second detention.

DIRECTORY

The P.T.O. prepares and distributes a Student Directory in the fall. Families receive a form to complete for inclusion in the directory. Inclusion in the directory is optional.

DISCIPLINE CODE

Discipline/General Rules - Discipline is an important element in the training of all children. In school, the good of the whole

must be considered, as well as the good of the individual. For this reason, rules must exist in the classroom, school yard, cafeteria, etc. When a person in charge of a student corrects him/her for violating some aspect of the behavior code, it is done for the student's benefit. If a student constantly breaks school rules, the matter is brought to the attention of the principal and/or the assistant principal. All students are required to show proper respect to teachers, other adults and fellow students **at all times**. In general, we enforce the following:

- Respect for each other
- Respect for the property of others - restitution **must** be made for damaged property
- Respect for all adults who work in the school
- Respect for school property including materials and equipment. Restitution for damages must be paid by the responsible child or his/her parent/guardian.

Any work missed by a student serving a suspension will result in a zero.

OFFENSE

DISCIPLINARY ACTION

Striking or assaulting any student

If circumstances warrant, suspension, parent conference

Fighting

Suspension, parent conference. If investigation proves conclusively that one student is defending self, suspension will apply only to aggressor - if not, both students will be suspended

Use of vulgar, obscene or profane

1st offense - detention or in school suspension

language, materials, or gestures	depending on degree <u>2nd offense</u> – suspension, parent conference. Offenses directed at staff will receive automatic suspension upon 1st offense.
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Deliberate failure to promptly and courteously obey a member of the school community	<u>1st offense</u> - in-school suspension <u>2nd offense</u> – suspension, parent conference
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<u>OFFENSE</u>	<u>DISCIPLINARY ACTION</u>
Threatening or intimidating any member of the school community/sexual harassment	Suspension, parent conference. Police may be notified
Vandalism	Detention/suspension depending on degree. Restitution for damages
Tardiness Gr. 4-8 Gr. K-3	3 times late - detention 3 times late - loss of recess
All actions that are disruptive of the learning process	<u>1st offense</u> : detention (1 day) <u>2nd offense</u> : detention (2-5 days) <u>3rd offense</u> : suspension, parent conference
Bullying	Suspension, parent conference
All other actions which, in opinion of the	Detention or suspension, in the parent conference depending

principal, constitute a danger to the safety, health or welfare of the staff, student body, or property of Msgr. Clarke School, such as running, throwing objects, pushing, bringing potentially dangerous objects to school, stealing, leaving the cafeteria, building, or recess yard without permission.

on degree.

OFFENSE

DISCIPLINARY ACTION

Violation of bus codes

1st offense: warning and contact with parent
2nd offense: school department penalty may refuse to transport student

Violation of dress code

1st offense: uniform slip
2nd offense: loss of dress down/tag day.
3rd offense: detention
4th offense: detention

Candy, gum, food (outside of proper time)

1st offense: conduct slip
2nd offense: detention

Cheating

1st offense: student receives a zero for the test or assignment, parent informed, detention
2nd offense: zero for the test/assignment, suspension

Continuous disruptive behavior – serious offensive behavior

Suspension and/or expulsion

Failure to meet requirements for community service

Lowering of Religion grade and may jeopardize honor roll status; detention

Please note:

The above are applicable on school property and during any school activity, including those away from school property (i.e. field trips). Offenses are cumulative. The judgments of the principal and/or assistant principal are final.

Any weapon intentionally brought to school will result in expulsion. The police will be notified. Items that may be construed as weapons will be subject to disciplinary action at the discretion of the principal and/or assistant principal.

Any action by any member of the school community that disrupts the peace of the community is unacceptable. Therefore intimidation, harassment, threats of violence, and actual violence of any kind in any form, including use of e-mail, by any member of the school community to any other member of the school community or to an outsider subject an individual to sanctions by the school including but not limited to suspension, medial/psychological evaluation, and exclusion. All threats of violence will be taken seriously. Excuses such as "I was just kidding" are not acceptable. In addition, threats of violence and acts of violence will be reported to the police where appropriate.

Truancy

Definition - this is a willful absence from school for one or more days without the knowledge of parents.

Action - in all cases, parents will be notified - follow up conference with parent and student will be held to determine action to prevent future occurrences. In serious cases appropriate action will be taken to obtain compliance with

State Law pertaining to compulsory attendance. No credit will be given for any work missed due to the truancy, including tests and exams.

DOCTOR/DENTIST APPOINTMENTS

Doctor, dentist and other appointments should be scheduled for after school hours. In cases where this cannot be avoided, a note of explanation is required. Parents must report to the office to sign out students leaving school at any time during the school day.

DRESS CODE

Failure to conform to the Dress Code will result in students receiving uniform violation slips. Three violations will result in a detention. It is expected that parents see that their children adhere to the proscribed dress code.

Pre-K

Blue short sleeve jumper with school logo
Blue jersey shorts and short sleeve tee shirt with school logo
Blue long sleeve jumper with school logo
Blue sweatpants and polo shirt with school logo
Blue sweatshirt with school logo
Black or brown shoes, sneakers

All Pre-K uniforms must be purchased from Donnelly's.

Girls' Uniforms

The following are NOT permitted:

harsh or distracting hair colors - i.e. purple, pink, orange
fad hairdos – i.e. beaded, spiked, mohawks
excessive make-up
artificial nails
nail polish
dangling earrings

multiple piercing of ears
piercing of body parts other than ears
flip flops, sandals, open toed or open backed (I.e. clogs) shoes
shoes with heels greater than 1”

Grades K-5

Plaid jumpers with the school emblem. In September, October, May and June, navy blue shorts are permitted. From November-March navy blue slacks or corduroy slacks are permitted. Light yellow blouses, polo shirts (with school name) must be worn with the uniform. Light yellow turtlenecks may be worn during the winter months. Navy blue sweater, vest or sweatshirt (with school name embroidered on it) may be worn. Navy blue socks or tights. Yellow polo shirts, sweater, sweatshirt and gym uniform are purchased from Donnelly’s. Shoes should be black, brown or navy. No heels allowed.

Grades 6-8

Plaid skort. In September, October, May and June khaki shorts are permitted. From November-March khaki slacks are permitted. Polo shirts with the Msgr. Clarke School insignia may be worn in **September, October, May and June only**. Navy blue sweater or vest may be worn. Navy blue socks or tights. Polo shirts, skorts sweaters, and gym uniform must be purchased from Donnelly’s. Shoes should be black, brown or navy. No heels are allowed. **All shirts (including polo) must be tucked in.**

Boys’ Uniforms

The following are NOT permitted:

Non-Monsignor Clarke School ties (school ties are available from Donnelly’s)

Harsh or distracting hair colors (I.e. purple, pink, orange)

Fad haircuts (I.e. shaved lines, tails, shaved sides and/or back)

Hair longer than the top of the ear, collar, or eyebrows

Nail polish, piercing of body parts

Flip flops, sandals, open toed or open back (I.e. clogs) shoes
Sneakers (other than on gym day) (see below)

Grades K-5 - Navy blue slacks or corduroy slacks. Light yellow oxford shirt, polo shirt with school name or turtleneck. Navy blue shorts may be worn during September, October, May and June. Navy blue sweater, vest, or sweatshirt with school name on it may be worn during the colder months. Polo shirts, sweaters, and gym uniforms are purchased from Donnelly's. Shoes should be black, brown or navy.

Grades 6-8 - Khaki slacks. Light blue oxford shirt with Monsignor Clarke School tie. Polo shirt with school logo and khaki shorts may be worn during September, October, May and June. Polo shirts, sweaters, and gym uniforms are purchased from Donnelly's. Shoes should be black, brown or navy.

During September, October, May and June uniform shorts may be worn with sneakers. This is the only time sneakers are permitted to be worn with the uniform other than gym days.

Gym Uniforms - Gym uniforms are worn all day on gym day. The gym uniform consists of: shorts, t-shirt, sweat pants and sweatshirt. The gym uniform must be purchased from Donnelly's. Gym uniforms are **mandatory** on gym day. Students not in proper uniform will not be allowed to participate. Gym uniforms must be purchased from Donnelly's.

Dress Down/Tag Days - Periodically throughout the year, the principal will permit the students to wear regular clothes for a day. There is usually an incentive for the day off from the uniform such as participation in a charitable fund raiser. Even on non-uniform (dress down/tag) days proper attire is mandatory and is at the discretion of the administration. The following types of clothing are **unacceptable**:

halter tops, tank tops, see through tops, shirts that show midriff

pants cut below the naval, pants worn low to expose underwear
too tight clothing (as determined by the administration)
t-shirts with questionable slogans
t-shirts depicting weapons of any kind
t-shirts that advertise alcohol or drugs of any kind
short shorts, multiple piercing of ears
flip flops, sandals, open toed or open backed (I.e. clogs) shoes
Shoes with heels greater than 1”

All matters of interpretation are the responsibility of the principal and/or the assistant principal whose judgments will be final.

ELECTRONIC/VALUABLES

No radios, walkmans, ipods, game boys, cameras, beepers, laser pointers, or cell phones are allowed to be used on school property during the school day or on field trips. Exceptions to this are only considered with advance explicit permission of the administration. Monsignor Clarke School accepts no responsibility for lost or stolen valuables.

EMERGENCY INFORMATION

At the beginning of the school year, parents are sent emergency forms to be completed. Any physical limitations, allergies, etc. must be noted on this form for the child's welfare. If any information changes during the year, parents should send written notification with the new information to the office. **It is very important for the school to be provided with properly updated home, work and cell phone numbers of all parents/guardians.** Also, parents are asked to indicate the **specific instructions** the student is to follow in the event school is dismissed early (i.e. due to inclement weather). These unscheduled early dismissals are hectic - **please do not instruct your child to remain at school or call home and please do not call the school office - the phone lines need to be available. It is imperative that an emergency plan be in place for the safety of your child, please discuss these provisions with your child.**

EMERGENCY PROCEDURES GUIDE

The school has an emergency procedures guide, which is updated annually, and is prepared to deal with any crisis based on the guidelines.

EMERGENCY SCHOOL CANCELLATION

Procedures for school delays, cancellations, and early dismissals due to winter weather:

ANY ANNOUNCEMENT about delays, cancellations, or early dismissals on the local radio or television stations for SOUTH KINGSTOWN schools also applies to Msgr. Clarke School (regardless of the town you reside in). If South Kingstown schools are cancelled due to weather, Msgr. Clarke School will be cancelled also.

If SOUTH KINGSTOWN schools are delayed in the morning, the delay is for **all students**, not just South Kingstown residents, for the announced amount of time, as there is no guarantee of supervision in the morning.

Please review with your children what to do in case of early dismissals. Namely, to take the bus they would normally take home, or to be picked up by either a parent or designated person. Please avoid telling your children to call you unless it is an **absolute emergency** because we cannot have hundreds of students tying up the phone lines. Since we are regional, we are at the mercy of the transportation departments of the school systems in South Kingstown, North Kingstown, Narragansett, Chariho, Jamestown, Westerly and Exeter and we have to keep the lines of communication open with them during these times. We can never predict when these situations will occur, so the best thing to do is to keep abreast of inclement weather via the media and try to arrange a designated person to either transport your children home or remain with them.

Msgr. Clarke School will automatically follow the decision of the South Kingstown Public School Department concerning potential early dismissals due to inclement weather. Due to the fact that North Kingstown, Narragansett, Chariho,

Jamestown, Westerly and Exeter school departments do not necessarily dismiss at the same time as South Kingstown, it is recommended that in these situations of early dismissal parents listen to media announcements.

If there is an early dismissal extended **day care is cancelled**. If it snows during the day and there is no early dismissal, extended day care cancellations will be decided by 1:00 p.m. This is another reason the phone lines need to remain open. Up-to-date information will be available on the web-site and we will utilize the school reach phone system to make parental notification.

EXTENDED DAY

Extended Day is available in the morning from 7:30 a.m. - 8:20 a.m. and in the afternoon from dismissal to 5:30 p.m. Families receive Extended Day sign up forms detailing policies and fees in the summer mailing. The form should be returned to the school once you are certain of the days you will require this service. There is limited capacity in the program. Participating children must be Msgr. Clarke School students. Parents must commit to a regular number of days of care per week. A minimum of two hours is charged for afternoon care. A third hour is charged for any time over two hours. Children must be picked up by **5:30 p.m.** A late fee of \$15.00 is charged for each fifteen minute increment of time past 5:30 pm.

Children are to be dropped off in the morning and picked up and signed out from afternoon care in the Extended Day Room. Individuals other than parents who have the authority to pick up should be listed on the Emergency Card. When an authorized alternate is scheduled to pick up your child, a signed note informing the school of the arrangement should accompany him/her to school. The alternate individual should have personal identification available.

Snacks are provided for students attending Extended Day Care. Both indoor and outdoor activities are planned for the children. Older children have an opportunity to do homework.

There is no Extended Day on no-school days. Occasionally, on days of inclement weather, Extended Day is cancelled. This decision is made by 1:00 p.m. Parents are notified if such a decision is made.

Fees:

\$6.00 per hour (2 hour minimum)

\$5.50 second child

\$6.00 morning

\$15.00 late charge per fifteen minutes

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities depend upon adult volunteers. Notices will be sent home when these activities are to be held. Parents assume full responsibility when a child participates in an extra-curricular activity; some of these activities may carry an additional fee.

FIELD TRIPS

During the course of the school year, teachers may take students on various field trips that correlate with areas of study. The standard Field Trip Form must be signed and returned to the school **before** any child will be allowed to leave the school grounds. If a child forgets his/her form, a verbal contact by telephone will **not** be acceptable. Those students who do not participate in the field trips must attend school. Non-attendance in school will be recorded as an unexcused absence. No students are to be transported to or from field trips in private vehicles except in extenuating circumstances and only at the discretion of the administration and the completion of the transportation waiver in advance. A fee may be charged to cover the cost of admission and/or transportation. Field trips are privileges and students can be denied participation if they fail to meet academic and/or behavioral requirements.

FIRE DRILLS, LOCK DOWNS AND EVACUATIONS

These will be held at regular intervals following state regulations. Absolute silence and obedience must be observed during drills. Serious penalties will be given if this is not observed.

HOMEWORK

Homework will be assigned at least 4 out of 5 nights a week.

ILLNESS IN SCHOOL

A child who does not feel well should not be sent to school. If, however, a child gets sick or has an accident during the day the following steps will be taken. If the nurse is in the building, the child will be sent to her for attention. If she is not in the building, we will notify the parent if necessary as per the guidelines. It is necessary for parents to keep the school informed at all times as to where they can be reached. This is a most important regulation. Be sure that all phone numbers on the Emergency Care Card are accurate and current. No child can be sent home from school unless a parent or person delegated by the parent comes to the school office to pick him/her up. The parent must sign the student out in the book in the office before the child can be released.

INSURANCE

A student accident insurance program is provided for all students. This program is planned to assist parents with medical expenses incurred due to accidental bodily injury sustained by a student while attending school.

All students, parents, or visitors in the building are fully covered by the school's insurance policy. The cost of this policy is included in the tuition. If a person sustains an injury, he/she must notify the school immediately for the proper form. Coverage is only applicable after Blue Cross or comparable

insurance has been exhausted.

INVITATIONS

Invitations to private student parties are **not** to be distributed during school hours, anywhere on school property - inside and outside the building. The school will **not** provide names, addresses and/or phone numbers of the students.

LIBRARY

Elementary classes have assigned times each week and may use the library at other times, at the discretion of the classroom teacher and scheduled by the librarian. Damaged or lost books must be paid for by the student. Overdue fines must also be paid by the student. Middle school students will visit the library as scheduled by their teacher.

LOST AND FOUND

Lost items/articles of clothing should be sent to the main office where they can be claimed by the owner. Similarly, a student who has lost an article should inquire about it in the main office. Student belongings left lying around will be collected and sent to the main office. At the end of each trimester all unclaimed items will be distributed to the needy.

LUNCH

Students in Grades Pre K - 5 have a mid-morning break/snack. Send a nut free snack and beverage in addition to your child's lunch. The lunch schedule is as follows:

11:15-11:40	Grades 3,4, 5
11:45- 12:05	Grades 6,7,8
12:10 – 12:35	Grades PK,K,1,2

Milk is available to purchase for .50 per day. Orders are accepted on a monthly basis.

Served Lunch is available daily in the cafeteria. Lunch must be ordered monthly (notification will arrive home with your child). The cost is \$3.50 per day and milk is extra. A menu of daily meal offerings for the month will be sent home along with the due date for the lunch order. We are using the local Panera Bread this year. Checks are made payable to Msgr. Clarke School. Each child in a family must submit a separate order along with payment. Orders cannot be accepted after the deadline date. No refunds are given if a child is absent or when school is cancelled.

MAKE-UP WORK

A day's absence does not excuse the student from being responsible for work missed. It is the responsibility of the student to find out what work was missed and what is due on the day of his/her return to class. This can be done by asking a friend or relative to bring home assignments or by calling the school **before 10:00 a.m.** Work may be picked up any time **after 2:30 p.m.** when all classes have been completed, calls for homework **after 10:00 a.m.** may be delayed until the following day.

MEDICATION

Parents/guardians are requested to schedule the administration of medication outside of the school day. All medication shall be dispensed by a School Nurse/Teacher. No lay person, other than a parent, shall participate in medication administration. If it is necessary that a medication be given during school hours, the following regulations must be followed. South Kingstown School Department medication authorization form to be filled out completely (see Appendix B) Parent or guardian is required to bring medication to school. Only medications prescribed by a physician will be given. This includes both prescription and over-the-counter Medication.

All medication must be in the current pharmacy labeled

container, and include the following information:
student's name, directions for administration, and physician's name.

Authorization for medication is effective for the length of time prescribed, and no longer than the current school year.

No student shall have in his/her possession any medication while on school property unless this is authorized by his/her physician. The school nurse will dispense medication. Inhalers and epi-pens are an exception. Inhalers may be self-administered if prior authorization has been provided. Epi-pens may be self-administered or given by any school personnel trained to administer epi-pens.

If the student will be on a field trip, or other school supported event the medication plan will be determined with an agreed plan by the parent, physician and school administration.

NATIONAL JUNIOR HONOR SOCIETY

National Junior Honor Society chapter of Monsignor Matthew F. Clarke School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5-member Faculty Council, appointed by the administration, which bestows this honor upon qualified students on behalf of the faculty of our school each May.

Students in grades seven and eight are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 4.4 or better. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school

or community service is also required. The candidate should participate in at least two student activity organizations each year. Students must complete community service hours – 10 hours above the 20 hours required each year at Monsignor Matthew F. Clarke School.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, citizenship, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermine schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year, and participation in the chapter service projects. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Mrs. Kane, the seventh grade teacher or by phone at 401-789-0860.

OPEN HOUSE

Within the first month of school, an Open House takes place for all currently enrolled families. The purpose of the event is to provide a general introduction about the school year. Some school policies are reviewed; parents visit classrooms, meet and talk briefly with teachers, and receive an overview of the year to come. Also, P.T.O. officers will offer you the opportunity to sign up to help with many of the year's fundraising events. Students are not permitted to attend the Open House.

PLAGIARISM

Plagiarism is a form of cheating, and as such it will not be tolerated. Plagiarized assignments will receive no credit and no makeup opportunity will be offered. A conference will be convened with the teacher, student, student's parent(s) and either the principal or assistant principal.

PARENT TEACHER ORGANIZATION (P.T.O.)

All parents of current students and teachers are members of the Msgr. Clarke School P.T.O. The purpose of the P.T.O. is to “foster, on the part of the parents, a genuine interest in and concern for the continuing betterment of the school as a primary level learning institution within a Catholic faith-filled environment.” The P.T.O. does not seek to direct the administrative activities of the school, nor to set school policies.”

The primary function of the P.T.O. is to sponsor fund-raising events throughout the school year. The P.T.O. commits to raising a pre-determined amount of money for the school each year. Parents are asked to participate in the support of these efforts. All proceeds are donated to the general budget of the school. All of the fund raising events are important to the school and a sense of community can be the by-product of the hard work to support the fiscal well being of the school.

Nurturing a sense of community is equally important and, for that reason, the P.T.O. hosts a number of social events throughout the year.

Several fund raising and social events are held each year. Ideas are always welcome and may be presented and discussed at a P.T.O. meeting or by contacting the P.T.O. president. The P.T.O. meets every month at the school. The officers, event

chairs, committee members, and those who assist them comprise an enthusiastic group. Getting involved with the P.T.O. is a great way to meet other parents.

The Magazine Drive begins in September and runs for approximately three weeks. During this time, families are asked to sell subscriptions to other family members and friends (door-to-door is not advised). Orders may be brought to school on a daily basis. Incentives are provided throughout the time period to encourage orders. This event is an important and successful one as the school receives 40% of the value of the subscriptions sold.

The Christmas Festival takes place the first weekend in December. It is a day of fun for everyone and an opportunity to do a little holiday shopping. The day starts with Breakfast with Santa and continued with a dazzling selection of crafts available for sale by local craftspeople. There are many wonderful raffle items, craft activities for the children, a Msgr. Clarke School craft/gift basket table, baked goods, hot lunch, beverages, inexpensive gifts for purchase by the children, and the popular Pot-o-Luck table.

Parents are asked to contribute an item to the baked goods, a handmade craft or gift basket to the parent table, and a raffle item for the class raffle baskets. Instructions about these items are sent home in advance of the bazaar.

The Spring Raffle - Although parents are asked to participate voluntarily in our other events, **each family is required to participate in the Spring Raffle**. At present, each family is required to purchase \$150.00 in raffle tickets.

The Annual Msgr. Clarke School Golf Tournament is held in the summer. The registration fee includes golf cart, greens fees, and dinner. Tee sponsorships are also available and raffle donations are accepted.

Srip Program-Gift Cards - School families and friends are invited to purchase at face value gift cards from various

merchants. The school receives a percentage of the total amount of certificates sold. This program is an easy way to support the school at no extra cost to you.

Other School Events and Activities - There are many other school sponsored events throughout the school year including Mother-Son Dance, Father-Daughter Dance, Hoops and Scoops (fathers and sons play basketball and make ice cream sundaes). The school also sponsors two Scholastic Book Fairs during the school year (fall and spring).

PRE K

In the Msgr. Clarke School Pre K, we work on creating a learning environment that engages students daily through active participation in the various learning centers, encouraging each child's individual strengths, interests, and needs.

The uniform for Pre K students is mandatory. The uniform must be purchased from Donnelly's. Children must wear sneakers or a full shoe that ties or velcros; rubber sole shoes are required. Socks should be worn daily. No jewelry is allowed.

Anyone other than a parent picking up a child from Pre K must present an I.D. (i.e. driver's license, etc.). A note must be provided by the parent.

The Department of Education requires health forms be filled out for each student. All health forms must be in the school office before a child can begin Pre K in September.

The hours of the Pre K are as follows:
Children are dropped off between 8:10 and 8:30
Full day children are picked up in the classroom at 2:40.
Pre K children must be walked into the classroom each morning.

Please label lunch boxes and bags with your child's name.

Candy and gum are not allowed in the Pre K.

Small sleeping bags for Pre K students should be labeled with your child's name. No adult size or camping sleeping bags. The bags are sent home periodically to be laundered. Please provide a laundry bag or large pillow case for your child's bag to be sent home in.

A Helper of the Day schedule is provided to parents. On your child's day you provide the snack and juice for the class.

Pre K students must completely independent in toileting procedures.

Parents are welcome to volunteer in the classroom once the children are oriented to school. A note is placed in each child's mailbox weekly explaining events in the classroom.

RELIGION PROGRAM - DIOCESAN POLICY

"A student not of the Catholic faith who is enrolled in one for the Catholic Schools of this diocese must follow the school's religious programs of studies; exceptions to this regulation are not permitted by the local pastor, nor by the principal, or governing board."

We begin and end every school session with prayer. This may be vocal, silent, spontaneous, or hymns, etc. School Masses are on holy days of obligation and other special days. These will be noted on the monthly calendar. Other rites (Stations of The Cross, etc.) will be scheduled accordingly. It is Diocesan policy that students are prepared for First Holy Communion in one's own parish. Please consult the pastor of your parish or the CCD coordinator for information. This is especially important for Grade 2 parents.

REPORT CARDS

Report cards are distributed three times per year. A progress report is sent for each student during each trimester. The

regulation Diocesan Report Card is used.

REQUIREMENTS FOR PASSING (Diocesan Policy)

Primary grades - inability to read well causes more children to fail in school than any other single factor. The foundation of reading is laid in the primary grades. In fact, mastery of certain reading skills is the major objective of these grades. Hence, promotion through the primary grades is to be determined mainly by the child's progress in reading.

Grades 4-8 (inclusive) - Students must maintain a grade of 2 or better in each subject, excluding the "specials". On the final report card and permanent record (three trimesters will be averaged. Failure on one or more major subjects (up to 3) will require successful completion of a summer school program in order to be promoted to the next grade. No student with more than 3 failures will be permitted to take a summer program for credit. In such a case the student must either repeat the grade or transfer to another school.

RESOURCE

The Resource Department within Monsignor Clarke School offers support to students for remedial and enrichment purposes. This service is provided often within the classroom and occasionally in small groups or one to one in the Resource Room. If additional services are needed, a parent-teacher conference will be scheduled to discuss further intervention.

SCHOOL BOARD

The Msgr. Clarke School Board operates the school in accordance with Diocesan policies. Its membership consists of pastors, a Catholic School Office liaison, members of the community with expertise in various fields (education, facilities, finance, development, law, etc.) and the principal of the school.

TARDINESS

The school day officially begins at 8:30 a.m. Chronic tardiness has a detrimental impact on the student's progress. It denies them a good start to the school day. There are unforeseen circumstances that may cause occasional tardiness. However, chronic tardiness will not be tolerated. It can have nothing but a negative impact on the student's progress. Students will be given detention when they are late 3 times (Grades 4-8). Students in Grades K-3 will lose recess when they are late 3 times.

TELEPHONE

A phone is available in the school office **for an emergency and with prior office permission**. Parents are asked not to call the school with messages for students unless it is an emergency. Students are not allowed to use cell phones in school. Students are not allowed to call home for forgotten homework, etc.

TEXTBOOKS/SUPPLIES

Most of your child's textbooks are supplied by the school. Math and Science books are supplied by the school district in your town. Different towns have different procedures for obtaining these texts. A form is sent home in June listing the books required and procedures to follow.

A list of supplies (paper, notebooks, pencils, pens, etc.) that your child is asked to bring to school is sent with the summer mailing. These supplies should be brought to school on the first day of school. Students in grades 2-6 are asked to purchase a homework assignment pad from the office.

TUITION

The policy regarding tuition payments are set by the Monsignor Clarke School Board. Since the school must keep up payment of monthly bills, we ask our families to make all

tuition payments on time. Enrollment contracts must be completed and signed for each school year according to that agreement.

Tuition may be paid according to one of two plans as follows:

Option 1 – Payment in Full (paid in full by July 1)

Option 2 – Semi-Annual (two payments - July & Feb.)

Option 3 – Quarterly (July, Oct., January & April)

Option 4 – 10 Monthly Payments (paid in ten monthly equal payments, July –May, through the FACTS Tuition Management Plan using electronic funds transfer.

TUITION ASSISTANCE

Financial assistance may be available from your parish if your parish is without a school and you are a supporting member of the parish. This is done on an individual parish basis and at the discretion of the respective pastors. The FACTS Grant in Aid Form is used for this aid as is a form available in the school office.

The Frances Warde Fund is a Diocesan fund. To apply for aid from this fund the FACTS Grant and Aid Form is required.

Msgr. Clarke School provides in-house tuition assistance through the Kathy Conti Fund. Parents seeking assistance from this fund must file the FACTS Grant in Aid Form in February and submit a written request for aid to the Business Manager.

Parents need only file one FACTS Grant in Aid form. If the FACTS form is not completed , we will assume you are not requesting aid and you will not be considered.

VISITS TO SCHOOL

Visitors are asked to use the front door entrance only.

Parents and visitors must first report to the school office.

Visitors should sign in and wear a visitors badge while in the building. No teacher is to be disturbed during the school day

unless an appointment is made. Appointments to see teachers must be made in advance at a mutually agreeable date.

VOLUNTEER OPPORTUNITIES

In addition to the many opportunities to support the school through participation in the P.T.O., the school welcomes parent volunteers in other areas. All school volunteers must participate in the Safe Environment Training which is offered at the school.

Lunchroom/Recess Parent Volunteers - You may sign up to volunteer in the cafeteria for any number of days.

Responsibilities include:

overseeing students' conduct in the lunchroom (refer unacceptable behavior problems to aide on duty, principal, or assistant principal)

overseeing table and lunchroom clean-up

collecting disposing of cloths between lunch shifts

individuals may also assist on the playground with recess supervision.

Parent volunteers in the lunchroom perform an integral part of the smooth operation of the day.

**Please sign and return to Assistant
Principal
By October 6, 2009**

APPENDIX A - COMPUTER USE POLICY

Msgr. Clarke School is pleased to offer students access to a computer network and the Internet. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the appropriate form (appendix A). Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

Internet access will be provided to enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet exceed the disadvantages.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom. General school rules for behavior and communication apply. It is expected that users will comply with the following rules set forth below. The use of the school's computers is a privilege, not a right, and may be revoked if abused.

Guidelines/Rules to follow to prevent the loss of network privileges at school:

- Do not use a computer to harm other people or their work
- Do not damage the computer or the network in any way
- Do be courteous, respectable and use appropriate language
- Do not violate copyright laws
- Do not install software, shareware, or freeware without the computer teacher's approval
- Do not trespass in another person's folders, work or files
- Do notify an adult immediately if, by accident, you encounter materials which makes you feel uncomfortable
- Students must have computer teacher permission each time before using the computers and/or the Internet
- Students must be in the presence of a teacher while using the computers and/or Internet
- Students must not search for Web sites that are not needed for schoolwork
- Students may not modify computer settings without explicit permission from the teacher
- Students may not access chat servers or instant messaging at school
- Students may not use personal games or music CDs/discs without written permission from the teacher
- Students must tell a teacher if they know of a violation to this policy
- Be prepared to be held accountable for your actions and the loss of privileges if the rules are violated.

As a parent or guardian of a student at this school, I have read the above information about the use of computers at the school and I understand this agreement will be kept on file at the school.

- My child may use the Internet while at school according to rules outlined. _____
- I prefer that my child not use the Internet while at school. _____

Parent Name (Print) _____

Parent Signature _____

As a user of the school computer network, I agree to comply with the stated rules and to use the network in a constructive manner.

Student Name (Print) _____

Student Signature _____

Date _____

PARENT/STUDENT ACKNOWLEDGEMENT

We, the undersigned, state that we have read in its entirety, the Parent/Student Handbook for Monsignor Matthew F. Clarke Catholic Regional School.

We sign that we have not only read the handbook and that we understand fully the regulations contained therein, but that we will uphold them and follow them and that we recognize the right of the school to establish rules and provide for their enforcement.

_____ Date _____ Parent/Guardian Signature

_____ Student Name _____ Grade

_____ Student Name _____ Grade

_____ Student Name _____ Grade

Student Name _____ Grade _____

Student Name _____ Grade _____

*Return to your child's homeroom teacher by
October 6, 2009 (youngest child if more than one
student listed). One form per family.*

APPENDIX B - MEDICATION AUTHORIZATION

SOUTH KINGSTOWN SCHOOL DEPARTMENT

Authorization for Medications to be Taken During School Hours
(PHARMACY – LABELED CONTAINERS ONLY)

Date _____
School Grade _____ Homeroom Teacher _____

Child's Name _____ Sex ___ Date of Birth _____

Physician's Name / Address _____
Telephone _____

The following section is to be completed by the PARENT: I
request that my child be assisted in taking the medicine(s)
described below at school-nurse teacher or permitted to
medicate herself/himself as also authorized by me and my
physician. *see below

Date _____

Parent/Guardian Signature _____
Home Phone /Emergency Phone _____

The following is to be completed by the PHYSICIAN:

Diagnosis for which medication is prescribed:

Name of
Medication _____
Dose _____

If medicine is to be given DAILY, at what time? _____

If medicine is given AS NEEDED, describe AS
NEEDED _____

How soon can it be repeated _____

List significant side effects _____

Length of time this treatment is recommended? _____

*Is Child authorized to medicate herself/himself? _____

*Self –medication applied only to inhalers, Epi-Pens and
prescribed self-injected medication.

Other information _____

Physician's Signature _____

Date _____

**PLEASE SIGN AND RETURN TO ASSISTANT
PRINCIPAL BY OCTOBER 6, 2009**

Picture Release Form

I hereby authorize Msgr. Clarke School to submit photos of my child/children to local newspapers for the purpose of publication.

Child's Name: _____

Parent Signature: _____

Date: _____

I decline to authorize; _____
Parent/Guardian Signature