



St. Clare Catholic School
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School website: www.saintclareschool.org

School Management System: FACTS www.factsmgt.com

Diocesan Policy & Regulations: <https://www.diobelle.org/faith-formation-policies-regulations>

Welcome to the St. Clare Catholic School family. We look forward to working with you and your children.

This booklet has been prepared to acquaint both parents and students with the policies and practices of St. Clare Catholic School. It is our hope that the information in this booklet and the observance of the various regulations and suggestions will allow for a smooth and positive relationship between home and school. This guide should also help your child have a pleasant classroom experience.

We ask that parents stay well informed as to school procedures and practices.

Any suggestions that will help us better serve your children are welcome.

Statements in this handbook may be amended without notice. St. Clare Catholic School will inform you of all changes as soon as possible, however, please understand that some changes might be made before you are notified due to unforeseen circumstances.

Updated 10.25.2023

MISSION STATEMENT

St. Clare Catholic School is a partnership of motivated students, dedicated faculty and clergy, involved parents, and supportive parishioners. We believe a quality Catholic education to be an essential ministry of the Church. Our mission is to teach our children to know, love, and serve God and prepare them to be responsible members of the world community. We strive for academic excellence and development of the whole person, while fostering self-respect and respect for others based on the example of Jesus Christ.

PHILOSOPHY OF ST. CLARE CATHOLIC SCHOOL

St. Clare School is a Catholic School whose staff members work as co-workers with parents and the parish communities, striving to encourage each student's faith to become more living conscious and active through the light of instructions.

Traditionally, the school is a place where pupils learn the three R's. In St. Clare School this concept has been broadened to include much more than mere knowledge of basic skills, important as they are. Today, along with skills, we expect children to develop attitudes, interests, concepts, and habits that will result in well-rounded individuals of purposeful character.

Were we to neglect a fourth R - Religion or Christian Living - we would fail measurably in the love of Jesus Christ, Our Lord.

The primary reason for the existence of any school is to serve each child so that he/she will, to the utmost of his/her ability, retain the accumulated knowledge of the past, gain an ability to use the knowledge in the present, and learn to think critically and creatively beyond the frontiers of that knowledge. Our students are taught that education is a responsibility shared both by the students and the teacher.

In a Catholic school such as St. Clare, Christianity should and does color all our efforts for education includes far more than the mere accumulation of facts. We intend to form strong Catholic men and women, well-equipped with Catholic doctrine and the intellectual stamina necessary to meet today's complex and challenging problems.

Priority is given to:

- Helping students understand what our Catholic faith means to them in today's world.
- Incorporating religious consideration and values into all parts of the school program.
- Helping each student assume responsibility for his/her own learning.
- Engaging students in meaningful activities.
- Reporting progress according to individual ability.

Cooperative efforts are made to:

- Create healthy, honest interaction among faculty, parents, and students.
- Ensure consistent expectations.
- Provide positive reinforcement of students and co-workers.
- Parent involvement.
- Provide opportunities for parent-teacher conferences.
- Promote cooperative programs involving parents as teacher aides.
- Meet with parents to gain their insight and concern.
- Maintain an "Open Door" policy regarding classroom visitation.

Purpose

The spiritual, cultural, physical, aesthetic, and intellectual training of our children is very important and our primary concern. We also aim to develop attitudes, interests, concepts, and habits that will result in well-rounded individuals of purposeful character. We will use every means available to teach him /her how to use his/her God-given gifts of body and soul in the best way so as to bring happiness in this life and in the next. Working together (parents, teacher and child), the child will be taught to uphold, respect, obey, and cooperate with his/her parents, teachers, fellow students, and those in authority.

Objectives

St. Clare School must guide each child to realize certain objectives as an aid in achieving his/her potential and his/her final goal. These objectives may be stated as follows:

1. To understand and choose religious and spiritual values.
2. To live in accord with ethical and moral values.
3. To think and act as a free person.
4. To achieve self-realization.
5. To grow intellectually.
6. To appreciate his/her cultural heritage.
7. To be mentally healthy.
8. To develop responsible home membership.
9. To practice self-enriching use of leisure time.
10. To practice and follow the Catholic doctrines related to the democratic way of living.

ADMISSION POLICY

The current Class Size Policy for St. Clare School is as follows:

Grade Level	Maximum Size
K	20
1 – 2	26
3 – 4	28
5 – 8	30

Children enrolling in Kindergarten must be 5 years old on or before September 1st, and those enrolling in First Grade must be 6 unless they have successfully completed Kindergarten. Exceptions allowed under the Illinois School Code must be approved by the principal, pastor, and Superintendent of Schools. (Diocesan Policy 5111)

Determination will be made on splitting or freezing each grade by April 15 of each year for the next academic year by the administration and after consultation with the Board of Education.

The following priority list has been established for students registering into our school each year:

1. Students already enrolled.
2. Active, participating, and supporting parishioners* with children in school already.
3. Active, participating, and supporting parishioners* with their first child entering school.
4. Catholics from other parishes with children in school.
5. Catholics from other parishes with their first child entering school.
6. Parishioners who are not active, participating, and supporting with children in school already.
7. Parishioners who are not active, participating, and supporting with their first child entering school.
8. Non-Catholic families with children in school already.
9. Non-Catholic families with their first child entering school.

(*Parishioners from St. Clare of Assisi, St. Nicholas, and Corpus Christi)

Catholics from other parishes and non-Catholics are welcome in our school but only after the needs of our own parishioners have been assessed. Non-parishioners and non-Catholics will be considered for entry into St. Clare School after July 1 of each year if there is available space. Classes will not go above the stated optimum size or be split to meet the needs of non-supportive parishioners, non-Catholics, or non-parishioners.

A waiting list is in place for all students who wish to enter St. Clare Catholic School and are unable to enter because of class size and/or space limitations. The waiting list will be prioritized in the same manner as the priority ranking listed in this policy. Each category will also be prioritized by the date the child's name is entered on the waiting list.

Decisions will be made by the administration each year to develop methods to adequately deal with the needs of any class that is above the optimum size.

Diocesan policy requires that any new transfer student (other than those entering Kindergarten) be considered probationary. This probationary status will remain effective until such time as the student's records are received from the transferring school, and a sufficient period of time has passed to guarantee that any special needs of the child can be met by the school's curriculum and resources. The school reserves the right, any time, to require that any student with needs that cannot be met by the staff, not be enrolled in school. All student transfers at the 7th and 8th grade level are to be accepted conditionally, and students shall remain on probation the entire academic year.

Non-Discrimination

St. Clare Catholic School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-related programs. St. Clare Catholic School accepts applicants of any race, color, sex, national and ethnic origin for staff positions.

ADMINISTRATIVE INFORMATION

Attendance Policy

Regular attendance is necessary if high standards of achievement are to be met. Every effort should be made to schedule dental work, doctor appointments, etc. during non-school times or on early dismissal Professional Development Fridays.

Arrival of Students / Extended Care

Students should not arrive at school before 7:30 am or stay later than 3:00 pm unless they have a class or are participating in an authorized school activity that is supervised by an adult or teacher or they are attending ECP. Students may not enter the building until 7:30 am. From 7:30-7:45 am, students must go to school cafeteria to be supervised by ECP staff.

Absence

Much of the learning in the classroom takes place through teacher presentations, thus it is important that students not miss class. It is imperative that all children enrolled at St. Clare Catholic School are accounted for each school day. When a student is absent from school, the student's parent/guardian is requested to contact the school to communicate the student's absence by email (office@saintclareschool.org) or telephone (618-632-6327) before 9:00 a.m. If the parent/guardian does not telephone the school to report the student's absence, the school will telephone the parent/guardian at home or work to verify the absence.

Schools in the Diocese of Belleville recognize three (3) categories of absences:

- Excused absences
- Unexcused absences
- Truant absences (after the 9th unexcused absence)

Excused Absence: An excused absence is recognized as:

- A student's personal illness
- A death in the immediate family
- A family emergency
- Medical visits
- Family vacations (up to 5 school days)
- Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
- Other situations beyond the control of the student (such as court appearances)
- Other reasons approved by the Principal.

A health care provider's note will be required to excuse a student and/or for returning to school after the third consecutive day of being reported ill. If medical documentation is not provided, the absence will be marked

“unexcused.” Students who have 5 or more cumulative days of absences due to being sick, without a doctor’s note, will be required to provide a doctor’s note to excuse any further absences.

Unexcused Absence: An unexcused absence is defined as an absence from school for a reason other than those listed above as an excused absence and/or an absence not authorized by the student’s parent/guardian or the Principal. When a student’s absence is unexcused, the parent/guardian may recognize the absence as being valid or legitimate; however, the school does not. The following are unexcused absences (even with parent/guardian consent):

- Family vacations that are 6 or more school days
- Needed at home
- Other avoidable absences.

Excessive absences or tardies may require a student to repeat the grade. Notification will be sent to parents when a student reaches nine (9) absences. When a student reaches thirteen (13) absences, a Parent / Student / Teacher / Principal conference will take place to determine a plan of action.

Truant Absences

Truancy is defined as absence without valid cause for one or more periods of the student’s school day. Parents/guardians may be notified following 3, 5, and 9 absences or tardies within a school year, and a school intervention may be initiated. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent/teacher/principal conferences, student counseling, and/or involvement of the county truancy officer and/or local law enforcement. No punitive action, including out-of-school suspensions or court action will be taken against a chronically truant student unless available support services and other resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to \$1,500.

Tardiness

Students are expected to be in class on time so they may maximize their learning opportunities. Students should be at their desks ready for class to begin when the tardy bell rings at 8:00 a.m. Teachers and the Principal will monitor student tardies. Students may be considered tardy if they arrive after the bell has rung. It is the school's belief that teaching children to be prompt is an important part of developing a sense of personal responsibility. It is important that both Parent and Child accept responsibility for arriving at school in plenty of time, so that the child(ren) are ready to begin the day. Late arrivals disrupt class and cause loss of instructional time. When tardy, the child will be given a TARDY slip and is expected to proceed promptly to class and give his/her teacher the tardy slip. The school office will document the tardy.

Excessive absences or tardies may require a student to repeat the grade. Notification will be sent to parents when a student reaches nine (9) tardies. When a student reaches thirteen (13) tardies, a Parent / Student / Teacher / Principal conference will take place to determine a plan of action.

Family Vacation Absences

Family travel during the school year does interrupt a student’s regular progress; however, we recognize the potential educational value of these trips. Therefore, five (5) vacation days per school year will be allowed as excused. Any days after five (5) school days will be unexcused. Early notice of travel will help school personnel to accommodate parents and students during that period. It will be the student’s responsibility to obtain all missing work from their teachers during their absence. Some assignments may not be available until the student returns to school. All missed assignments will be prepared for the student upon his/her return. Work shall be completed and returned to the teacher.

Student Personal Days

- Students are expected to attend school daily.
- If a student misses school for a personal day, the student is expected to return to school prepared to take any quizzes or tests that were announced ahead of time. The same goes for any projects and/or homework.
- Teachers are not expected to give work ahead of time.

Make Up Work

- Students who have excused absence(s) from school will be allowed to make up work for equivalent academic credit. It is the responsibility of the student/parent to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades.
- In case of illness, one day is allowed to make up work (homework, tests, quizzes, and projects) for each day of absence. It is the student's responsibility to ask for all missed work.
- Please review the homeroom teacher's procedure for homework. Teachers will not be expected to provide homework to a student prior to a vacation. Students are expected to request work upon return.

Students Leaving School Grounds

No student is allowed to leave the school grounds without explicit written permission from his/her Parents/Guardian. Students who leave without permission are considered truant.

Retention/Acceleration

When a teacher and/or parent believes that retaining or accelerating a student would be in the student's best interest, the following procedures must be adhered to:

- The teacher shall inform the principal when he/she is considering retention or acceleration of a student. The teacher should give reasons for this consideration.
- If the request for retention or acceleration of a student comes from a parent, the teacher shall inform the principal of the parent's request and the reasons for this request.
- The teacher and parent shall meet during the school year to discuss the student's attitude, behavior, and academic progress. Discussion of the student's progress should take place every four weeks, with a written account of meetings kept on file. The teacher shall inform the principal of the times and dates of these meetings prior to the meeting. The principal may find it advisable to attend these meetings.
- The principal shall see that the student is evaluated through adequate testing to discover a student's academic and emotional needs and abilities, strengths and weaknesses.
- The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.
- The decision to retain or accelerate a student should be a cooperative one of parent, student, teacher and principal, with the final responsibility for a student's retention or acceleration resting with the principal.
- Before a final decision is made to retain or accelerate a student, the case must be reviewed by the Office of Education.
- Parents must be informed at least 9 weeks before a final decision is made to retain a student.

The decision to retain a student can only be made if the school has an instructional program which ensures that the student will not simply be repeating the same material in the same manner for another year. This instructional program should be designed to meet the specific needs of the individual student and must be approved by the principal.

Generally, retaining a student in a grade for a second year or accelerating a student into an advanced grade is not advisable. However, in specific cases repetition of the grade or acceleration by a student may be beneficial because of the special circumstances that are clearly evident through the thorough evaluation process stated above.

School Day Schedule

The school day for Grades K-8 begins at 8:00 a.m. and ends at 3:00 p.m. Crossing guards assume their posts at 2:55 p.m. Please be aware of these times for your child's safety. Students and adults are to **cross the street only at crosswalks**. Please follow directions from the crossing guards when they are available.

The Goelz Hall school doors will open at 7:30 a.m. for students who are not in the Extended Care Program and need to arrive early. All students are to report to the cafeteria if they arrive prior to 7:45 a.m. They are not allowed to wait by the door. The main classroom doors will be open to the students at 7:45 a.m. Students are to be in their classrooms by 7:55 a.m. After 8:00 a.m. students will be marked tardy.

The doors to the classroom portion of the building are closed at 3:30 p.m. Students are not permitted in the building for books, papers, etc. after that time.

Students may not remain after school unsupervised. Students who remain at school after 3:00 p.m. must be involved in an after-school activity under the direction of a teacher, adult club sponsor, or in the Extended Care Program.

Report Cards and Marking System

Report cards are issued four times during the school year. Parents can check a student's achievement by logging into the online School Management System (FACTS) www.factsmgmt.com on a regular basis.

The marking system is as follows:

<u>Letter Grade</u>	<u>Description</u>	<u>Numerical Equivalent</u>
A	Outstanding Achievement	93-100
B	Above Average Achievement	86-92
C	Average Achievement	78-85
D	Below Average Achievement	70-77
F	Failure Below	70
S+	Meets Standard with Distinction	
S	Meets Standard	
S-	Approaching Standard	
P	Progressing	
N	Needs Improvement	
U	Unsatisfactory	

Honors Placement

Honors English & Literature - Students in 8th grade are leveled for ELA classes (English and Literature). Iowa Assessment Scores from the previous year are used to determine placement.

Honors Math - Every year, students in grades 5-8 are tested with a math placement test at the end of the previous school year. We use the same criteria as other schools in the area for math placement. The rubric gives each student points in 4 categories: math placement test, Iowa Assessment scores in math, math grades from the previous school year, and teacher recommendation. Total scores are calculated and used to determine placement. Placement is evaluated each year. 6th-8th graders are placed in honors or regular math classes. 5th graders are not placed in "honors" classes, but the same criteria are used to separate students to differentiate instruction. 5th graders are placed in the Navy math class or the Green math class based on their level of instruction.

Honor Roll

- Eligibility for Honor Roll - Eligibility for the Honor Roll in Grades 6, 7, and 8 is computed using the following subjects: Religion, Math, Literature, Science, Social Studies, English and Specials (including Band)
- There are 3 Honor Roll categories:
 1. Principal's List – “Straight A's” (All grades must be 93% or above) and all Satisfactory in all Specials Classes
 2. High Honors – (Two grades may be as low as 86%, and the rest must be at least 93%) and Satisfactory in all Specials Classes
 3. Honors (All grades are at least 86%) and Satisfactory in all Specials Classes
- A student who earns a grade of “C” or below in any subject or an “Unsatisfactory” in any Specials Class will not be eligible for Honor Roll.

Honor Society

See Saint Clare Honor Society Handbook on FACTS.

Graduation

Students are eligible for graduation after successful completion of the 8th grade level curriculum.

Line of Authority and Disciplinary Review

The St. Clare School Board shall assist school authorities in enforcing the guidelines for proper conduct established by the school authorities and approved by the School Board.

The following is the procedure for handling problems between parents and teachers:

1. Parents are to discuss problems with respective teacher. Discussions at school, however, should be scheduled before or after school hours, not during the school day.
2. If the problem is not resolved, parents may then confer with the assistant principal and/or principal and teacher.
3. If the above fails to satisfy those involved, the matter may be brought to the pastor(s).

Conversely, if the teacher is faced with a problem, the following steps should be taken:

1. Discuss the problem with the parents.

If the problem is not resolved, the teacher should confer with the assistant principal and/or principal.

Testing

- **Admission Testing**
Students entering Kindergarten for the first time are given a reliable readiness test. All transfer students will be tested, if needed, to assure appropriate placement.
- **Annual Academic Testing Program**
All students in grades two through eight shall participate in the Diocesan standardized testing program to be administered during the fall.
- **Yearly Assessment of Catholic Religious Educational Testing**
In order to ensure an effective evaluation of the religious education programs in the Diocesan schools, an evaluation instrument will be administered yearly as determined by the Office of Education.

STUDENT RELATED INFORMATION

Disaster Emergencies/Crisis Situations

Drills for fire, tornado, intruder, bus, and earthquake disasters are held periodically during the school year. The following safety procedures have been developed in the event of any disaster.

- No student will be dismissed from school unless a parent or someone designated by a parent comes for him/her.
- No student will be allowed to leave with another person, even a relative or babysitter, unless the parent has given written permission to that effect, or that person is listed on the emergency form in the school office.
- All parents or designated parties who come for students must sign them out at the office or at the Student Release Station on school grounds.

- If you are not able to reach the school, your child will be cared for here until you are able to arrive. The school will be in communication with local emergency services. Please do not call the school.

Field Trips

Field trips are considered part of a student's regular academic studies and are scheduled by the teacher with the approval of the principal. Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curriculum activities and/or celebration of accomplishments. Field trips are a privilege. Students may be excluded based on their attendance, grades, behavior, etc. In deciding to attend a field trip, the student accepts full responsibility for his/her actions. The parents of the students attending the field trip must assume expenses for field trips. Parents participating as chaperones are required to be compliant with the child protection policy. Child protection requirements can be found on pages 16 and 17 of this handbook and at <https://www.diobelle.org/faith-formation/child-protection>. Permission slips will be sent home for all field trips a week in advance of the trip. No child will be permitted to go on a field trip if his/her permission slip is not in prior to departure on the day of the trip. *Handwritten notes will not be accepted.* (He/she will remain in school with adequate supervision and assignments to complete.) Students are transported on field trips by chartered transportation, usually provided through Illinois Central School Bus. Please note: Students must return to school after any field trip. They will not be permitted to leave with parents/guardians.

Homework

It is expected that most children in Kindergarten through Grade 8 will have some homework each evening. The purpose of assigning homework for pupils in our Catholic school shall be to reinforce student confidence in abilities and used to practice for understanding.

Homework is:

- used sparingly, assigned strategically after it is carefully thought out and connected to an appropriate learning standard.
- reviewed immediately the next class day after assigning when it is due.
- brief with students having the opportunity to complete it within the school day.

Homework is not:

- assigned as a punishment
- assigned when any test is scheduled for the subject the following day.
- used to introduce new material to the students.
- used merely to keep the students busy.

Homework will not be assigned over the Thanksgiving, Christmas, or Easter holidays, and no homework will be due the first school day after those holidays.

Please bear in mind that it is difficult for a teacher to give assignments that will take everyone in the class the same amount of time. Some children work more slowly, while others work more quickly. The above guidelines are for the average student.

In case of illness, one day is allowed to make up work for each day of absence. It is the student's responsibility to ask for all missed work.

Please review the homeroom teacher's procedure for homework. Teachers will not be expected to provide homework to a student prior to a vacation. Students are expected to request work upon return.

Library

All library books should be returned before other books are borrowed. Damage to library books or other materials are the responsibility of the student.

Lost and Found

Articles that have been lost and turned into the office will be placed in the lower level lost and found. Small items, such as jewelry, glasses, and electronics will be in the school office. Please mark all clothing items, gloves, lunch

boxes, school bags, etc., with your child's name. All items not claimed will be disposed of twice a year, in December and June.

Money Brought to School

Whenever children are required to bring money to school, it should be enclosed in an envelope. Place the name, grade, amount and the purpose for the money on the outside of the envelope. Students should give the envelope to their teacher.

Nuisances

Any items or articles, such as cd players, iPods, cell phones, jewelry, hand-held video games, trading cards, etc. which may cause or become a nuisance in the school, the classroom, or on the playground are subject to immediate confiscation and should not be brought to school. Chewing gum is not allowed.

Student Search

St. Clare Catholic School retains the right to and will search students when there is a reason to believe that drugs, weapons, or other contraband is in the possession of a student. Such possession is in violation of the rules, regulations, and policies of St. Clare Catholic School. Students who possess such contraband will be subject to discipline and expulsion. The school will assist local government authorities by reporting such possessions and, when requested by the authorities, the school will cooperate fully with police and other government authorities in prosecuting. Lockers are school property which the school expressly retains the right to search at any time. (Diocesan Policy 5115)

Transportation

Bicycles: When a bicycle is ridden to school, the student must park it in the designated parking area. The bicycles, for safety's sa, should be walked across the blacktop. Bicycle owners will assume full responsibility for any and all damage to or by their bicycles while on school property. Bicycles should be locked when left on school property.

Walkers: Students walking to school must cross at designated places. The children are to obey the instructions from the crossing guard. Crossing guards do not arrive before 2:55 p.m. There are no crossing guards in the morning.

CODE OF CONDUCT/DISCIPLINE

A safe, respectful and pleasant environment that is conducive to prayer, faith formation and learning is the highest priority for all schools in the Diocese of Belleville.

All students who attend St. Clare Catholic School are expected, as a condition of continued enrollment, to conduct themselves in a manner consistent with the policies and principles of the school. Conduct by a student that St. Clare Catholic School determines is contrary to, or inconsistent with, the Catholic/Christian principles of the school, or reflect poorly on the reputation of the school, will be grounds for terminating the student's enrollment. These principles and expectations apply to students both on campus and off campus, during and after school hours, and during times when school is in session and when school is out of session.

Cheating (e.g. orally communicating or copying answers, using notes or other unauthorized material during a test, gaining access to test questions before a test, copying homework and submitting it as one's own or plagiarizing others' work) will not be tolerated. Students caught cheating will be disciplined.

St. Clare Catholic School will determine how to deal with any particular conduct, or pattern of conduct, depending upon the nature and severity of the problem, surrounding circumstances, and prior record. Immediate withdrawal or expulsion may be necessary if a student's conduct is determined to be of such a serious or dangerous nature that it will impact the classroom learning environment. In cases where the conduct is not so severe as to require expulsion, other forms of corrective action, including but not limited to in-school or out of school suspension, a written warning, parent conferences, and/or not participating in or attending parish/school activities, volunteer work, etc. may be used.

Discipline

Each classroom teacher has a discipline plan. Students are expected to follow their teacher's plan. No form of corporal punishment is employed at St. Clare School.

A student may be suspended by the principal for frequent or serious breaches of discipline. Normally, students would be suspended in-school.

Serious Disciplinary Infractions

Some student misbehaviors may merit in-school suspension or expulsion at the discretion of the principal. Those actions include, but are not limited to:

- ... Fighting
- ...Bullying/harassment
- ... Using obscene words or behavior
- ... Gross disrespect of school staff or other students
- ... Leaving school grounds without authorization
- ... Destruction or damage to school property
- ... Possession, use, or distribution of drugs or alcohol
- ... Possession of any instrument capable of inflicting bodily harm
- ...Any act of violence

St. Clare Catholic School defines violence as an act that might hurt a person's body. Bullying/harassment is defined as any repeated, unwanted word, look, or sign that knowingly hurts a person's feelings, things, or reputation.

Students who engage in such activities as vandalism, assault and battery, theft, arson, or the carrying or use of a weapon will be subject to suspension or expulsion and will be reported to police. The school shall recover damages from the parents and guardians of any minor, or from any person who has initiated or taken part in such acts.

Weapons include firearms, ammunition, sling shot, stun guns, any type of knife (including pocketknives), mace, pepper mace, explosive devices, or any object or device that serves no educational purpose and which the principal determines may cause physical harm or disrupt school activity. **Students should clearly understand that such things as pocketknives may not be carried to school even if there is no intent to do harm.**

Any student found to be in possession of a weapon to, from, or within the school, or to, from, or at any school activity may be immediately expelled or suspended. Any student determined to be in possession of a weapon, who has committed a crime against any person(s), will be reported to the police.

The safety and welfare of students enrolled in a Catholic school in the Diocese of Belleville is of the highest priority. For this reason, a student's written or verbal threat of violence toward other students and/or persons will be taken seriously. A threat of violence will be interpreted as a verbal or written threat of action that may cause physical harm to others or oneself. **The principal will take immediate action upon learning of the threat or alleged threat. This action may include suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation is completed and the principal agrees that the student may return to school. The local police will immediately be notified of the threat.**

Detentions:

All detentions will be held on

DRESS CODE

St. Clare Catholic School takes pride in the appearance of its students and expects student and parent/guardian cooperation in the matter of students' dress and grooming. A neat and clean appearance is required of all students. Questions regarding neatness, cleanliness, or appropriateness will be decided by the administration.

ID Badges:

- 5th-8th grade students will be required to wear ID badges at all times. Replacement badges will cost \$5.00, which will be charged through FACTS.
- Students that must replace their original ID, may do so ONE time with only the fee penalty.
- If a student needs to replace ID a third time or more, the student will serve a detention and pay the fee.

The Campbell plaid uniform items, monogrammed shirts, sweatshirts, belts, shirts, pants, and shorts may be purchased from **Just Me Apparel**, 232 Old Sulphur Spring Road, Ballwin, MO, 1-636-391-3551. Representatives from Just Me Apparel will come to the school each spring for uniform fittings. Orders placed by phone directly to Just Me Apparel can be delivered to the school office throughout the school year.

UNIFORM GUIDELINES: All Students

- All pants and shorts are to be a solid color and cannot be 100% cotton. Knit, pajama, flannel, and denim pants and shorts are not permitted.
- No holes or tears should be visible on any part of the uniform.
- Cargo-style or zippered pockets are not permitted.
- Solid color belts with no decorations in navy blue, brown, or black are to be worn with pants or shorts that have belt loops.
- Jumpers, skirts, and shorts are to be no higher than 2 inches above the top of the knee. Shorts must be of "walking" or "Bermuda" length, no shorter than 2 inches above the top of the knee, and of the same fabric as the pants.
- Shirts must be tucked in. Any garment worn beneath the uniform shirt (undershirts, etc.) must be white, and not have imprints, logos, or trademarks visible through the uniform shirt; short sleeves on shirts worn beneath the uniform shirt must be no longer than those on the uniform shirt unless wearing a solid long sleeved crewneck shirt.
- Solid white, navy blue, or black socks, tights, or leggings with no visible logos or trademarks may be worn. Leggings must be all the same material with no cut-outs.
- Shoes in athletic styles suitable for both classroom and playground are preferred. Loafers or oxfords are permitted. Open styles including sandals, flip-flops, clogs, Croc type shoes, boots, platform styles, and shoes with heels higher than 1 inch are not permitted. If snow or rain boots are worn to school because of weather conditions, a change of shoes must be brought for classroom wear.
- Make-up and colored lip gloss are not permitted.
- Only stud-style earrings that do not dangle off the earlobe are permitted. No costume jewelry or items that could prove to be a safety concern may be worn.
- Coats, jackets, hooded sweatshirts, and hats are not to be worn in the classroom.
- All students should keep hair neat and clean and should use good taste in choosing a style that is not a distraction in the classroom. Only natural hair colors will be allowed, i.e., no blue, green, orange, etc. We reserve the right to ask ANY student to change his/her hairstyle if we feel the student's current style is inappropriate.
- If a child must attend school out of uniform due to an emergency, a note of explanation from the parent must be brought to the teacher.
- At administration's discretion, exceptions to the dress code may be made. Free dress days will be announced in advance, and guidance will be given regarding appropriate apparel for the day.
- Spirit Wear is not a part of the school uniform and is not to be worn in the classroom.

GIRLS: Kindergarten through Grade 4

- Uniform Campbell plaid jumper. Shorts must be worn under the jumper.
- Solid navy-blue pants.
- Solid navy-blue walking shorts may be worn all year. Shorts must be no shorter than two inches from the top of the knee.
- White polo-style knit shirt with long or short sleeves. Solid plain white (no writing or logos) long sleeved crewneck may be worn under the short sleeved uniform shirt.
- White turtleneck shirt.
- Forest green polo style shirt with long or short sleeves.
- Uniform St. Clare sweatshirt in navy blue or heather gray, worn over any approved shirt.
- Uniform St. Clare ¼ zip shirt in navy blue, worn over any approved shirt.
- Solid navy-blue cardigan-style sweater worn over any approved shirt.

GIRLS: Grades 5 and 6

- Uniform Campbell plaid skirt. If the bib is removed, a jumper skirt may be worn. Shorts must be worn under the skirt.
- Uniform Campbell plaid culottes.
- Solid navy-blue pants.
- Solid navy-blue walking shorts may be worn all year. Shorts must be no shorter than two inches from the top of the knee.
- White polo-style knit shirt with long or short sleeves. Solid plain white (no writing or logos) long sleeved crewneck may be worn under the short sleeved uniform shirt.
- Forest green polo style shirt with long or short sleeves.
- Monogrammed, short sleeved white blouse to be worn untucked available only from Just Me Apparel
- White turtleneck shirt
- Uniform St. Clare sweatshirt in navy blue or heather gray, worn over any approved shirt.
- Uniform St. Clare ¼ zip shirt in navy blue, worn over any approved shirt.
- Solid navy-blue cardigan-style sweater worn over any approved shirt.

GIRLS: Grades 7 and 8

- Uniform Campbell plaid skirt. If the bib is removed, a jumper skirt may be worn. Shorts must be worn under the skirt.
- Uniform Campbell plaid culottes.
- Solid khaki uniform pants. Khaki items may be obtained from, but not necessarily from, Just Me Apparel.
- Solid khaki walking shorts may be worn all year. Shorts must be no shorter than two inches from the top of the knee.
- White polo-style shirt with long or short sleeves. Solid plain white (no writing or logos) long sleeved crew neck may be worn under the short sleeved uniform shirt.
- Monogrammed, short sleeved white blouse to be worn untucked available only from Just Me Apparel
- Solid navy-blue polo shirt with long or short sleeves from, but not necessarily from, Just Me Apparel.
- White turtleneck shirt.
- Uniform St. Clare sweatshirt in navy blue or heather gray, worn over any approved shirt.
- Uniform St. Clare ¼ zip shirt in navy blue, worn over any approved shirt.
- Solid navy-blue cardigan-style sweater worn over any approved shirt.

BOYS: Kindergarten through Grade 4

- Solid navy-blue pants.
- Solid navy-blue walking shorts may be worn all year. Shorts must be no shorter than two inches from the top of the knee.
- White polo-style knit shirt with long or short sleeves. Solid plain white (no writing or logos) long sleeved crew neck may be worn under the short sleeved uniform shirt.
- Forest green polo style shirt with long or short sleeves.
- White turtleneck shirt.
- Uniform St. Clare sweatshirt in navy blue or heather gray, worn over any approved shirt.
- Uniform St. Clare ¼ zip shirt in navy blue, worn over any approved shirt.
- Solid navy-blue cardigan-style sweater worn over any approved shirt.

BOYS: Grades 5 and 6

- Solid navy-blue pants.
- Solid navy-blue walking shorts may be worn all year. Shorts must be no shorter than two inches from the top of the knee.
- White polo-style knit shirt with long or short sleeves. Solid plain white (no writing or logos) long sleeved crewneck may be worn under the short sleeved uniform shirt.
- Forest green polo style shirt with long or short sleeves.
- White turtleneck shirt.
- Uniform St. Clare sweatshirt in navy blue or heather gray, worn over any approved shirt.
- Uniform St. Clare ¼ zip shirt in navy blue, worn over any approved shirt.
- Solid navy-blue cardigan-style sweater worn over any approved shirt.

BOYS: Grades 7 and 8

- Solid khaki uniform pants. Khaki items may be purchased from, but not necessarily from, Just Me Apparel.
- Solid khaki walking shorts may be worn all year. Shorts must be no shorter than two inches from the top of the knee.
- White polo-style knit shirt with long or short sleeves. Solid plain white (no writing or logos) long sleeved crew neck may be worn under the short sleeved uniform shirt.
- Solid navy-blue polo shirt with long or short sleeves.
- White turtleneck shirt.
- Uniform St. Clare sweatshirt in navy blue or heather gray, worn over any approved shirt.
- Uniform St. Clare ¼ zip shirt in navy blue, worn over any approved shirt.
- Solid navy-blue cardigan-style sweater worn over any approved shirt.

8th Grade Girls & Boys:

Eighth grade students may wear the signature navy or white polo shirts or crewneck sweatshirts.

GUIDELINES FOR NON-UNIFORM DAYS: All Students

- If a theme is announced (Blue & White Day, Christmas, etc.), students' choice of apparel must reflect the theme. If a student's dress does not reflect the theme, parents will be called.
- Clothing must be of a size appropriate for the child. Oversized, excessively baggy garments present safety concerns and are not allowed. Low-cut shirts, pants or shorts worn below the waistline, bare midriff styles, and tight-fitting apparel are not permitted.
- Clinging fabrics are not permitted. (Examples but not limited to- leggings, biker shorts, etc.)
- Shorts must be no more than two inches above the top of the knee. No cut-offs are allowed.
- Tank tops, muscle shirts, and spaghetti-strap shirts are not allowed unless a sleeved shirt/sweater/jacket is worn over or underneath. Halter tops and tube tops are not permitted.
- Skirts or dresses must be no shorter than two inches above the top of the knee and have no cut outs. Garments must be totally void of inappropriate slogans, artwork, or logos.
- Students choosing not to participate in free dress days should wear the school uniform.
- Jeans with holes or tears are not permitted.
- The "UNIFORM GUIDELINES: All Students" regarding shoes, socks, make-up, etc. still apply on "no uniform" days.

GUIDELINES FOR SPIRITWEAR FRIDAYS: All Students

- Only St. Clare Spirit Wear may be worn.
- Uniform bottoms must be worn.

Special Note- Administration recognizes length of shorts for girls/young ladies can be problematic. Non-uniform days are a privilege, and our goal is to provide opportunities for choice for students. Please support the above guidelines so we can continue to provide opportunities for all students. Uniform bottoms are always a choice.

HEALTH**Required Exams**

- Students entering Kindergarten, Grade 6, and new students transferring from out-of-state must have a physical exam prior to the new school year. This exam will also be used as your child's sports physical, provided the doctor has stated that your child may participate in sports and physical education. All students are required to have up-to-date immunizations. Completed medical forms should be received in the school office by September 15. School health forms not on file by September 30, 2023, will result in removal of said child until health forms are on file.
- Students entering Kindergarten, Grades 2 and 6 must have a dental exam prior to May 1, 2024. Dental exams must have been completed within 18 months prior to this deadline. Students' final report card will be held until this requirement has been met.
- Students entering Kindergarten and new students transferring from out-of-district must have a vision exam. The vision exam should be on file in the school office by September 30, 2023 and must have been completed within the 12 months prior to this deadline.

- All students participating in ANY sport MUST have on file in the school office a signed physical examination from a physician. Students in practices or games prior to the opening day of school each year MUST have this physical on file in the school office or they may not attend practices or games.

Vision and Hearing screenings will be done for selected classes as mandated by the State of Illinois. These screenings are not a substitute for a complete vision or hearing evaluation by a physician. Students are not required to undergo the screening *if* a physician has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school.

Illness

To prevent the spread of communicable diseases, children should not attend school until they have been free from symptoms (fever, vomiting, diarrhea) without medication for 24 hours. If you have questions concerning a specific illness, please contact the school office.

Head Lice

If there is a suspected or confirmed case of head lice, we will check the student for lice or nits. The student will be sent home for the parents to seek treatment. The student's siblings and classmates will also be checked. Infected students may return to school the day after the first shampoo, lotion or cream rinse pediculicide has been properly applied. Students should be encouraged not to share combs, brushes, hats and coats.

First Aid/Medications

The school asks the parents to fill out the emergency form at the beginning of the year. Parents, guardians, or contact persons are notified as soon as possible (using this form) in case of an illness or injuries requiring the parents' attention. Parents should be aware that there is no nurse on staff at St. Clare School.

As a general principle, whenever possible, medications should be administered at home and not be dispensed at school. When circumstances exist where oral medication must be dispensed at school, these regulations must be followed:

- A written statement from a physician detailing the name of the drug, the dosage, and the time interval the medication is to be taken must be on file. This includes over the counter and prescription medications. A form is available for that purpose.
- Written request and permission from the parent or guardian of the student that the school comply with the physician's order must be on file. A form is available for parents.
- Medications must be brought to the school in a container appropriately labeled by the pharmacy or physician.
- All medications must be kept and dispensed in the school office by the secretary, assistant principal, or principal, and a record will be kept each time the medication is dispensed. No medications should be in the student's possession.
- It is the responsibility of the parent or guardian to assure an adequate supply of the medication is always available for the student.
- If a child needs medication other than above, the parent will be called, and he/she assumes the responsibility to bring and administer the student's medication or take the student home.

If an injury occurs, we will use soap and water and inform the parent if the child needs further treatment or needs to be sent home. We are not permitted to use any topical application such as alcohol, peroxide, or calamine lotion.

Medical Restrictions and Emergency Action Plans

When a child has been placed on medical/physical restrictions by his/her physician, the school should be notified. Until the school receives information from the physician that the restrictions have been lifted, they will stay in place.

All students who may require emergency medical care for chronic conditions including, but not limited to, allergies, asthma, diabetes, or seizures, must complete a Medical Emergency Action Plan. Plan forms can be found in the school office. Approval from the student's treating physician is required.

Food Allergies

- St. Clare School has no school nurse.

- Since a number of students have serious food allergies, all food items that are distributed throughout the school to students for birthdays, room and holiday parties, class treats, etc., must be packaged and have a *clear, complete ingredients label*. No home-made baked goods or other foods may be served to students.
- If you have a child with food allergies, please discuss with the teacher at the beginning of the school year and notify the school office. Parents are responsible for any special snacks.
- For the safety of our students who have allergies, all students are asked not to share food at school.

After School Activities

Students who participate in after-school activities are under the direction of their moderator. The student must take sole responsibility for his/her behavior and actions. The student should consider it a privilege to participate in this activity. A moderator has the authority to remove a student from a club or team for disciplinary reasons. Since the student has decided to take part in this activity, he/she must be responsible for all communication, and his/her actions. The moderator will discuss concerns directly with the student involved.

Absence from school for any reason will make the student ineligible to participate in extracurricular activities for that day's activities.

Athletic and Other Extracurricular Eligibility

An eligibility check will be done weekly for students in Grades 5-8. If a student has a D or F, a student will not be eligible to participate in athletics or other extracurriculars. Administration will contact the student, family, and athletic director. Reevaluation is done weekly.

SPECIFIC PARENT INFORMATION

Asbestos Management Plan

Under the regulations of the U.S. Environmental Protection Agency (E.P.A.), we are to inform all parents, guardians, faculty, and staff of the presence of asbestos-containing building materials at our school. An inspection was performed at St. Clare School in compliance with these regulations. A site-specific asbestos management plan was developed, reviewed by the principal, and has been implemented. This plan described in detail how any asbestos exposures will be minimized. All interested parties are invited to review this plan, which is available in the principal's office. Should you have any questions or desire further information, please contact the principal.

Faith's Law

<https://www.isbe.net/faithslaw>

Child Protection Policy (<https://www.diobelle.org/faith-formation/child-protection>)

The Diocese of Belleville implemented The Child Protection Policy in July 2003. St. Clare School requires all faculty, substitute teachers, non-certified personnel, coaches, and other school volunteers to participate in the Child Protection Training sessions. Students also participate in an educational age-appropriate program each year. This program is not mandatory but is highly recommended.

Requirements of Child Protection Policy for all those working with children:

Volunteer Requirements:

1. Volunteer Application
2. CANTS Form (Child Abuse and Neglect Tracking System)
3. Criminal Investigation
4. Initial Child Protection Training
5. Annual Refresher Course
6. Fingerprinting (those in leadership positions)

Procedures for Reporting Suspected Child Abuse or Neglect

If there is suspicion of child abuse concerning a student, DCFS (Department of Children and Family Services) must be notified along with the principal. The pastor should be notified if the principal is one being reported.

All volunteers for field trips, classroom, etc. must be cleared under the Child Protection Policy by the principal.

When to Call DCFS?

The law states that a mandated reporter should call the child abuse hotline (1-800-25-ABUSE) when he/she has reasonable cause to believe that a child has been abused or neglected. Some examples of when to call are:

1. When a mandated reporter sees someone hitting a child with an object.
2. When a mandated reporter sees marks on a child's body which look like they were not sustained accidentally.
3. When a child tells you that someone has harmed the child.
4. When a child appears to be undernourished, is dressed inappropriately for the weather, or is young and has been left alone.

These are only a few examples of situations when a mandated reporter should report.

Who is a Mandated Reporter?

The *Illinois Abused and Neglected Child Reporting Act*, requires or mandates the members of several professions to report child abuse. These include:

1. Physicians, surgeons, registered and practical nurses, hospital administrators and other staff involved in the examination of treatment of patients,
2. Dentists, osteopaths, psychologists, Christian Science practitioners, coroners, medical examiners, chiropractors and podiatrists,
3. **All parish and school personnel, including but not limited to teachers, PSR teachers, youth leaders and youth volunteers, coaches, and administrative staff, principals and DRE's, CRE's, directors and staff assistants of day care centers and nursery schools, child care workers and aides, foster parents, agency homemakers, registered psychologists and volunteers who work with children.**
4. Truant officers, probation officers, law enforcement officers, social workers and social service administrators and,
5. All field personnel of the state departments of Children and Family Services, Public Health, Public Aid, Corrections and Mental Health and Developmental Disabilities.

Classroom Assignments

There are many variables that determine a good class make-up, e.g., a good mix of students of varying abilities, student personalities, the number of boys/girls in each class, etc. Therefore, classroom assignments for the next class year are the responsibility of St. Clare School staff. The staff has the best insight into the children's academic needs for the next year, especially in relation to all the students in the class. Because of this, requests by parents are not considered to be a part of the class assignment process. Student class assignments are not changed during the school year unless a special education need exists.

FACTS School Management System (www.factsmgt.com) is a communication tool that helps parents and students check grades and progress throughout the school year. Each family receives information to activate their account which allows them to access information about their student. Parents must indicate on this site what contact information they would like others to see. Other information is available on this site to help parents understand many of our school activities. Our district code is STCS-IL.

Conferences

St. Clare School believes in a parent being fully informed of his/her child's school progress. Conferences may be arranged with a teacher by one of the following methods:

- Call the teacher and arrange a time convenient to both the parents and teacher.
- Write a note to the teacher stating your desires and a time you would be available. If a note is sent with your child, please make sure you receive a reply within two days.
- Scheduled conferences are held at the end of the first quarter and at other times deemed necessary by the teacher or parent.

Social Worker

St. Clare School used a third party counseling service (Champion Consulting) to provide counseling designed to support children's academic, social and spiritual growth. If you wish to request your child to meet with the social worker, please contact the school office for the appropriate paperwork.

Extended Care

See ECP Handbook in FACTS.

Cafeteria Information

- To provide and encourage good nutrition, we ask that children not bring sodas or fast food for lunch.
- All students are expected to eat lunch. Please send a note if your child has your permission to skip lunch.
- Students who have not finished eating may stay in the cafeteria after their class is dismissed.
- No food is to be taken out of the cafeteria without the approval of the supervisor.
- Please be aware that our cafeteria serves food known to contain allergens (peanuts, milk, soy, tree nuts, eggs, etc.)

Hot Lunch Program

- St. Clare Catholic School's lunch program is under Federal guidelines allowing parents to file for free or reduced lunches as outlined by the Federal government. Forms are available in the school office.
- Meal and drink prices to be determined.
- Lunch money should be added to your child's account through FACTS.

Water Bottles

- Water Bottles may be brought to school, but must remain in a student's locker or backpack.
- Water Bottles may be taken to lunch. There is a new water filling station in Goelz Hall.
- Classroom teachers will allow students to get water at their discretion.

Insurance

It is the responsibility of parents to provide medical insurance for their students. The Student Proof of Insurance form must be in no later than the first full week of school. According to Diocesan policy, the school cannot accept any billing for medical care of students.

Organizations

St. Clare Athletic Association: The purpose of the organization is to promote the school's athletic activities. Members lend a helping hand in the following ways: supervision, coaches, concession workers, gate workers, budget formation, fund raising, field maintenance, and many other services. Help is always needed and appreciated.

St. Clare School Board: The School Board meets every 2nd Tuesday of the month at 7:00 p.m. The Board consists of thirteen (13) members. If you wish to serve on the School Board, you are invited to submit your name to the nominating committee in April. All are invited to attend the meetings. Anyone wishing to address the School Board should contact the School Board President at least 10 days in advance.

St. Clare Parents and Friends Club: The goal of this organization is to support St. Clare School. It offers aid in promoting programs that benefit St. Clare School youth. Members lend a helping hand in the following ways: Homeroom Coordinators, playground helpers, cafeteria helpers, library aides, chaperones, parent enrichment, fundraising, classroom aides, public relations, community service, student programs, sponsored events for students, and many other services. Come and visit. Working together means growing together. Help is always needed and appreciated.

Parish Altar Sodalties and O'Fallon Knights of Columbus: These organizations aid St. Clare School throughout the year. To find out more about these organizations, contact your pastor.

Parking

During the school day, parking is not permitted in the following areas: drive-through lane, school parking lot, and in the alley behind school. Double parking is prohibited. Compliance with these procedures will aid in the safety of your children. Parking lot gates are locked at 8:15 a.m. and may not be used for parking until 2:45 p.m.

Pet Policy

In order to ensure student and personnel safety, and to maintain good hygiene and cleanliness in the school, and to minimize allergic reactions, it shall be the policy of the Board that permission from the school must be obtained by the pet owner before bringing the pet into the school building. Teachers may grant this permission. If the teacher is unsure about granting permission in a particular case, the teacher should check with the administration before granting permission. All pets of the two- or four-legged variety must be leashed or in a pet cage. Reptiles must be in

a cage or aquarium. Pets may be brought onto school property (not in a building) without permission but shall be leashed. Pets on leashes will be limited to hard surfaces (sidewalks or blacktop areas). i.e., keep pets off grass areas, and the area where playground equipment is located. Pet owners will be responsible for cleaning up after their pets.

Pictures

School pictures are taken at the beginning of each school year and in the spring. Purchase is not obligatory.

Pregnant Student Attendance

Pregnancy shall not be a reason for expulsion from St. Clare Catholic School.

The Principal and Pastor, in consultation with the Office of Education, shall make final judgments as to whether or not a pregnant student should be enrolled or retained in school. They shall take every precaution to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy and justice, they shall consider each person's case individually, consult with the parents, recommend appropriate counseling resources and insure confidentiality.

If the boy is also enrolled at the school, consultation shall take place with his parents, recommend appropriate counseling resources and insure confidentiality.

Student Records

Parents, students, or a representative designated by parents, have the right to inspect and copy their child's permanent records. St. Clare abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent access to the academic records and to other school-related information regarding the 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.

School Closing Information (Weather or Emergency Related)

School dismissal for the entire day:

- Announcements regarding school closings will be aired by 7:15 a.m. on these days over television stations KSDK-TV (Channel 5), KMOV-TV (Channel 4), and KTVI-TV (Channel 2). School closings will also be posted on the St. Clare Catholic School social media accounts.
- Announcements regarding school closings will be stated as follows: "No school today for St. Clare Catholic School, O'Fallon, Illinois." There are other St. Clare Schools; don't be confused. (St. Clair is not our school.)
- St. Clare will be open if no announcement to the contrary is made by 7:15 a.m.
- We will broadcast school closing information directly to each home through FACTS and post to social media accounts.

Early dismissal:

- Early dismissal during the school day will only be made when emergency conditions are evident. In most cases a decision relative to early dismissal will be made by 12:00 p.m.
- If such a decision is made it will be communicated through FACTS and on social media.

Delayed school opening:

- This procedure would be utilized whenever there are morning weather conditions such as a possibility of freezing rain or extreme fog. In cases such as these, school openings will be delayed one hour. Dismissal times for the school would be at the regular scheduled times.
- If such a decision is made it will be communicated through FACTS and on social media.

Parents, guardians, and students are asked to use the above media and not to call the school or school personnel. Telephone lines must be kept open in case of other emergencies. If parents will not be at home, they should arrange for a place where their children may go in case of early dismissal.

Sex Offender Registration

All schools in the State of Illinois are required to notify parents that information about sex offenders is available to the public at the following website: www.isp.state.il.us/sor.

Smoking

St. Clare School is a smoke free environment. No smoking is permitted on school grounds at any time.

Student Transfers

When a child transfers to another school, please inform the school office. The form signed at registration time authorizes the school to forward the proper information to the new school. Tuition is on a monthly basis.

Telephone

During school hours, phone calls by children are permitted for emergencies only. The office phone is available for this use. Be aware that messages from parents to students should be for emergency reasons only. Cell phone use is not permitted during school hours. If a student has a cell phone at school it must be off and in his/her backpack, otherwise it will be confiscated, and the student may be disciplined. All 6th- 8th grade students will be required to check cell phones with homeroom teachers upon arrival.

Textbooks

Parents are urged to insist that children protect their books and not write on any books. If a book is lost or damaged, a fee will be charged to cover the cost of the book.

Tuition

The first two tuition payments in June and July are registration fees, which cover initial startup costs of books and materials. These two payments must be paid before your child is considered a registered student. Payments are due the 20th of each month. These first two payments are based on a per child book fee. If necessary, adjustments will be made. Tuition must be paid to date before a student can receive the quarterly report card.

Tuition Rates for Active Parishioners of St. Clare, St. Nicholas and Corpus Christi Parishes

The following is a tuition table for **registered, active, participating and contributing parishioners** of St. Clare of Assisi, St. Nicholas, and Corpus Christi parishes. This tuition table is based on families receiving parish subsidy for each Kindergarten-8th grade child.

1 child	\$4,134 (\$344.50 per month, June thru May, due on the 20th)
2 children	\$7,098 (\$591.50 per month, June thru May, due on the 20th)
3 children	\$9,276 (\$773 per month, June thru May, due on the 20th)
4 children	\$11,592 (\$966 per month, June thru May, due on the 20th)

To receive the discounted parishioner tuition rate, it is understood that your family promises to be committed to the parish by participation in the prayer of the community, and by supporting the community financially, and through ways that you can use your talents to help with the activities of the community. Failure to do this will jeopardize the tuition rate and parish subsidy for these families.

Please note that the school will contact the parishes to identify which families are officially registered parishioners who are actively participating in parish life. Turning in a giving envelope at each weekend Mass is one way that the parishes verify your participation. Even if you can put nothing in it, or choose to contribute only once a month, the parishes ask that you place your envelope in the basket each week as a sign of your commitment to the community. If your life circumstances limit your ability to celebrate the Eucharist and/or to give financially, please reach out to your pastor and parish family. They want to support you.

Tuition Rates for Families Not Registered with a Parish

The tuition amount below is for students for which St. Clare Catholic School receives no parish subsidy.

Kindergarten – Grade 8 (per child)
\$7,380 (\$615 per month, June thru May)

Scholarships (for Catholic and non-Catholic students)

Scholarships are available due to the Illinois Invest in Kids Act.

Visit <https://empowerillinois.org/apply> to find out if you qualify and to review the application checklist. When applying, your timestamp for beginning the process may impact your chances of receiving a scholarship.

All families who will be asking their parishes for additional tuition assistance must also apply for the Empower Illinois Scholarship. The pastors and parishes are committed to providing a Catholic education to all families who desire it, so if the Empower Illinois Scholarship is not available to meet all your needs, please contact the parish office.

- St. Nicholas Parish (Mrs. Ann Daniels) 618-632-1797
- St. Clare Parish (Father Jim Deiters) 618-632-3562
- Corpus Christi Parish (Father Paul Wienhoff) 618-632-7614

Visitors

All visitors, including parents, to St. Clare School are required to report to the office and sign in. You will be issued a badge to be worn while you are in the building. This badge is to be returned to the office when you list your departure time in the "Visitors' Register" in the office.

During the school day parents and visitors must use Door A to enter the school. All other doors are locked to prohibit entry.

Parents are welcome to visit the classrooms after signing in at the office.

Volunteers

The Volunteer Program allows parents and others to give their time and talent, in partnership with the teachers, for the benefit of the children. Parents are asked to complete the application and sign-up sheet during the summer or when they register. The volunteer coordinator works to match the needs of the school with the talents of parents. **All volunteers must complete the Diocesan application for volunteer service and have Child Protection Policy training documentation on file with the Diocese and the school office. All volunteers in a position of leadership (e.g. coaches) must also complete an Illinois State Police background check every 5 years.**

Concussion Management & Protocol

The purpose of this policy is to safeguard students by (1) educating students, school personnel, coaches and parents/guardians about concussions; and (2) requiring that a student be removed from activities when a concussion is suspected and requiring a licensed health care professional to provide clearance for the student to return to activities. This policy applies to St. Clare-sponsored classroom/learning activities, recess/physical education, ECP and athletic play. This policy applies regardless of whether the activity or program is on- or off-site, or offered by or through a consultant, vendor or partner.

Licensed Health Care Professional

For purposes of this policy, licensed health care professional means physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

Concussion Oversight Team (COT)

The Concussion Oversight Team's (COT) primary function will be to develop return-to-learn and return-to-play protocols for students believed to have experienced a concussion. The protocols are based on guidelines from the Center for Disease Control and Prevention and the Illinois High School Association (IHSA).

The COT shall consist of the Principal or Assistant Principal, Athletic Director, Physical Education teacher, and, if possible, a physician. One (1) teacher and (1) one coach shall also be appointed to the COT at the beginning of each school year by the School Board at the recommendation of the Policy & Planning Committee.

Concussion Signs and Symptoms

A concussion is a traumatic brain injury that interferes with normal brain function. A student does not have to lose consciousness to have suffered a concussion. According to the Centers for Disease Control (CDC), signs and symptoms of a concussion include the following:

SIGNS OBSERVED BY SCHOOL PROFESSIONALS

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events prior to hit, bump, or fall
- Can't recall events after hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

SYMPTOMS REPORTED BY THE STUDENT

<p><u>Physical</u></p> <ul style="list-style-type: none"> ● Headache or “pressure” in head ● Nausea or vomiting ● Balance problems or dizziness ● Fatigue or feeling tired ● Blurry or double vision ● Sensitivity to light or noise ● Numbness or tingling ● Does not “feel right” 	<p><u>Thinking/Remembering</u></p> <ul style="list-style-type: none"> ● Difficulty thinking clearly ● Difficulty concentrating ● or remembering ● Feeling more slowed down ● Feeling sluggish, hazy, foggy, or groggy
<p><u>Emotional</u></p> <ul style="list-style-type: none"> ● Irritable ● Sad ● More emotional than usual ● Nervous 	<p><u>Sleep</u></p> <ul style="list-style-type: none"> ● Drowsy ● Sleeps less than usual ● Sleeps more than usual ● Has trouble falling asleep

Removal from Physical Education, Recess or Class Activity

Any student who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the activity by the teacher or staff member monitoring the activity, and their parents/guardians will be notified. If a health care professional is not immediately available and an injured student has any of the described signs, symptoms or behaviors of a concussion, s/he shall be promptly taken to a facility for appropriate medical evaluation and care.

Removal from Play

Any player who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the game or practice and shall not return to play until cleared in writing by a licensed health care professional. If a health care professional is not immediately available at the athletic event or practice and an injured student athlete has any of the described signs, symptoms or behaviors of a concussion, s/he shall be promptly taken to a facility for appropriate medical evaluation and care.

A player must be removed from an athletics practice or competition immediately if one of the following persons believes the player might have sustained a concussion during the practice or competition:

- a coach;
- a physician;
- a game official;
- an athletic trainer;
- the student's parent or guardian or another person with legal authority to make medical decisions for the student;
- the student
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Return to Learn

The hallmark of return-to-learn (RTL) is cognitive rest immediately following concussion. Cognitive rest means avoiding potential cognitive stressors such as school work, video games, reading, texting and watching television. The rationale for cognitive rest is that the brain is experiencing an energy crisis, and providing both physical and cognitive rest allows the brain to heal more quickly. Students may not require all phases based on their individual symptoms and experience. Evaluating each student individually will be the expectation of the parents, teachers, coaches and C.O.T members.

A typical step-by-step plan could be:

Phase 1: No School/Complete Cognitive and Physical Rest

Symptom Severity: In this phase, the student may experience high levels of symptoms that prohibit the student benefiting from school attendance and may cause symptoms to increase in intensity. During this stage, physical symptoms tend to be the most prominent and may interfere with even basic daily tasks. Many students are unable to tolerate being in the school environment due to severe headache, dizziness or sensitivity to light or noise.

Treatment: Emphasis on cognitive and physical rest to allow the brain and body to rest as much as possible.

- If symptoms are severe the student should be on total cognitive rest and use a darkened, quiet room for rest. Consult a physician should this persist more than 2 days. As symptoms improve may try light cognitive activity (being up and about, watching some TV, light reading) as long as symptoms do not worsen. This can be done for blocks of 30 minutes up to 2 hours with 10-minute breaks in between.

Interventions:

- Avoid activities that exacerbate symptoms. Activities that commonly trigger symptoms include reading, video games, computer use, texting, television, loud music and riding a bike.
- No physical activity! This includes anything that increases the heart rate as this may worsen or trigger additional symptoms.
- No academic work. No computer work.

Students should not return until they are able to sustain 30 minutes of “light cognitive activity” without exacerbation of symptoms.

Phase 2: Part-Time School Attendance with Accommodations

Symptom Severity: In this phase, the student’s symptoms have decreased to manageable levels. Symptoms may be exacerbated by certain cognitive activities that are complex or of long duration. Often students can do cognitive activities but only for very short periods of time (5-15 minutes) and need frequent breaks to rest.

Parent/Guardians:

- Please communicate with the Concussion Oversight Team and teachers prior to sending your student back to school.
- The initial goal is simply to make sure the student can tolerate the school environment without worsening symptoms. This means the first few days often include just sitting in class and listening. Once the student can tolerate this, he/she can try short intervals (5-15 minutes) of cognitive work per class. Again, determining how much is too much is a trial and error process.
- Avoid environments and tasks that trigger or worsen symptoms.

Accommodations as needed:

- Part-time school attendance, with focus on the core/essential subjects and/ or those which do not trigger symptoms; prioritize what classes should be attended and how often.
- Half-days, alternating morning and afternoon classes every other day; or (2) attending every other class with rest in the school office, library or quiet location in between.
- Allow student to lay head down on desk.
- Listen to lectures only. No note-taking or reading. Share notes and outlines from teacher or peer.
- No quizzes, tests, projects or papers.

- Eliminate any nonessential work.
- Minimal or no homework.
- Pass early to avoid noise in the hallway, eat lunch in a quiet place with a friend, avoid athletic and gymnasium events.
- Avoid cafeteria, band or choir.
- Avoid florescent lights and/or move to an area of classroom with low-lighting. Eye protection (i.e., sunglasses) may also be provided.
- May need to limit exposure to power point/movies due to possible light sensitivity.
- No Physical activity.

Phase 3: Full-Day Attendance with Accommodations

Symptom Severity: In this phase, the student's symptoms are decreased in both number and severity. They may have intervals during the day when they are symptom-free. Symptoms may still be exacerbated by certain activities.

Treatment: As the student improves, gradually increase demands on the brain by increasing the amount, length of time, and difficulty of academic requirements, as long as this does not worsen symptoms.

Intervention: Continue to prioritize assignments, tests and projects and in class learning with the help of teacher. Gradually increase amount of homework. Reported symptoms should be addressed by specific accommodations as above. Accommodations can be reduced or eliminated as symptoms resolve.

Additional Accommodations as needed:

- Limit to only one test or quiz each day (or postpone as needed). May need to be taken in a quiet place. May need to take test orally if an option.
- Class information and corresponding assignments should be divided into manageable blocks to minimize cognitive load.
- May record short response answers for homework, quiz or test in an electronic document.
- Increase font size on computer if necessary/minimize computer screen brightness.

Phase 4: Full-Day Attendance with Minimal Accommodations

Symptom Severity: In this phase, the student may report no symptoms or may experience mild symptoms that are intermittent.

Interventions: Accommodations are removed when student can participate fully in academic work at school and at home without triggering symptoms. Construct a reasonable step-wise plan to complete missed academic work; an extended period of time is recommended in order to minimize stress with the help of guidance counselor as needed.

Phase 5: Full School and Ready to Physical Education / Participation in Recess

Symptom Severity: No symptoms are present. The student is consistently tolerating full school days and their typical academic load without triggering any concussion related symptoms.

Treatment: No accommodations are needed

Before returning to physical education (P.E.), the student must receive written clearance and complete a step-wise return-to-progression as indicated by the licensed healthcare professional.

Return to Play

A student removed from an athletics practice or competition may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

- the student has been evaluated by a treating physician (chosen by the student or the student's parent or guardian) or an athletic trainer working under the supervision of a physician;
- the student has successfully completed each requirement of the Return to Learn and Return to Play protocols established for the student to return to play;

- the treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and
- the student and the student's parent or guardian have acknowledged that the student has completed the requirements of the Return to Learn and Return to Play protocols necessary for the student to return to play; have provided the treating physician's or athletic trainer's written statement and have signed a consent form indicating that the person signing has been informed and consents to the student participating in returning to play in accordance with the Return to Learn and Return to Play protocols and understands the risks associated with the student returning to play and returning to learn and will comply with any ongoing requirements in the Return to Learn and Return to Play protocols. A sample acknowledgement is found in the [link](https://www.sijhsaa.com/images/stories/pdf/Post_Concussion_Consent_Form_IHSA_SIJHSAA.pdf) below: https://www.sijhsaa.com/images/stories/pdf/Post_Concussion_Consent_Form_IHSA_SIJHSAA.pdf

A coach may not authorize a student's return to play or return to learn.

Coaches Training

All coaches must complete the IHSA concussion training prior to each season.

Additional Resources

<https://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx>

https://www.sijhsaa.com/images/stories/pdf/Concussion_Acknowledgement_and_Consent_Form.pdf

https://www.sijhsaa.com/images/stories/pdf/SIJHSAA_Concussion_Protocol.pdf

<https://www.cdc.gov/headsup/index.html>

2023 - 2024
ST. CLARE CATHOLIC SCHOOL STAFF

<u>Name</u>	<u>Position</u>	<u>Extension</u>
Mrs. Monica Ybarra	Principal	121
Mrs. Christina Howard	Assistant Principal	135
Mrs. Elaine Guithues	Administrative Assistant	130
Mrs. Sarah Ayran	Director of Campus Ministry	143
Mrs. Dawn Kurtz	Secretary (M and F)	100
Mrs. Katie Hopkins	Secretary (Tu,W, Th)	100
Mrs. Christy Dillaplain	Grade 8 Homeroom/ Jr. High Math	111
Mrs. Natalie Schultz	Grade 8 Homeroom/8th ELA/Challenge	110
Mrs. Kim Joggerst	Honors 7th & 8th Grade Math	110
Mrs. Mary Woesthaus	Grade 7 Homeroom/ Jr. High Literature	109
Mrs. Susie Lucas	Grade 7 Homeroom/ Jr. High Science	108
Mr. Tom Fischer	Grade 6 Homeroom/ Jr. High S.S.	113
Mrs. Amy Kribs	Grade 6 Homeroom/ Jr. High English	112
Mrs. Beth Brandmeyer	Grade 5	114
Mrs. Jennifer Fischer	Grade 5	115
Mrs. Ariel Herrmann	Grade 4	117
Miss Brittany Warnecke	Grade 4	105
Mrs. Cathy Starzyk	Grade 3	104
Mrs. Dianna Zagorski	Grade 3	102
Mrs. Angie Kohlbrecher	Grade 2	106
Mrs. Keri Voelker	Grade 2	103
Mrs. Amber Ben-Ayed	Grade 1	107
Miss Allie Whited	Grade 1	101
Mrs. Ashley Johnson	Kindergarten	118
Mrs. Kim Distler	Kindergarten	119
Miss Emily Fredericksen	Kindergarten	134
Mrs. Cheryl Ames	Technology/STEM	124
Mrs. Katie Davis	Physical Education	127
Mrs. Patti Curtright	General Music	133
Mrs. Stephanie Egan	Art	141
Mrs. Laura Hattan	Educational Specialist	140
Mrs. Colette Barron	Educational Specialist	140
Mrs. Patti Curtright	Band	120
Mrs. Kathy Huston	Teachers' Aide/Recess/ECP	
Mrs. Lisa Walters	Teachers' Aide/Recess/ECP	
Mrs. Shellie Brown	Librarian	123
Mr. Mark Hamilton	Custodian	129
Mrs. Sherry Katzman	Speech	122
Mr. Taylor Merritt	Social Worker	122

2023-2024

ST. CLARE CATHOLIC SCHOOL BOARD

Mr. Tim Claxton, President
Mr. Bill Cloin
Mr. Jeff Guenther
Mr. David Hill
Mrs. Nicole Holland-Hong
Mr. Nathan Klitzing
Mr. John McCoy
Mrs. Colleen Schoenfeld, Vice-President
Mrs. Emily Sill
Mrs. Jen Tebbe
Mr. Matt Warchol, Secretary
Mrs. Amy West
Mr. Josh Wiegmann
Mrs. Monica Ybarra, Principal (Ex-Officio)
Rev. James Deiters (Ex-Officio)
Rev. Nicholas Junker (Ex-Officio)

2023-2024

PARENTS AND FRIENDS CLUB BOARD

Mrs. Melissa Fanning-Garvey, President
Mrs. Ashley Barud, Vice President
Mrs. Allison Schaal, Secretary
Mrs. Teresa Fanning, Treasurer

PLEDGES

To achieve our Purpose and Objectives, the school community will recite Pledges daily to remind us of our goals.

STUDENT

Because we are the heart and hands of Jesus here on earth:
We celebrate Mass every weekend with our parishes.
We pray daily and are joyful at school liturgies.
We develop and use our God-given talents.
We speak as Jesus would speak.
We help others.
We respect others and ourselves.
We forgive and ask for forgiveness.
We care for God's creation.
And in these ways together we build the peaceable kingdom.

PARENT

Because I am the heart and hands of Jesus here on earth,
And a witness of Faith for my children:
I will pray with my family daily and attend Mass weekly.
I will teach my children about Jesus and our Faith.
I will encourage my children to become their best selves.
I will discipline my children with both gentleness and justice.
I will respond to conflict and treat others with respect as Jesus would.
And in these ways,
I will give Glory to God.

TEACHER

Because I am the heart and hands of Jesus here on earth,
And my students look to me as a witness of Faith:
I will focus my classroom community on Faith, prayer and liturgical celebrations.
I will model both gentleness and justice.
I will challenge all my students to be the best they can be.
I will listen to others with an open and understanding heart.
I will respond to conflict and treat others with respect as Jesus would.
And in these ways,
I will give Glory to God.