Monsignor Clarke School
2019-2020
Parent/Student Handbook

Dr. Arthur Lisi, Principal

5074 Tower Hill Road
Wakefield, Rhode Island 02879
(401) 789-0860

*Be it known to all who enter Monsignor Clarke School that
CHRIST
is the reason for this school.*

*He is the unseen, but ever present teacher in its classes.*

*He is the model of its faculty and the inspiration of its students.*
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MISSION STATEMENT
MONSIGNOR CLARKE CATHOLIC REGIONAL SCHOOL

In partnership with parents and guardians, Monsignor Matthew F. Clarke Catholic Regional School’s mission is to develop motivated students who are responsible leaders with high moral expectations, challenged academically, rooted in Catholic faith, abundant in kindness, model respect and committed to service.

SCHOOL HISTORY

Monsignor Matthew F. Clarke Catholic Regional School was established in April, 1966, to serve the parishes of St. Francis of Assisi in Wakefield, St. Thomas More in Narragansett and St. Mary Star of the Sea in Narragansett. The School Sisters of Notre Dame, later followed by the Sisters of the Cross and Passion, staffed the school which housed students in kindergarten through grade 8. The school was named after Msgr. Matthew F. Clarke who was born on September 28, 1883 in Ireland. He immigrated to the United States and graduated from LaSalle Academy in 1904. He served at various parishes throughout the state and was named Vicar General of the Diocese of Providence in June, 1957.

Today the school has programs for children 18 months to grade 8 and continues to thrive as the only Catholic elementary middle school in South County.

PRINCIPAL’S MESSAGE TO OUR STUDENTS AND PARENTS

Dear Students and Parents,

Welcome to the 2019-2020 school year!

We are thrilled to have you be a part of one of the most innovative and energetic Catholic schools in the state. For over 50 years, Monsignor Clarke School has challenged our students with a rigorous academic program, supported their emotional and social development, provided athletic, cultural and social opportunities, and enriched the lives of students by providing an environment rooted in Gospel values and in the teachings of our Lord Jesus. The total educational process of Monsignor Clarke School aims to do this by:

- assisting students in the development of their spiritual, moral, intellectual, physical, social and aesthetic potential;
- developing in children an awareness of their role in a Catholic faith community;
- preparing students for high school and a life beyond Monsignor Clarke;
- aiding students in developing a sense of responsibility;
- developing in students creative and critical thinking;
- helping children acquire life-long habits of Christian living;
- fostering in children habits of effective service to parish, school, community, nation and the world.

Our vision is rooted in our core values of Faith, Leadership, Kindness, Respect and Service. These reflect not only important Christian elements, but also are the critical skills and ways of being that we want every Monsignor Clarke student to live by in order to have a strong, enriched and fulfilling life.

I trust that this 2019-2020 Parent/Student Handbook will provide the information needed to make this year an engaging and enriching one for you and your families. If ever you have a need or a question, please do not hesitate to reach out to me or to our administrative team. We would be delighted to assist you in every way we can. I wish you all the best for a successful year.

God bless,

Dr. Lisi
Principal
PARENT - SCHOOL PARTNERSHIP

The parent-school relationship is of great importance to the religious and academic success of the student, and it is very important as we work collaboratively to ensure the success of all students. The school pledges to offer an excellent education rich in Catholic formation, perspective, values and tradition. We ask that you, as parents, pledge to offer encouragement, positive reinforcement and parental involvement to your child as well. As a member of the Monsignor Clarke School community we ask that you reaffirm the following:

- To accept your role as parents as the critical factor in the overall development of your child.
- To understand and support the religious nature of the school.
- To support Monsignor Clarke School through prayer, positive relationships and the giving of your time, talent and treasure.
- To be available to attend school orientation programs, Parent-Teacher Conferences and PTO meetings.
- To furnish the school with medical, dental, and other pertinent information necessary to best serve the needs of your child.
- To foster responsibility in your child by supporting the school policy of not allowing phone calls home for forgotten homework, books, lunches, etc.
- To accept the discipline code of the school by viewing it as a growth instrument in your child’s best long term interest and to work together with the school to assist your child in accepting responsibility for his/her actions.
- To monitor the media influences in your child’s life including but not limited to printed materials, television, video games, movies, internet and music.
- To discuss concerns and problems with appropriate personnel.
- To promote the school and speak well of it to others.
- To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible.
- To appreciate that Catholic education is a privilege that many persons do not have.
- To cooperate with school staff for the spiritual, moral, academic and physical welfare of students.
- If, in the opinion of the school administration, parental behavior seriously interferes with the spiritual, moral or academic good of the school community, or endangers the physical well-being of the student, or causes grave scandal, the school may require parents to withdraw their children and sever the relationship with the school.

ATTENDING SCHOOL

Attendance at school is the key to student success, and every day matters. The school year is 180 days for all students in the state of Rhode Island. Monsignor Clarke School follows state law regarding attendance and truancy. Please contact the Principal if there are situations or concerns regarding a child attending school.

ABSENCE: If a child is absent from school, parents are required to call the school before 9:00 am on the first day of the absence. Parents must give the student’s name, teacher’s name, and reason for the absence. If a parent forgets to call, the school will call the home to confirm the reason for the student’s absence. Requests to pick up missed assignments must be received by 10:00 am. Extended absences due to illness (5 consecutive days) require a statement from the doctor who treated the child. Absent excuses and doctor’s statements will be kept on file according to state law. Unless an absence is excused and documented, the student needs to be in school for the full school day to participate in after school activities.

Students, who are ill, should not return to school until their fever or symptoms have been gone for 24 hours.
EARLY DISMISSAL: Taking children out of school early is discouraged. However, when this is unavoidable, such requests should be made in writing and must state the reason for early release. Under no circumstances will a child be released unless a parent or guardian, or properly documented adult signs him/her out.

ILLNESS/ACCIDENTS AT SCHOOL: If a child becomes ill or has an accident in school, the school will contact the parent immediately. In case of a serious situation, and a parent cannot be reached, the directions on the emergency form will be followed. It is the parents’/guardians’ responsibility to insure that current home and emergency phone numbers are on file in the office. (See more under Health Concerns.)

MEDICAL APPOINTMENTS: Parents should try to make routine appointments for doctors and dentists after school hours or Saturdays. If a student must be dismissed, please refer to Special Instructions Regarding Dismissal, below.

PARENT DROP OFF/PICK UP PROCEDURE: Parents are welcomed partners in our school but cannot walk students to their classrooms. Safety and security of the entire school is our primary concern. Unless an appointment is scheduled, no parent will be allowed to enter the building at arrival or dismissal as it impedes the process and jeopardizes security.

PUNCTUALITY IS A HABIT: Children learn it from their parents. School begins at 8:30 am. A student is considered to be tardy when he/she arrives at school after 8:30 am. Bus students will not be considered tardy if their bus is late. Habitual tardiness will be addressed with parents, as it is a serious disruption of the learning environment for all students, not just for those who are tardy.

SCHOOL DAY: The school day begins with morning prayer at 8:30 am. All students may enter the building by 8:10 am, no earlier because teachers are not on duty before then. Students should be in school by 8:30 am. Morning extended day is available from 7:15 am-8:20 am.

SPECIAL INSTRUCTIONS REGARDING DISMISSAL: When it is necessary for a child to change his/her normal dismissal routine, a note from the parent should be presented to the teacher, or phone call be made to the office. These changes include staying after school for a special event or being picked up by a parent when the student usually attends the extended day program or rides the bus, etc. Please be sure that children know what will happen at the end of the day before they come to school.

INSTRUCTION

ACADEMIC PROGRAM: The course of study of Monsignor Clarke School follows the guidelines of the Catholic Church, the Diocese of Providence, and the State of Rhode Island. Our educational goal is based on the Christian principle “to teach as Jesus did” – with love, concern, dedication, and understanding. It provides for a full range of academic, physical, spiritual and creative opportunities. The integrated curriculum is designed to challenge and broaden the knowledge of each child, to help develop their individual gifts and talents, and to help them recognize their own personal self-worth.

The religious education curriculum which includes the Circle of Grace and Family Life programs conforms to the guidelines of the Diocese of Providence. All students are to participate fully in the religious education programs both in the classroom and in all liturgical services in the school and church. Non-Catholic students are excused only from the reception of Holy Communion and the Sacrament of Reconciliation.
HOMEWORK: An essential part of the instructional program, homework serves to reinforce learning, clarify and review skills and material learned in class, and provide an opportunity for their individual growth through creative experience, in-depth study and supplementary reading. Homework will not be given as a means of discipline. Some key points to keep in mind:

- Students need a quiet atmosphere for studying and support with good time management to be successful.
- Parents may supervise the doing of homework, but need to remember it is to be the child’s work.
- A reasonable amount of homework will be given. Please be aware that different students will take different amounts of time to complete their assignments. If parents feel the homework is becoming a stressful burden on the student, please contact the teacher(s) and share your concerns.
- It is the responsibility of the teacher, student and parent to communicate with each other as to homework, tests, project due dates, etc. It is hoped that the student will become self-motivated, develop a sense of responsibility and use self-discipline to complete his/her assignments on time and to the best of his/her ability.

HONOR ROLL: The Middle School HONOR ROLL is posted every trimester. Students in Grades 6-8 qualify for honors if they meet the following criteria:

- High Honors with Distinction: A GPA of 4.6 or above in every academic subject and demonstrate Christian values.
- High Honors: GPA of 4.0 – 4.5 in every academic subject and demonstrate Christian values.
- Honors: GPA of 3.5 – 3.9 in every academic subject and demonstrate Christian values

PARENT-TEACHER CONFERENCES: If your child’s efforts and achievements are below expectations, we encourage a conference with the teacher. Appointments may be arranged by calling the school office or writing a note or sending an email to the teacher. **At no time is a parent to go to the classroom, unless personally invited by the teacher to do so.**

In addressing parental concerns, the administration is always willing to speak with parents. We ask that you:

- Try to settle concerns with the appropriate school personnel before consulting the Principal.
- Call or email for an appointment so the Principal will be able to devote the proper amount of time to your concern.
- Every effort will be made to return your call/email the same day, but always within 24 hours.

PROGRESS REPORTS / REPORT CARDS: Report cards are distributed three times during the school year in Grades K-8. Interim progress reports are distributed halfway through each marking period to assist parents and teachers in their evaluation and monitoring of student progress. Report card and progress report envelopes must be signed by a parent or guardian and returned within 3 school days.

PROMOTION: Students are expected to reach proficient levels in all subject areas in order to be promoted. Promotion decisions will be reached in concert with parent/guardians and teachers, but will be the final decision of the Principal.

TESTING: Gauging student achievement is an important component of any academic and instructional program. Individual student growth, group progress, and school programs are monitored by means of the Diocesan testing programs (ACRE and STAR testing) and teacher prepared assessments and tests.
BEHAVIOR CODE

At Monsignor Clarke School, our goal is to provide an environment where students are respectful and responsible people. Students are expected to act with honor, respect, and kindness at all times and follow our core values (Leadership, Faith, Service, Respect, Kindness.) School rules are also in place at every extra-curricular activity/event, field trip, sporting event, or off-site activity connected to Monsignor Clarke. It is our desire that the school community (staff members, parents and students) will act in a Christ-like manner which is characterized by fairness and compassion when dealing with others. Our special aim is to help each student develop self-discipline.

There may be times that a student may face a consequence for behavior not in accordance with the school's mission or our core values. The primary focus of any disciplinary action is to guide the student toward more appropriate behavior rather than merely to punish the misbehavior.

A. Attempts to resolve student behavior problems will be handled with utmost care. Steps will be followed to insure that students are given every opportunity to be heard and are treated fairly. Warnings, discussions and plans for improvement – which will include reflections and restorative justice - will be formulated with the student. However, repeated disregard for appropriate behavior or a very serious single violation of school policy will be met immediately with appropriate consequences.

B. Disciplinary actions include, but are not limited to, the following:
   1. Explanation, discussion and reflection of misbehavior with teacher and/or Principal.
   2. Loss of school privileges.
   3. Cleaning or repairing of things soiled or damaged.
   4. Written note/email sent home to be signed by parents.
   5. Phone call home by student, teacher or Principal.
   6. Conference with parents, student, teacher, and/or Principal.
   7. Community Service
   8. Loss of transportation privileges
   9. Detention – Student stays after school for 1 hour.
   10. Suspension – Student is temporarily excluded from classroom or school for a specified length of time. A parent/student/Principal conference is required before re-admission.
   11. Dismissal – Student is removed from school and will not be readmitted. Consultation between Principal and superintendent before this action is taken.

C. The following are some examples of behaviors which may be cause for immediate disciplinary action:
   1. Disrespectful language or actions toward others, (e.g. bullying, racial or insensitive comments).
   2. Dangerous actions toward others (kicking, hitting, fighting, etc.)
   3. Possession or use of weapons.
   4. Inappropriate use of social media via social networking sites, inappropriate texting or any kind of cyber bullying.
   5. Possession or use of tobacco, vape pens, alcohol and all other types of drugs.
   6. Failure to follow classroom and/or school rules.
   7. Vandalism of any kind to any school property.
   8. Any behavior which is disrespectful of or detrimental to the name of Monsignor Clarke School.
   9. Participation in inappropriate actions or activities which occur before, during or after school hours.

D. Harassment, Bullying and Cyberbullying: Harassment or bullying can take many forms, including physical actions, exclusionary actions, verbal taunts or threats, written or electronic communications, or internet postings or communications, made either directly to the individual, or made to others about the
individual. These actions are prohibited because they have the effect of physically or emotionally harming another individual, interfering with a student’s education, threatening the overall educational environment, and/or disrupting the operation of school.

1. “Bullying and cyber bullying” means unwelcome written, electronic, verbal or physical acts or gestures that creates a feeling of intimidation, or poses a threat that may cause a reasonable person to suffer physical or emotional harm, may cause damage to another person’s property and/or may cause a disruptive or hostile school environment. Bullying behavior interferes with a student’s academic performance or ability to learn, and/or participation in or benefit from services, activities, or privileges that are being offered through the school. The school’s bullying policy covers the entire school day and extends to any educational program or activity that takes place on school property, in school vehicles, on school buses, at school sponsored events/activities, and through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network.

2. As used in this section, “electronic communication” means any communication through an electronic device including a telephone, cellular telephone, computer, application, or any other electronic communication device. Students should be aware that internet communications, including communications on social networking websites and blogs, may still violate this policy even when they are made using a student’s private computer or phone outside of school hours.

3. In compliance with the Rhode Island SAFE SCHOOL ACT - STATEWIDE BULLYING POLICY, the school will promptly and reasonably investigate allegations of harassment, including bullying. The Principal or his designee will be responsible for handling all written complaints by students, staff, or parents alleging harassment and bullying.

Please see APPENDIX A for detailed information on POLICIES AND PROCEDURES FOR REPORTING and RESPONDING TO BULLYING AND RETALIATION.

Please note: The Principal is the final recourse in all disciplinary situations and may waive or impose any disciplinary rule for just cause at his/her discretion.

Consequences for Inappropriate Behavior

The essence of Catholic moral discipline is self-discipline. Our hope is that our students will be motivated by the greater good, and with the guidance and direction of their parents, teachers and other significant adults in their lives, their ability and willingness to make choices that are in line with the teachings of Christ will grow and flourish.

Every member of the Monsignor Clarke School community is responsible for addressing student behaviors that compromise any student’s right to learn or threaten the safety of the school community. Inappropriate behaviors will have consequences. It is our fervent hope that the goal of all disciplinary action will be reconciliation and restitution. We expect productive partnership with our parents/guardians as we apply and live out this policy in our Catholic school community.

Possible options for reconciliation and/or restitution are:
• Apology (verbal or written) that includes the identification of inappropriate behavior, the identification of policy violated and an understanding of why this is unacceptable
• Written reflection of the behavior used in conjunction with above
• Clean graffiti
• Return property
• Repair/replacement of damaged or stolen property
• Assisting teacher/student/custodian before or after school
• Make-up of academic assignment
• Change of seating/out of group work for a defined period of time
• Behavior contract

**Level 1**
Student behaviors that do not meet the Monsignor Clarke community’s expectation of respect and responsible school citizenship. **The teacher is expected to deal with Level 1 behaviors**, but retains the right to call upon an administrator to assist in the delivery of consequences or to model strategies for managing Level 1 issues in the classroom.

- disrespectful language or gestures
- talking back
- refusal to follow directions
- purposeful dress code violation
- habitually coming unprepared to class
- calling out, yelling
- teasing, name-calling
- inappropriate use of personal electronics (See “Electronic Devices”)
- pushing, shoving, physical contact
- leaving a class without teacher approval
- verbal arguments
- throwing items
- theft
- minor graffiti

**CONSEQUENCES to be determined in concert with administrators:**

- home contact
- detention – before school, after school, during lunch
- reconciliation/restitution
- parental meeting at school
- loss of non-academic privileges
- school-based community service

**Level 2**
Student behaviors that do not meet Monsignor Clarke School’s Core Values, or community’s expectation of respect and responsible school citizenship and are serious enough to require interaction with school administration.

- chronic Level 1 behavior
- leaving a class without teacher approval
- fighting
- minor physical assault (not resulting in injury)
- throwing items resulting in injury
- extortion
- immediate threat of harm to self
- bullying
- harassment
• major property theft
• inciting physical violence
• major graffiti/destruction of property
• possession of an instrument to harm or to set a fire
• leaving school building/grounds without permission
• sexting
• lewd behavior
• obscenities

CONSEQUENCES applied as appropriate to the severity of the offense:
In addition to all those consequences and restitutions offered in Level 1:
• in-school suspension with behavior supports
• mediation
• in-school intervention (i.e., timeout, behavior contracting/monitoring by teacher/administrator)
• Loss of school privilege(s)
• mandatory social skills training (i.e., anger management, problem solving, aggression replacement therapy)
• out of school suspension (any out-of-school suspension requires an in-school plan for prevention/intervention to avert further problems)

Level 3
Student behaviors expectation of respect and responsible school citizenship and are serious enough to require interaction with school administration and resulting in a referral to the South Kingstown Police and the Office of the Superintendent.
• chronic Level 2 behavior
• possession of controlled substance
• setting off an alarm
• serious physical assault
• possession of a weapon
• sexual assault
• vaping or any tobacco or tobacco-like substance

CONSEQUENCES
All of the consequences from above, including:
• Student/family advisement/counseling
• Exclusion from activities, class, school
• Dismissal from school

UNIFORM / DRESS CODE

At Monsignor Clarke School, we take pride in the appearance of our students. A uniform helps develop responsibility and self-discipline that is the hallmark of an MCS student. While some options are provided, all students at expected to dress in compliance with the school uniform guidelines.

General Dress Code Policies:
1. School uniforms must be worn every day, except on designated days granted by the Principal.
2. Appropriate attire for a Christian environment is expected.
3. Shirts/blouses must be tucked in at all times.
4. Pants/Shorts must be belted with a solid black or brown belt (Kindergarten is not required to wear a belt).

5. **Uniform shoes** i.e. mary-janes, saddle shoes, oxford, chukka boots, Merril slip on type, Sperry Top siders are to be solid black, brown, tan, or navy with a non-slip flat bottom sole, with a closed back and toe. Sneaker-style shoes i.e. Vans are not permitted.

6. **Sneakers** for PE must be primarily solid in color – navy, white, black, gray, or brown. No vibrant colors, patterns, glitter or reflective and the like. Sneakers must be worn with gym uniform and also may be worn with uniform shorts. No high-top sneakers or sneakers with wheels, lights, etc.

7. **Hair:** No outlandish hair colors, partial dyes or styles. No hats. In addition:
   a. **Boys:** hair must be collar length or shorter and well-kept. Boys must be clean shaven. Any athletic headwear must be worn in physical education class and only with permission of the PE teacher.
   b. **Girls:** should have well-kept hair with non-flashy accessories. All approved hair accessories should match the uniforms.

8. **Jewelry:** Girls may wear ONE pair of stud or small dangle earrings, no multiple piercings. Boys are not permitted to wear any earrings. One bracelet may be worn. Religious necklaces are permitted.

9. **Nail polish:** Girls may wear clear or light pastel polish. Students will be asked to remove nail polish, if they do not adhere to the student handbook.

10. **Skirt/ Skort/ Jumper length** must be at least fingertip length.

11. PE uniforms are worn all day on the day of physical education (PE), and sneakers (see above) can be worn all day.
   a. Middle school students are required to bring their **regular school uniform** with them to change into on Mass days should mass occur after PE.

12. **Warm weather uniforms** (regular and physical education) are optional and may be worn from the first day of school until October 14 (Columbus Day), and from May 15th through the last day of school.

13. Only MCS uniform sweaters or sweatshirts are permitted in school. Students may not wear other sweatshirts (e.g., high school spirit wear).

14. Three uniform violations will equal a conduct referral.

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**The following is the dress code information by grade level.**

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<th>Uniform</th>
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|                    | • Blue short-sleeved or long-sleeved jumper with MCS logo (Navy leggings under jumper are optional)  
                    • Optional cardigan or sweatshirt with MCS logos  
                    • Blue sweatpants and a polo shirt with MCS logos  
                    • Uniform shoes (See General Dress Code Policies) |
|                    | **PE Uniform:**  
                    • Blue Sweatpants and blue t-shirt with MCS logos  
                    • Blue sweatshirt with MCS logo is optional  
                    • Sneakers (See General Dress Code Policies) must be worn on PE day |
|                    | • Blue short-sleeved jumper with MCS logo  
                    • Blue shorts and a polo shirt with MCS logos  
                    • Uniform shoes (See General Dress Code Policies) |
|                    | **PE Uniform:**  
                    • Blue shorts and blue t-shirt with MCS logos  
                    • Blue sweatshirt with MCS logo is optional  
                    • Sneakers (See General Dress Code Policies) must be worn on PE day |
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<th>Grades</th>
<th>Uniform</th>
<th>Warm-Weather Option</th>
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| K-5 Boys | Navy blue dress pants (Pleat or flat front)  
Solid black or brown belt (belt is optional for Kindergarten)  
White long-sleeved or short-sleeved polo shirt with MCS logo  
Optional navy blue pull over sweater, fleece pullover, or vest with MCS logo  
Uniform shoes (see General Dress Code Policies)  
Solid navy, gray, or white socks | (may be worn until Oct 14 and after May 15)  
Navy blue dress shorts (Pleat or flat front)  
Solid black or brown belt (Belt is optional for Kindergarten)  
short-sleeved white polo shirt with MCS logo  
Optional navy blue pull over sweater, fleece pullover, or vest with MCS logo  
Uniform shoes or sneakers (see General Dress Code Policies) may be worn with uniform shorts  
Solid navy, gray, or white socks |
| **PE Uniform:** | Blue sweatpants and blue t-shirt with MCS logos  
Blue sweatshirt with MCS logo is optional  
Sneakers (See General Dress Code Policies) must be worn on PE day | **PE Uniform:**  
Blue shorts and blue t-shirt with MCS logos  
Blue sweatshirt with MCS logo is optional  
Sneakers (See General Dress Code Policies) must be worn on PE day |
| **Warm-Weather Option** | (may be worn until Oct 14 and after May 15)  
MCS Plaid Jumper with white round collar blouse (Worn under jumper only)  
Navy Blue dress pants (Pleat or flat front) with white short-sleeved or long-sleeve polo shirt  
Navy blue (opaque) tights or knee socks  
Solid navy, gray, or white socks (with pants)  
Optional navy blue cardigan sweater, fleece pullover, or vest, all with MCS logo  
Solid black or brown belt must be worn with pants (Belt is optional for Kindergarten)  
Uniform shoes (see General Dress Code Policies) | **PE Uniform:**  
Blue shorts and blue t-shirt with MCS logos  
Blue sweatshirt with MCS logo is optional  
Sneakers (See General Dress Code Policies) must be worn on PE day |
| **Girls** | **Boys** | **PE Uniform:**  
Blue sweatpants and blue t-shirt with MCS logos  
Blue sweatshirt with MCS logo is optional  
Sneakers (See General Dress Code Policies) must be worn on PE day |
| Grades | Uniform | PE Uniform: |
| K-5 Girls | **Boys** | Blue sweatpants and blue t-shirt with MCS logos  
Blue sweatshirt with MCS logo is optional  
Sneakers (See General Dress Code Policies) must be worn on PE day |
| | Khaki dress pants (Pleat or flat front)  
Long or short-sleeved light blue oxford button down shirt  
Solid black or brown belt  
Optional navy blue sweater, fleece pullover, or vest with MCS logo  
MCS tie or bowtie  
Solid navy, gray, or white socks  
Uniform Shoes (See General Dress Code Policies) | Blue shorts and blue t-shirt with MCS logos  
Blue sweatshirt with MCS logo is optional  
Sneakers (See General Dress Code Policies) must be worn on PE day |
| Grades 6-8 Boys | **Girls** | **Boys** | Khaki shorts (Pleat or flat front) with Navy blue polo shirt with MCS logo  
Solid black or brown belt  
Solid black, navy, gray, or white socks  
Uniform shoes or sneakers may be worn with uniform shorts (See General Dress Code Policies)  
Warm-Weather Option  
(may be worn until Oct 14 and after May 15)  
Khaki shorts (Pleat or flat front) with Navy blue polo shirt with MCS logo  
Solid black or brown belt  
Solid black, navy, gray, or white socks  
Uniform shoes or sneakers may be worn with uniform shorts (See General Dress Code Policies) |
| | **PE Uniform:** | Blue shorts and blue t-shirt with MCS logos | Blue shorts and blue t-shirt with MCS logos  
Blue sweatshirt with MCS logo is optional  
Sneakers (See General Dress Code Policies) must be worn on PE day |
| **PE Uniform:** | **PE Uniform:** | **PE Uniform:** | Blue shorts and blue t-shirt with MCS logos  
Blue sweatshirt with MCS logo is optional  
Sneakers (See General Dress Code Policies) must be worn on PE day |
| Grades 6-8 Boys cont’d | PE Uniform:  
- Blue sweatpants and short sleeved t-shirt with MCS logos  
- Blue sweatshirt with MCS logo is optional  
- Sneakers (See General Dress Code Policies) must be worn on PE day | Warm-Weather Option  
(may be worn until Oct 14 and after May 15)  
- MCS plaid skort with long or short sleeved navy blue oxford shirt or  
- Khaki Shorts (Pleat or flat front) with Navy blue knit polo shirt with MCS monogram  
- Solid black or brown belt  
- Navy blue (opaque) tights or knee socks (with skirt)  
- Solid navy, gray, or white socks (with pants)  
- Uniform shoes or sneakers (See General Dress Code Policies) may be worn with uniform shorts |
|------------------------|-------------------------------------------------|-------------------------------------------------|
| Grades 6-8 Girls       | Uniform:  
- MCS plaid skort with long or short sleeved light blue oxford button down blouse or  
- Khaki dress pants (Pleat or flat front) with Light blue oxford button down blouse  
- Solid black or brown belt  
- Optional navy blue cardigan, pullover sweater, fleece pullover, or vest with MCS logo  
- Navy blue (opaque) tights or knee socks (with skort)  
- Solid navy, gray, or white socks (with pants)  
- Uniform shoes (See General Dress Code Policies)  
PE Uniform:  
- Blue sweatpants and short sleeved t-shirt with MCS logos  
- Blue sweatshirt with MCS logo is optional  
- Sneakers (See General Dress Code Policies) must be worn on PE day | PE Uniform:  
- Blue shorts and blue t-shirt with MCS logos  
- Sneakers (navy, white, black gray) must be worn on PE day  
- Blue sweatshirt with MCS logo is optional |

THE SCHOOL UNIFORM IS PURCHASED FROM LANDS’ END https://www.landsend.com/  
School ID # 900189192

**Dress-Down Policy:**
On occasion, the Principal will announce a school-wide “dress-down” day, often to raise funds for charity or to reward students for a job well-done. This also applies to any middle school spirit days. Students are expected to adhere to the following rules:
- Appropriate attire for a Christian environment is expected.
- All shirts/dresses must have a sleeve
- Jeans/pants must be moderate to loose fitting and neat and without holes or rips
- Skirts/dresses/shorts must be no shorter than fingertips in length
- There must be no exposed skin in the midsection of the body; likewise, necklines must be appropriate
- Yoga pants/Leggings are acceptable as long as they are moderate to loose-fitting and opaque.
- Yoga pants/Leggings are only to be worn with a top that is fingertip length
- All shoes must have a non-skid sole, a back, and a closed toe. No sandals or flip-flops
- Heels must be no more than one inch. Sneakers are permitted

**Dressing for Recess during cold weather:**
In order to provide children with a change of environment at least once during the day, children in grades Pre-K - 8 may go outside on moderately cold days. We ask that parents send their child(ren) to school dressed appropriately with gloves/mittens, hats, warm jackets, and weather appropriate footwear (note that students should change into approved uniform shoes once at school).
**Field Trip Attire:**
Field trips are taken for many purposes, and to many different places. Field trip permission forms will state the required uniform, which may range from full seasonal uniforms to simply an MCS shirt with choice of dress-down “bottoms.” Please be sure to follow the teacher’s request.

**Physical Education Uniforms:**
- MCS Uniform sweatpants or shorts with logo are required (Students are permitted to wear PE shorts if desired during the winter)
- MCS T-shirt with logo at all times (Spirit wear shirts are not permitted unless otherwise approved)
- MCS Sweatshirts with the logo are optional (Spirit wear sweatshirts are not permitted unless otherwise approved)
- **Middle School Students are required to bring a change of clothes on Mass days if they have Physical Education.**

**HEALTH CONCERNS**
At Monsignor Clarke School, we are concerned with the whole child. Our children need to be healthy, safe, engaged, challenged, and supported in all areas. In order to meet the health needs of our students, we provide the services of a school nurse between the hours of 10:30 am and 1:30 pm daily. In addition, our school nurse is supported by services provided by the South Kingstown School Department. The main responsibilities of the school nurse include:

- Maintaining health records for each student.
- Ensuring that all students entering Monsignor Clarke School for the first time have a complete physical examination, as required by state law, and that a required physical examination is completed upon entry into kindergarten and the 7th grade.
- Preventing the outbreak/spread of communicable diseases through the enforcement of the minimum requirements for immunizations of students, as set forth by state law.
- Protecting the health of students by conducting mandated screenings for hearing, vision, and scoliosis.
- Promoting optimal student dental health through state mandated annual dental examinations.

**Emergency Information:**
All students need to have an emergency contact form, completed every year on file in the school office which contains:

- Address and phone number(s) where parents may be reached during the school day.
- Address and phone number of at least two relatives or close friends who are not employees of the school who have agreed to take the parent’s place in case of emergency. They should be available to pick up the child, if necessary.

**Illness and Staying Home:**
- Students should be kept at home if they are not feeling well, have a fever, or if they show evidence of unusual symptoms (i.e. a rash). If a child has a contagious disease, the office needs to be notified immediately so that parents and teachers may be alerted to watch for symptoms in other students.
- A student may not remain at school with a fever, diarrhea, or while vomiting.
- A child must not return to school unless he/she has been free of symptoms and/or fever for 24 hours. If an illness requires an antibiotic, the child should receive the medication for 24 hours before returning to school. Please adhere to this rule for the protection of all our children and staff. You will be called to take your child home if they return to school before the 24 hour period expires.
Illness or Injury at School:
If a student becomes ill or injured at school, he/she should report directly to the teacher on duty and be sent to the school nurse or office.
- In case of illness, the child’s temperature will be taken. Parents will be asked to pick up their child if there is a fever present or if the child is unable to return to the classroom.
- In case of serious injury, the school will contact emergency services, as necessary. Parents/guardians will be notified.
- Minor first aid problems, including suspected sprained or broken bones, will be treated by school designated personnel, and parents will be notified.
- Students at no time will be allowed to call home before a nurse or nurse designee sees the student.

Medication Policy:
All medication to be taken during school hours must be:
- Brought to the school office by a parent/guardian.
-Accompanied by the appropriate school medication form (prescription vs. non-prescription), which can be found on the school website.
- In a pharmacy-labeled (or original over-the-counter) container.
- Administered by the school nurse, with the exception of self-administered epi-pens and/or inhalers (when specifically directed by the physician in writing).

SAFETY CONCERNS
For the safety of students and staff, our school is locked at all times. Visitors must enter through the front door on Tower Hill Road. Office personnel will monitor all visitors. Students are never allowed to leave the building or schoolyard area without permission from a staff member. Students should never open an outside door for a visitor.

Cameras/Security:
The safety and security of our students and staff are of critical importance. To help us stay vigilant, the school is equipped with video cameras in the public areas of the school, as well as in the outdoor areas. Video footage is for the use and discretion of the administration; protocols are in place to safeguard the privacy of all individuals.

Early Dismissal:
In the case of early dismissal, notifications will be made using a school-wide email, text, and phone call alert, and over local TV/radio stations. Students will be dismissed according to their usual dismissal plan (bus or parent pick-up) unless the school is otherwise informed. Please note that the Extended Day program will not be provided when the school dismisses early.

Playground/Recess Safety Rules: “MCS CARES”
Make sure to listen when directions are given.
Conflicts will be solved peacefully.
Stay within agreed upon boundaries and away from windows.

Clean up after yourself and others.
Act kindly and treat others as you want to be treated.
Respect others at all times – use your words carefully.
Everyone can play!
Safety first – no rough play on the fields or equipment.
Safety Drills:
Fire drills, lockdown drills and school-wide evacuation drills are held at regular intervals within the mandated guidelines of the State Fire Marshal. Students are expected to follow school drill rules and all adult directives being given at the time of the drill. The student needs to understand the seriousness of this procedure and to treat the practice drill with due respect.

School Closing/Delay Announcements:
In case of inclement weather, Monsignor Clarke School will follow the decision of the Superintendent of the South Kingstown School System – whether to cancel school for the day, delay the start of the school day or dismiss school early.
- Announcements regarding school closings will be made via the school’s information and texting system, telephone notification system and over TV stations.

Student Drop-off and Pick-up:
It is the duty and responsibility of the faculty/staff of Monsignor Clarke School to be sure that the students are supervised at all times. However, it is the responsibility of the parents to be sure that students do not arrive too early before school or stay too late after school.
- Children who arrive prior to 8:10 am or who remain after 3:00 pm will be checked in at our EXTENDED DAY PROGRAM and parents will be charged accordingly.
- Normally, students will be allowed to enter the school building at 8:10 am and gather in the corridors outside their classrooms where they will remain until their classroom teacher escorts them to their room. Middle Schoolers must report to a designated room until 8:20 am.
- Parents will be expected to follow the set traffic pattern when dropping off and picking up their children. Drivers should be mindful of their speed when on school property.

Student Records:
Federal regulations require that an educational agency or institution shall give full rights under the Family Rights and Privacy Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights (20 U.S.C. 1230, 1232g).

If parents are divorced or separated, the school presumes that both parents have access to the children and their records unless we are otherwise notified. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal’s office. The school will not be held responsible for failing to honor arrangements that have not been made known.

GENERAL POLICIES, PROGRAMS AND INFORMATION

ATHLETICS: Monsignor Clarke School provides a host of opportunities for students to play sports in all three seasons – Fall, Winter and Spring. We are part of the RIPCOA (RI Principal's Committee on Athletics) as well as the CAL (Catholic Athletic League). ALL students are encouraged to go out for a sport. Please see separate Athletic Handbook located on our website.

BUS TRANSPORTATION: To and from school is provided by the towns of South Kingstown, North Kingstown, Narragansett, Exeter-West Greenwich, Charlestown, Westerly, Jamestown, and Newport. Each town has its own rules and regulations for their buses. Please contact your district with any questions or concerns. Monsignor Clarke School students are expected to abide by the following rules or be prepared to accept the consequences.
• The bus company makes school officials aware of inappropriate bus behavior. The Principal will discuss the problem with the student and assist with appropriate disciplinary measures.

• If there are problems with times, routes, drivers, students, etc., please contact the transportation department in your town.

• Only students who are residents of their particular town may ride the bus to and from school; no others are allowed.

**CELL PHONES:** (see ELECTRONIC DEVICES pg. 19)

**COMMUNITY SERVICE:** Service to others is one of our school’s Core Values (see CORE VALUES below). Each member of our community is expected to perform acts of Christian/Community Service to the extent possible according to stage of life and God given gifts. In the middle school, this is a crucial element in students’ learning:

• **Community Service Requirement: Grades 6 and 7**
  Sixth and seventh grade students are required to complete a minimum of 20 hours of Christian service per school year. Service hours completed in the summer can count toward the requirement for the upcoming school year. Recorded hours must be signed by a responsible supervisor within one month of the service. Signed hours and a student reflection of the service activities will be due by May 1 and calculated in the third trimester religion grade. (Note: National Junior Honor Society (NJHS) Students will have to complete additional service hours according to the below MCS NJHS Chapter guidelines. See NJHS pg. 20).

• **Community Service Project: Grade 8**
  Eighth graders will complete a Community Service Project. The Service hour requirement will be lowered to 15 hours but will be sustained, in-depth and focused on one topic/project. Students may work individually or in groups of up to three students to complete this project. The structure of the project will have three parts:
    - **Inquiry:** student will explore the needs in the community and decide how s/he will choose to respond using his/her God given gifts and interests.
    - **Service:** student will perform 15 hours focused on one topic/project.
    - **Reflection:** student will make an oral and visual presentation of the project in the spring.

  Students may begin work on the project during the summer prior to starting 8th grade. Details of the project will be administered by the middle school religion teacher and will be subject to change by his/her discretion.

  (Note: National Junior Honor Society (NJHS) Students will have to complete additional service hours according to the MCS NJHS Chapter guidelines. See NJHS pg. 20).

**CONTACTING YOUR CHILD:** Students should not be expected to check their phones during the school day, or receive a personal call. During the times school is in session, parents should contact their child by calling the front office. This way, the staff knows exactly the plan for this student. Students are able to use their phones after school is dismissed; contacting them at 2:40 pm via their personal devices is acceptable.

**CORE VALUES:** All Monsignor Clarke students are expected to adhere to the core values that help guide their lives both in and out of school. Our Core Values are Faith, Kindness, Leadership, Respect and Service.

**EXTENDED DAY PROGRAM:** is offered to any student registered at Monsignor Clarke School.
- The extended day program is available school days from 7:15-8:15 am and 2:45-5:30 pm.
- Information regarding the **EXTENDED DAY POLICY AND RATE SCHEDULE** is disseminated at the start of the school year and is located on our web site. Parents planning to use extended day regularly must complete and return the form to the office.
- Should a student be picked up after 5:30 pm, a late fee of $15 per 15 minutes/child will be assessed.

**ELECTRONIC DEVICES:** are cell phones, smart watches, gaming devices, electronic readers, and other technologies that students bring from home and are not permitted in the classroom. Elementary students may keep them in their book bags or give them to their teacher, middle school students must keep them in their locked locker; devices are not to be on their person. Devices are permitted with permission from and under the supervision of a teacher or staff member for a specified time only. If a student is found using an electronic device in school without the permission of a staff member, the device will be retained by the staff member or office until the end of the day, and a behavior warning issued. If there is a subsequent infraction the student will receive a detention and the device will be held until a parent picks it up. **Students cannot video/audio record or take photos on devices without permission from the school.**

**EXTRA-CURRICULAR ACTIVITIES:** activities are offered to enrich the educational experience of our students. School-sponsored activities are supervised by faculty, staff, professionals, parents, and/or volunteers. Appropriate dress is required at all socials, school sponsored events and ceremonies. Parents must provide transportation arrangements at the scheduled end of the activity.

**FIELD TRIPS:** are considered a privilege and are taken to enhance the educational experiences of the students. The school reserves the right to deny a student participation in a field trip for failure to meet academic and/or behavioral requirements.
- A special permission slip must be completed by the parent before the student will be allowed to participate in the field trip. Phone calls, faxes, and other notes from parents will not be accepted.
- At times parents may be called upon to be chaperones. The classroom teacher determines the number of chaperones needed and the process for selection. All chaperones must have **valid BCI check and Safe Environment training**. For insurance purposes, siblings will not be allowed to participate.
- Students will follow the uniform guidelines stated on the permission form.

**INTERNET POLICY Acceptable Use Policy (See Appendix C):** Monsignor Clarke School fully endorses the use of the Internet as an educational tool. Access to information, research sources, people and computers throughout the world is available to students. The school is committed to restricting access to questionable material and to limiting inappropriate use through education, supervision and installation of filtering software. Therefore, all users who access the internet through Monsignor Clarke School are required to adhere to strict ethical and legal guidelines outlined in the Internet Acceptable Use Policy (included in this Handbook). If users violate any of these provisions, their access may be terminated and appropriate disciplinary actions will be taken.

**LOCKERS:** are provided for all middle school students. They are the property of the school and can be unlocked/entered by adults. Students are responsible for maintaining a clean locker, free of graffiti and other markings.

**LOST AND FOUND:** articles found are placed on a shelf in the cafeteria. Items of value will be kept in the office. Parents and children are welcome to look through the items at any time. Unclaimed articles will be donated at the end of each trimester.
**MONEY:** Any funds brought to school must be placed in an envelope and labeled with the child’s name, class, amount of money enclosed, and its purpose. All checks are to be made out to Monsignor Clarke School unless otherwise noted. ***Monies for different items should not be combined since it is often rerouted to different areas upon arrival in the school office.

**NATIONAL JUNIOR HONOR SOCIETY (NJHS):** Monsignor Clarke is an affiliated chapter of the National Junior Honor Society. Membership is open to 7th and 8th grade students who meet the required standards in the five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of the National Junior Honor Society and have been revised to meet our local chapter needs.

For the scholarship criterion, the student must have a cumulative GPA of 4.4 or better in the core subjects for each of the first two trimesters of the school year. Core subjects for students are defined as those that meet three or more times per week. Students must also have a grade in a special subject (i.e. art, music, etc.) of no less than a 3.0. A current eighth-grade student who was on the National Junior Honor Society last year must also meet this criterion to renew their membership. Students will be reminded of this criterion at each progress report in the first and second trimester.

For the service criterion, all candidates must complete an additional ten hours of community service above the twenty hours required for each middle school student at Msgr. Clarke. Students must submit a total of thirty hours by May 15. Once invited to join the NJHS, students are expected to maintain the same standards of excellence that they have achieved!

**PARENT TEACHER ORGANIZATION (PTO):** is open to parents and/or guardians of all children enrolled in Monsignor Clarke School. The purpose of the organization is to foster better understanding and close cooperation between the school and parents for the purpose of advancing Catholic education. Monthly PTO meetings are open to all school families.

**PERSONAL PROPERTY:** The school will not be responsible for lost or broken items. The school reserves the right to search desks, lockers or personal belongings at any time without notice if there is a reasonable cause for such a search.

**PHOTOGRAPHY/VIDEOTAPING of STUDENTS:** by staff is an important component of showcasing the wonderful things that happen at Monsignor Clarke School to our community. Photos and videos are used in the Principal’s Updates as well as on our Facebook page. At times, photos are sent to the local newspaper to highlight and event or activity. On other occasions, teachers may take photos in their classroom to document class learning or a social element. If you do not want your child's photo or video taken, parents must notify the Principal by the 10th day of school, specifically identifying your desires regarding use of such photography.

At no times should students photograph, videotape or audio record anyone during the school day.

**SCHOOL MATERIALS:** must be treated with care at all times. Damaged/lost items will be subject to a replacement fee.

**SEXUAL HARASSMENT:** Students have the right to be protected from words or actions which are considered to be forms of sexual harassment. Actions constituting sexual harassment include, but are not limited to, physical contact or use of sexually explicit language, gestures, writing, pictures, or objects. Such inappropriate behavior will result in disciplinary action which may include suspension or expulsion. (See Harassment and Bullying Policies).
**VACATIONS:** Vacations during school are strongly discouraged as it interrupts the learning for the child and may set the child behind in his/her academics. If the family must take time from school for a vacation, please notify the teacher and the front office. The teacher may provide some work to engage the student in some learning while he/she is away. Note that vacation absences count as an official absence from school.

**VIOLENCE:** is never an accepted behavior. Any action by any member of the school community that disrupts the peace of the community is unacceptable. Therefore intimidation, harassment, bullying, cyber-bullying, threats of violence, and actual violence of any kind in any form by any member of the school community to any other member of the school community or to an outsider will not be tolerated. All threats of violence will be taken seriously. Police will be contacted when appropriate.

**ADMISSION/REGISTRATION POLICY**

Monsignor Clarke School admits students of any gender, race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other administered programs. The school does not discriminate against students with disabilities of any kind if, with reasonable accommodation, they can meet the school’s program requirements.

Children must be five years of age on or before September 1 to be eligible for admission to Kindergarten. Early Admission to Kindergarten may be permitted by the Principal if evidence suggests that it is in the child’s best interest.

For all new students the following documents are required:

- Copy of official birth certificate
- Current records of Immunization and Health.
- Certificate of transfer from the school last attended (if applicable).
- Records from last school attended. (Report card, standardized test scores, and health records.)
- Signed Enrollment form, and registration fee.

It may be necessary at times to deny admission to prospective students because registration for certain classes exceeds the maximum class size. In this case, admission will be granted in the following sequence:

- First, to those who are siblings of Monsignor Clarke students, who are enrolled for the next academic year.
- Second, to those who are registered members of area Catholic parishes.
- Third, to all others.

**Registration/Mid-year Transfer** for new students in Little Angels through Grade 8 is rolling throughout the year. New students are entered into an admissions process and are accepted at the discretion of the Principal. It is the desire of the administration to keep the maximum class size at 25 students.

**Re-registration** for current students is held in January/February. Only those families that are current with tuition and/or extended day payments are eligible to re-register at this time.

**TUITION POLICIES**

Tuition costs are set yearly. Because the school has full-year contractual and financial obligations that must be met, such as teacher salaries, heating and electric bills, building maintenance and improvements, and other expenses, families that accept enrollment are required to satisfy the full annual tuition in a timely
manner, as described in the School’s Tuition Agreement [or Contract]. All families with children attending the School are required to have a tuition contract on file (“Agreement”) which is signed by the child’s parents/guardians. If the parents/guardians are relying upon another individual to make payment or partial payment of the tuition, the parent/guardian is required to also have that individual sign this Agreement.

**Tuition Assistance**
Diocesan and local parish tuition assistance is available to qualifying families. The FACTS Grant and Aid application must be completed in order to be considered for aid. (www.factstuitionaid.com/facts/gaindex). Local parishes provide limited tuition assistance; please inquire with your pastor.

**Tuition Collection/Student Withdrawal Policy**
All families must use FACTS tuition management to make tuition payments. For families electing to pay tuition in full, payment is due in July, and the fee for FACTS will be waived. Families may opt for several payment plans through FACTS. See https://online.factsmgt.com.

All students enrolled as of July 1 will be considered enrolled for the entire school year. Please advise the school office in writing, before July 1st if you intend to withdraw your child or children from school.

**Tuition Delinquency**
If parents/guardians do not remit tuition payments as described above, they will be considered delinquent and are subject to interest, late fees, and penalties. While a serious and charitable effort may be made to collect tuition, the School may use any legal means necessary to remedy tuition delinquencies, including using a third-party collection agency. All fees or costs incurred in collecting amounts owed may be included in the balance due.

Families with delinquent tuition balances during a school year are also subject to the following:
- Students/Parents with accounts that are 30 days in the arrears may be suspended from attending school unless the parent makes arrangements with the School.
- Students may not be permitted to take semester or final exams until all tuition and fee obligations have been cleared.
- Graduating students may not be permitted to participate in graduation ceremonies or activities until all tuition and fee obligations have been cleared.
- However, when a student (or the school to which he or she has transferred) requests a transcript of his or her school record, the transcript may not be denied on the grounds that the student has not paid his or her tuition. (Diocesan School Policy 4.22)

Families ending the school year still owing tuition, or other incidental fees, may not return to the School, or transfer into any other Catholic school, until their prior tuition obligations for all school years have been met.

**Tuition Obligation Upon Withdrawal**
If a family decides to withdraw its student from the School, the following schedule shows its financial obligation to the School:

<table>
<thead>
<tr>
<th>Withdrawal on or before this date:</th>
<th>Family must pay this portion of annual tuition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30</td>
<td>30%</td>
</tr>
<tr>
<td>October 31</td>
<td>50%</td>
</tr>
<tr>
<td>January 31</td>
<td>75%</td>
</tr>
<tr>
<td>February 1</td>
<td>100%</td>
</tr>
</tbody>
</table>

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The withdrawal process begins by notifying the Principal’s Office. The withdrawal date in the above schedule is the official withdrawal date as recorded by the Principal’s Office. If the family paid a greater amount of tuition than the amount required in the above schedule as of the withdrawal date, the balance will be refunded to the parent.

Note that, regardless of when or why a student withdraws or is required to withdraw:
- Registration and other incidental fees are non-refundable and will not be returned; and
- The student may not return to the School, or transfer into any other Catholic school, until any and all prior tuition obligation for all school years have been met.

**APPENDIX A:**

**POLICIES and PROCEDURES for REPORTING and RESPONDING to BULLYING and RETALIATION (RI Statewide Bullying Policy)**

**A. Reporting bullying or retaliation.**
1. Reporting by staff. It is the MCS expectation that the school staff shall immediately report any instance of bullying or retaliation that he or she has witnessed or become aware of to the school Principal and/or her designee.
2. Reporting by students, parents or guardians, and others. MCS expects students, parents/guardians, and others who witness bullying or retaliation involving a student to report it to the Principal or designee. An individual may make an anonymous report of bullying or retaliation. However, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

**B. Responding to a report of bullying or retaliation.**
1. Safety. Before fully investigating the allegations of bullying or retaliation, the Principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The Principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary. Additionally, the Principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported, witnessed, or provided information during an investigation. All investigations, including findings, will be held as CONFIDENTIAL.
2. Obligations to notify others.
   a. Notice to parents or guardians: The Principal or designee will notify the parent/guardian of the alleged target and the alleged aggressor of a report of bullying or retaliation once a pre-investigation of events has been conducted.
   b. Notice to law enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the Principal or designee has a reasonable basis to believe that the incident may involve criminal conduct, the Principal or designee will notify the local law enforcement agency.

**C. Investigation**
1. The Principal or designee shall investigate promptly a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of allegations and ages of students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary.
2. Pre-Investigation: Even before fully investigating allegations of bullying or retaliation, school
administration will consider whether there is a need to take immediate steps to support or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered.

a. **Written statement of the complaint:** The investigator will seek to determine the basis of the complaint, gathering information from the complaint, including such matters as: what specifically happened, who committed the alleged acts, who was present when the events occurred (date, time of day), and where the events occurred.

3. **Interviews:** Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. The investigator will remind the alleged aggressor that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

   a. **Confidentiality:** The confidentiality of the complainant and the other witnesses will be maintained. The names of individuals involved will not be released to other parties.

D. **Determination**

1. The Principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the Principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The Principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive or disciplinary action is necessary.

2. The Principal or designee may choose to consult with the students’ teacher(s), school staff, the target’s or aggressor’s parents or guardians, in an attempt to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior.

3. The Principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because the legal requirements regarding the confidentiality of student records, the Principal or designee cannot report specific information to the target’s parents/guardian about the disciplinary action taken unless it involves a “stay away” order or other directive that the target must be aware of in order to report violations.

E. **Response to bullying.**

1. **Teaching Appropriate Behavior Through Skills-building:** Skill-building approaches that the Principal or designee may consider include:
   a. Offering individualized skill-building sessions based on the school’s anti-bullying curricula;
   b. Providing relevant educational activities for individual students or groups of students, in consultation with school counselors and other appropriate school personnel or area Catholic clergy;
   c. Implementing a range of academic and non-academic positive behavioral supports to help students understand acceptable ways to achieve their goals; meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
   d. Adopting behavioral plans to include a focus on developing specific social skills; and making a referral for evaluations.

2. **Taking Disciplinary Action**
   a. If the Principal decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Principal or designee, including the nature of the conduct and the age of the student(s) involved. Discipline will be consistent with the student’s individual behavior plan and/or learning plans that may be in effect.
   b. Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.
   c. If the Principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, the student may be subject to disciplinary action.

3. **Promoting Safety for the Target and Others**
a. The Principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target’s sense of safety and that of others as well. One strategy that the Principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

b. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Principal or designee will work with appropriate school staff to implement them immediately.

F. Families

Notification requirements: Each year at the beginning of the school year, either through the registration packet or the student handbook, MCS will inform parents or guardians of enrolled students about the anti-bullying policy. This notice will include information about the dynamics of bullying, including cyberbullying and online safety, as well as the student-related sections of the anti-bullying plan.

DEFINITIONS:

Bullying is the repeated use by one or more students or by a member of the school community of a written, verbal, or electronic expression or a physical act or gesture, directed at a target that:

1. Causes physical or emotional harm to the target or damage to the target’s property;
2. Places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
3. Creates a hostile environment at school for the target;
4. Infringes on the rights of the target at school; or
5. Materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and internet postings.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Target is a student who is allegedly bullied, cyberbullied, or retaliated against.

APPENDIX B:
Asbestos Disclosure Statement

In accordance with the MSGR Matthew F Clarke School AHERA, Asbestos Hazard Emergency Response Act [1986], Management Plan this notification is provided to inform all building occupants of the existence and availability of our asbestos management plan. The plan is available upon request for inspection by interested parties at the school administration office. Asbestos related activities currently scheduled for this notification period include the 6 month periodic surveillance check.

Notice Issue Date: 7-17-2019
Notice Issued By: John Zabriskie
LEA Designated Person
5074 Tower Hill Rd
Wakefield, RI 02879
401-789-0860
APPENDIX C: ACCEPTABLE USE AGREEMENT FOR USE OF INTRANET/INTERNET

The conditions set forth in this Acceptable Use Policy, and any agreements students or student visitors to our school make applies to all, including those in extended day programs, vacation and summer camps.

Monsignor Clarke School provides electronic resources, including Internet access and storage space in an effort to aid students' work, as a part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards at all times. I agree to the following responsibilities and restrictions:

1. I will use the electronic resources, including storage space, only for educational purposes related to class work assigned in school, and not for any personal, commercial or illegal purposes.

2. I will use the Internet only with the permission of the staff member in charge.

3. I will not use games, view media or engage in other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity not consistent with Catholic teachings.

4. I will not give my password to any other user nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.

5. I will not upload, link, or embed an image of myself or others to non-secured, public sites without my teacher's permission and a signed parental permission slip of all persons in the image.

6. I will not make statements or use the likeness of another person through website postings email, instant messages etc. that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene, racist or is not true to the schools Catholic values.

7. I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature.

8. I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer "viruses", attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.

9. I will not use or create for others, any program to interfere with, change or interact with programs, security settings, systems or devices that are the property of the school and are used for school related purposes by students, their parents and staff.

10. I will not imply, directly or indirectly, either publicly or privately that any program or "app" I create or use/share is associated with, or a product of, the school, nor will I directly or indirectly associate any such program with any school logo or images.

11. I will report any problems to my teacher or the supervising staff member.

12. I understand that my use of the school system's computers is not private and that the district reserves the right to monitor use to assure compliance with these guidelines. Violations may lead to revocation of computer access and/or other disciplinary measures.

13. I understand that the prohibited conduct described above is also prohibited away from school when using private equipment if it has the effect of interfering with or otherwise impacting the educational process, and that such away from school violations may lead to disciplinary measures.
Students:

I understand that the school allows me to bring my own devices such as phones, tablets and computers. In order to be permitted to bring my own device, I agree to the following responsibilities and restrictions:

1. I will follow all school rules while using my own device on school grounds. I understand that the rules and policies outlined above, and in other areas of this Handbook regarding my use of school electronic resources, apply to my use of my own device on school property. All policies above apply to my use of my device off school property.

2. I will not take photos or record video of any student, teacher or administrator unless I have that individual's express permission to do so and the teacher/staff member in charge of the project has granted such permission.

3. My device should be put away and I will not use my device during class unless expressly instructed to do so by a teacher. I will immediately comply with a directive to turn my device off, to put my device away or to turn my device over to a teacher or administrator.

4. I understand that my device may be confiscated at any time and that a teacher or administrator may view contents of my device including but not limited to, texts, emails or social media postings, if it appears that I may have used my device in violation of school rules or this Agreement.

5. I understand that the school is not responsible for theft, damage or loss of my device and I understand that I am not permitted to leave my device at school overnight unless it is secured in a locked locker.

STUDENT NAME (PRINT): ______________________________________ GRADE: ________

Parents:

I have read, understood, and discussed with my child this Acceptable Use Agreement, and I give him or her permission to use electronic resources, understanding that this access and use of personal devices on school grounds is conditional upon adherence to the agreement. Although students are supervised when using school resources, and their use of school resources is electronically monitored, I am aware of the possibility that my child may gain access to material that school officials and I may consider inappropriate or not of educational value. In addition, students are encouraged to share their passwords for Google Classroom with their parents so they may view emails, texts, pictures and other electronic materials to insure an honest open conversation regarding the child's use of digital media.

PARENT SIGNATURE: _______________________________________ DATE: __________
APPENDIX D:

OUR HANDBOOK

The 2019-2020 Handbook has been prepared to acquaint you with the policies, procedures, and expectations in place at Monsignor Clarke School. It is designed for both the student and his/her parents as we want all MCS families to be familiar with the vision, mission and core values, as well as the procedures and protocols of the school.

Monsignor Clarke School is a school rooted in the teachings of Jesus, the Catholic faith and tradition. If at any time the school determines, in its sole discretion, that it cannot successfully provide your child a Catholic education or that allowing your child to continue their education at the school would hinder the school’s mission or operation, regardless of whether it is because of your child’s conduct, his or her guardian’s conduct or any other outside circumstances, the school may require you to withdraw your child. In such an instance, any tuition paid in advance will be refunded to you on a pro-rata basis.

HANDBOOK SIGNATURE FORM

Both the Parent and Child need to sign below and return this form to school.
For young children WHO do not write their name yet, parents shall write it for them and return this form to the homeroom by Monday, September 16th 2019. It will become part of the student(s) file.

I have read the 2019-2020 Monsignor Clarke School Parent-Student Handbook and the above message from the school regarding the 2019-2020 Handbook, and am willing to be governed by both. I am aware, notwithstanding any of the provisions contained within the handbook, THAT THE SCHOOL/PRINCIPAL RETAINS THE RIGHT TO UNILATERALLY AMEND THIS HANDBOOK AT HIS/HER SOLE DISCRETION. Such amendments and edits will emailed to parents as notification of the change and the Parent-Student Handbook will be amended on the MCS website.

STUDENT NAME (PRINT): ___________________________ GRADE: __________

STUDENT SIGNATURE: ___________________________

PARENT/GUARDIAN NAME (PRINT): ___________________ DATE: __________

PARENT/GUARDIAN SIGNATURE: ______________________

PARENT/GUARDIAN NAME (PRINT): ___________________ DATE: __________

PARENT/GUARDIAN SIGNATURE: ______________________