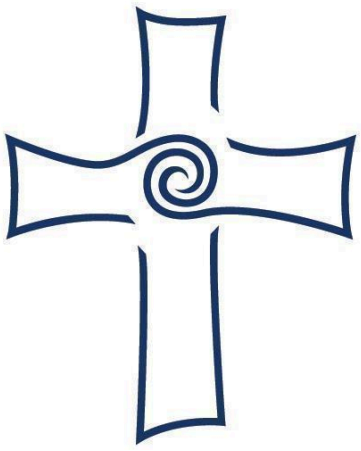
Monsignor Clarke School
2026-2027
Parent/Student Handbook



Learning Today, Leading Tomorrow!

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

Be it known to all who enter here 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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Message to Students and Parents

We're truly excited to welcome you to Monsignor Clarke School, a community filled with energy, innovation, and deep-rooted Catholic values. For more than 50 years, we've been dedicated to nurturing the whole child. Our students are challenged academically, supported socially and emotionally, and encouraged to grow through a wide range of athletic, cultural, and social experiences.

At the heart of everything we do is our commitment to living out the Gospel and following the teachings of Jesus. Through this lens, the educational journey at Monsignor Clarke School is designed to:

- assist students in the development of their spiritual, moral, intellectual, physical, and social potential;
- develop in children an awareness of their role in a Catholic faith community;
- prepare students for high school and a life beyond Monsignor Clarke;
- aid students in developing a sense of responsibility;
- develop in students creative and critical thinking;
- foster in children habits of effective service to parish, school, community, nation, and the world.

Our vision is rooted in our core values of **kindness, respect, leadership, service,** and **faith**. These values reflect not only important Christian elements but also 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.

If ever you have a need or a question, please do not hesitate to reach out to us or to our administrative team. We would be delighted to assist you in every way we can. We wish you all the best for a successful year.

God bless.

Vision Statement



Mission Statement

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 and academic expectations. Rooted in the teachings of Jesus, our students are 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, followed later by the Sisters of the Cross and Passion, staffed the school, which served 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 La Salle Academy in 1904. Monsignor Clarke served at various parishes throughout the state and was named Vicar General of the Diocese of Providence in June 1957. Today, Monsignor Clarke School offers programs for children from 18 months through grade 8 and continues to thrive as the only Catholic elementary and middle school in Washington County.

School Governance

Monsignor Clarke School is a diocesan school operating under the direction of the Diocese of Providence and in collaboration with the Catholic Schools Office. The Principal is responsible for the day-to-day operations of the school and leads all aspects of its educational mission.

The school is also supported by a School Advisory Board, which serves in a consultative capacity. This Advisory Board offers guidance and recommendations to the Principal but does not function as a governing body.

Partners in Education

Monsignor Clarke School – Partnership Agreement

The school, parents/guardians, and students work together to support academic growth, faith formation, and personal development. Each partner commits to clear responsibilities, consistent communication, and mutual respect.

The school commits to:

1. Integrate the teachings of Jesus Christ, as handed on through Sacred Scripture and the Tradition of the Catholic Church, into instruction, prayer, worship, and daily school life.
2. Provide a safe, structured, and supportive learning environment.
3. Deliver a balanced and challenging curriculum aligned to student needs.
4. Clearly communicate academic expectations, school policies, and behavioral standards.
5. Monitor student academic progress and report it regularly to parents/guardians.
6. Communicate concerns related to a student's learning, behavior, or well-being in a timely manner.
7. Provide clear instruction, supervision, and enforcement of expectations for responsible technology use, digital citizenship, and online safety.
8. Apply school policies and expectations consistently, fairly, and transparently.

Parents/guardians commit to:

1. Support the Roman Catholic School Catholic mission, vision, core values, and expectations of the school.
2. Ensure their child attends school regularly and arrives on time.
3. Reinforce school policies related to learning, behavior, and conduct.
4. Ensure their child follows the school uniform and dress code.
5. Actively supervise, regulate, and set boundaries for their child's technology use, internet access, and social media outside of school.
6. Ensure their child completes assigned work and is prepared for assessments through appropriate supervision and support.
7. Participate in scheduled conferences and meetings related to their child's academic or personal progress.
8. Promptly communicate information that may reasonably impact their child's learning, behavior, or well-being.

Students commit to:

1. Attend school every day, arrive on time, and come prepared to learn.
2. Wear the school uniform as required and bring necessary materials each day.
3. Follow school rules and classroom expectations at all times.
4. Treat teachers, staff, classmates, and school property with respect.
5. Participate in class, complete assignments, and do their best in all learning activities.
6. Use technology and digital tools responsibly and according to school guidelines.
7. Live out the school's core values through their words and actions.
8. Take responsibility for their choices and accept consequences when expectations are not met.

Partnership in Action
This agreement reflects shared responsibility among the school, parents/guardians, and students. Student success depends on consistent cooperation, communication, and accountability from all three partners.

Attending School

Attendance at school is the key to student success, and every day matters. 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. Barring illness, your child is expected to attend school every day.

ABSENTEEISM

Regular attendance is essential for academic progress and student success. **If a student will be absent, parents or guardians must notify the school in writing by email before 9:00 AM on the day of the absence.** The written notification should include the student's name, homeroom teacher, and reason for the absence. If written notice is not received, the school nurse or attendance clerk will follow up with a phone call to confirm the reason for the absence.

A doctor's note is required for absences of three or more consecutive days. Students who are absent for fewer than three days due to illness should focus on rest and recovery. Requests for missed work should go through the main office, and materials will be available the following school day if applicable (see *Maintaining Learning Process*).

When a student reaches 15 absences, a parent conference will be required to discuss and resolve attendance concerns. If a student reaches 25 absences, re-enrollment for the following year may be withheld until a parent meeting is held. Should a parent or guardian fail to respond to outreach—via email, phone, and written notice—the school reserves the right to disenroll the student. In cases where a student exceeds 30 absences, repeating the academic year may be considered.

Excessive absenteeism—defined as more than 10% of the school year—may **affect a student's eligibility for promotion, graduation, the Honor Roll, and the National Junior Honor Society.** Please note: **every ten (10) tardies will be converted into one (1) unexcused absence.** In addition, students must be present for the entire school day in order to participate in after-school programs or extracurricular activities, unless excused by school administration.

Absences and lateness to school are recorded as excused and unexcused and are defined as:

- **Excused Absences** include an illness or injury documented in writing by a medical professional, religious holidays, approved school-sponsored activities, suspensions, court appearances, a death in the family, military deployment events, or verified high school visits.
- **Unexcused Absences** include all other absences not covered in the definition of an excused absence.
- **Excused Lateness to School** includes a doctor's appointment documented in writing by a medical professional and provided upon the student's arrival at school on the day of the appointment. It also includes religious holidays, approved school-sponsored activities, suspensions, and court appointments.
- **Unexcused Lateness to School** includes all other reasons not covered in the definition of an excused lateness.

ARRIVAL

Students should arrive at school between **8:05 AM and 8:20** AM. Students must be in the homeroom/advisory and ready to begin the day by 8:25 AM. Students arriving after 8:25 AM will be marked tardy.

Students who arrive between 7:15 AM and 8:00 AM will be checked in to Before School Care and will be charged a fee (see *Extended Day Programs*). Any student who arrives at MCS between 8:00 AM and 8:05 AM will enter through the main entrance. The student will be dismissed to his/her classroom by a faculty member.

DISMISSAL

Afternoon prayer and dismissal will begin at 2:42 PM. After prayer and announcements, students who are being picked up by a parent or guardian will proceed to the predetermined doors in the gymnasium and/or the Middle School. Elementary students are not permitted to leave the parent pick-up area without their parent/guardian present at the door. Parents must retrieve their child from the designated door.

Buses will be dismissed according to bus company arrival after parent pick-up announcements have been made. Parents are not permitted to park in front of the building during bus dismissals for safety reasons. Buses need to be able to get in and out of our front parking lot in a reasonable amount of time. Please use the side and back lots at dismissal times.

Parents are expected to be prompt in picking up their children. If parents are ten or more minutes late, students will be safely cared for in our After School Care program, and program fees will be applied (see *Extended Day Programs*). Students waiting for practice or play rehearsal should go to their assigned areas and wait there quietly.

EARLY DISMISSAL AND EXTENDED VACATIONS

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. Written requests must be sent to the Attendance Clerk via email at attendance@monsignorclarkeschool.org. Under no circumstances will a child be released unless a parent or guardian, or properly documented adult, signs him/her out. The student's record will show an early dismissal.

In the event of an emergency, a parent or guardian may call the school office at 401-789-0860 to arrange for early dismissal. All children must be signed out at the office. Students are responsible for any work missed when leaving early. For the sake of your child's educational growth, we ask you to make every effort not to pick up your child before the dismissal bell. It is distracting to other students for a child to prepare to go home early.

Extended family vacations while school is in session are highly disruptive to the educational process. Whenever possible, vacations should be scheduled during school breaks. Please note that teachers are not required to provide work ahead of time, nor are they obligated to provide make-up work for unexcused absences due to extended family vacations. Any missed assignments that are provided must be completed within five school days of the student's return to school. Failing grades may be issued for all work not made up within this time. All missed exams must be made up within two days of return from absence, or a failing grade may be given. Alternate arrangements will be considered for an extended illness accompanied by a doctor's note.

EMERGENCY CLOSURES

If school must be closed, delayed, or dismissed early due to poor weather conditions or other emergencies, notification will go out through RIBA (Rhode Island Broadcasters Association). Check your local television and radio stations for these notifications. A school-wide Emergency Alert Text Message via FACTS will also be sent to parents/guardians. It is the responsibility of parents to make sure that their child has a clear understanding of what to do and whom to go with when school is dismissed early.

EXTENDED DAY PROGRAMS

Extended Day programs are available for students in PreK through Grade 8. Before Care runs from 7:15 AM to 8:00 AM, and After Care is offered from 2:42 PM to 5:30 PM. Details about fees and registration can be found on the school website or by contacting the school office. **Please note:** if school is delayed due to weather, Before Care will be delayed by the same amount of time. After Care is not available on days when school closes early due to weather or other unforeseen circumstances.

EXTENDED DAY PROGRAMS – BEHAVIOR EXPECTATIONS

As part of the Extended Day Program, students are expected to follow all school policies, including the cell phone and electronic device policy, the **Behavior Code**, and the school's **Core Values** at all times. The Extended Day Program is an extension of the school day, and all expectations for student behavior remain in place. When a student's behavior does not align with the **Behavior Code** or **Core Values**, responses will be implemented to support reflection, accountability, and growth. Failure to meet these expectations, or to follow the cell phone and electronic device policy as directed by the Extended Day Coordinator, may result in actions including a **temporary pause or removal from the Extended Day Program**. Decisions regarding continued participation in the program are made at the discretion of school administration and are based on the safety, well-being, and effective operation of the program. Parents/guardians will be notified of any concerns and any actions taken.

ILLNESS/GENERAL

If a child is sick, please keep your child home. A sick child can easily spread illness in a classroom. If a child has a fever, the child needs to stay home for 24 hours and can return to school if fever-free without the assistance of any fever-reducing medication after that time. The same is true if a student has vomited. While many students may "feel better" after vomiting, the gastrointestinal illness may still be present and transmissible. Again, the student should stay home and rest for at least 24 hours. (See more under ***Health Concerns***.)

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 ensure that **current** Emergency Contact Forms are on file in the office. (See more under ***Health Concerns***.)

INDEPENDENT LEARNING DAYS

At Monsignor Clarke School, Independent Learning Days (ILDs) are used to support continuity of learning when students are not physically in school. **These days provide structured, independent assignments that reinforce previously taught skills and maintain academic progress.**

Independent Learning Days may be scheduled in advance for situations such as **Parent-Teacher Conference days** or **professional development days**. In addition, ILDs may be used during extended or severe school closures when multiple instructional days are missed. ILD assignments are designed to be completed independently, without the introduction of new material. Students are expected to engage in their learning and complete assigned work, while families support by helping to establish structure and routine at home.

Independent Learning Day Overview	
Category	**Description**
Purpose of ILDs	Maintain continuity of instruction; reinforce previously taught skills; provide structure; support independence and responsibility
When ILDs Are Used	Scheduled in advance (e.g., Parent-Teacher Conferences, Professional Development days); may also be used during extended school closures (approximately one week or more)
Instructional Approach	Independent and asynchronous learning; no new material is introduced
Student Work Includes	ELA (reading/writing), math practice, science/social studies/religion activities, and additional review or enrichment tasks
Daily Expectations	Work is designed to approximate a full day of learning across core subjects
Student Responsibility	Complete assignments independently, manage time, and stay engaged in learning
Family Role	Provide structure and routine; support completion of work; not responsible for teaching new content

MAINTAINING LEARNING PROGRESS DURING ABSENCES

If your child is out of school for more than two days due to illness or injury, materials and assignments will be available for pick-up from the front office after 10:00 AM on the third consecutive school day of absence. For example, a student who is in school on Tuesday and becomes ill that evening would be eligible to pick up materials on Friday after 10:00 AM.

Please note, the materials and assignments provided are not meant to be a representation of all topics and skills covered during the student's absence. Rather, these materials will focus on essential skills and assignments that will help the student return more quickly to the regular course of study upon his or her return to school. Video and online learning lessons will not be provided during student absences.

MEDICAL APPOINTMENTS

Parents should try to make routine appointments for doctors and dentists after school hours or on Saturdays. If a student must be dismissed, please see *Special Instructions Regarding Dismissal*.

PARENT DROP-OFF/PICK-UP PROCEDURE

The school distributes via email the structured pick-up and drop-off procedures before the school year starts. Early Childhood, Elementary, and Middle School have slightly different procedures. For safety reasons, parents should pick up their child only in the designated pick-up areas.

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.

SCHOOL DAY

The official school day **begins at 8:25 AM and ends at 2:42 PM**, with dismissal following prayer and announcements. To be considered present for the day, students must be in attendance from 8:25 AM through at least 11:45 AM. Failure to meet this requirement may result in an unexcused absence, which can directly impact a student's eligibility to participate in sporting events and other extracurricular activities that day.

SNOW DAY POLICY

If school is closed due to inclement weather, it will be treated as a traditional snow day. There will be no assignments, distance learning, or virtual instruction on these days. These days are not made up unless a prolonged closure (such as the equivalent of one week or more) significantly impacts the academic calendar. In the event of extended or severe circumstances that result in multiple consecutive days of missed school, the school may implement an Independent Learning Day (ILD) model to support continuity of learning (see *Independent Learning Days)*. Decisions regarding the use of Independent Learning Days or the need for makeup days will be made at the discretion of the school administration and the Catholic Schools Office (CSO), based on the severity and duration of the closure.

SPECIAL INSTRUCTIONS REGARDING CHANGES FOR DISMISSAL

If a student needs to follow a different dismissal routine than usual, we request written notice from a parent or guardian in advance whenever possible. While we will honor phone calls when unexpected situations arise, advance written communication helps ensure a smooth and safe dismissal process. Please keep in mind that while we accommodate parent requests, frequent early dismissals or routine changes can impact a child's learning and classroom continuity. Examples of changes include being picked up early, staying after school for an event, not attending Extended Day, or not taking the bus as scheduled.

It is important that students are aware of their dismissal plans before arriving at school. For safety reasons, parents and guardians should not contact students directly via cell phone or text during the school day. All dismissal changes must be communicated through the front office.

- **Walkers** – If a student is walking off campus, a signed letter of **permission from a parent must be submitted in writing by 2:00 PM on the day of the request**. This letter must clearly state that the child has permission to walk to a specific off-campus location. Without this written authorization, the student will not be permitted to leave the school grounds on foot.
- **Bus** – If a student is requesting to ride a different bus than usual, **prior approval must first be obtained from the District Bus Manager**. It is the parent's responsibility to contact the bus company directly to request this change. Such approvals are granted only in emergency situations. Once approval has been received from the bus manager, **a written note must be sent to school with the student for secondary approval** by the Assistant Principal.

SPORTS & SCHOOL EVENTS

Students who are absent from school may not attend school events, athletic games/practices, or participate in any school-sponsored extracurricular activities on the same day as their absence. Exceptions to this policy may be granted only by the Principal or Assistant Principal.

TARDINESS

Punctuality is an important life habit and one that children learn from their parents. Tardiness disrupts not only the learning environment for the student arriving late but also for their classmates and teachers. The school day begins promptly at 8:25 AM. Students who do not ride the bus may be dropped off at the designated drop-off area between 8:05

and 8:20 AM. All students are expected to be in their classroom or advisory and ready to participate in Morning Prayer by 8:25 AM.

Any student **arriving after 8:25 AM will be marked tardy**. Teachers will keep a record of students who arrive after the start of the school day. Students arriving late due to a delayed bus will not be marked tardy. Younger students may be escorted to the classroom by office staff. Under no circumstances should a parent bring the student directly to the classroom.

Every ten (10) tardies will be converted into one (1) unexcused absence and therefore may affect eligibility for programs such as the National Junior Honor Society (see *Absenteeism*). Excessive unexcused tardies may also result in exclusion from extracurricular activities, and a parent conference may be required.

Early Childhood Program (PreK3 & PreK4)

The Early Childhood Program at Monsignor Clarke School serves students in PreK3 and PreK4. Rooted in our Catholic mission and Core Values of kindness, respect, leadership, service, and faith, this program provides a nurturing, structured, and developmentally appropriate environment where young learners begin their school experience. Through a balance of play-based learning, guided instruction, and social-emotional development, students are supported in building foundational academic skills, independence, and positive relationships with peers and adults. Our goal is to help each child grow in confidence, curiosity, and a love of learning.

Families enrolled in the Little Angels program should refer to the Little Angels Handbook for program-specific policies and procedures.

COMMUNICATION WITH FAMILIES

A strong partnership between school and home is essential in the Early Childhood years. Teachers communicate regularly with families regarding student progress, classroom activities, and any concerns that may arise. Families are encouraged to:

- Share relevant information that may impact their child's day
- Communicate questions or concerns in a timely manner
- Support consistent routines between home and school

Ongoing communication helps ensure that each child is supported both academically and socially.

DAILY ROUTINES & EXPECTATIONS

Consistency and structure are essential for young children. Each PreK classroom follows a predictable daily routine that includes a balance of active learning, play, rest, and transitions throughout the day. Teachers support students in learning and following routines while developing independence and confidence in navigating the school day. The daily schedule may include:

- Morning arrival and transition into the classroom
- Structured learning activities and center-based play
- Snack and/or lunch time
- Outdoor play (weather permitting)
- Rest or quiet time
- Closing activities and dismissal

HEALTH & WELLNESS (EARLY CHILDHOOD)

Due to the age of PreK students, careful attention is given to health and wellness. Families are asked to follow all school guidelines regarding illness and to keep children home when they are not feeling well. In addition to the school's general illness policy:

- Children who are not able to fully participate in the school day should remain at home
- If a child becomes ill during the day, parents/guardians will be contacted and should arrange for timely pick-up
- Maintaining consistent health practices helps ensure a safe environment for all students

PRE-K TOILET TRAINING EXPECTATIONS

At Monsignor Clarke School, we support each child's growing independence while maintaining a structured and consistent classroom environment. Due to the nature and pace of the PreK 3 program, children are expected to be fully toilet trained upon enrollment.

Toilet Training Expectations

Children entering PreK 3 can:

- Recognize when they need to use the bathroom
- Communicate their need to a teacher
- Use the toilet independently
- Manage clothing (pulling up and down) with minimal assistance
- Maintain control throughout the school day, with only occasional accidents
- Wear underwear during the school day (diapers and pull-ups are not permitted)

Classroom Support

Teachers will:

- Provide regular reminders to use the bathroom, especially during transitions (e.g., before outdoor play, before rest time)
- Encourage independence while offering minimal assistance as needed
- Respond to accidents in a calm, respectful, and supportive manner

We understand that occasional accidents are a normal part of development and will be handled with care and discretion.

Ongoing Toileting Concerns

If a child experiences frequent accidents over a consistent period of time (for example, five or more accidents within a two-week period), teachers will communicate with parents/guardians to develop a plan that supports consistency between home and school. If sufficient progress is not observed, the school may recommend a temporary pause or adjusted schedule to allow the child additional time to develop independence. If challenges persist upon return, the child may be asked to leave the program. Ongoing toileting difficulties can impact the classroom environment and the school's ability to maintain appropriate supervision and required teacher-to-child ratios.

STUDENT INDEPENDENCE

As part of their growth and development, PreK students are encouraged to build independence in age-appropriate ways. While teachers provide guidance and support, students are encouraged to take increasing responsibility for their actions and daily routines. This includes:

- Following classroom routines and directions
- Participating in transitions with the group
- Managing personal belongings with support
- Using appropriate communication with teachers and peers

TRANSITION TO KINDERGARTEN

The PreK program is designed to prepare students for a successful transition into Kindergarten. Teachers work to ensure that students are prepared academically, socially, and emotionally for the expectations of elementary school. Throughout their time in PreK, students develop:

- Early literacy and numeracy skills
- Social-emotional awareness and peer interaction skills
- Independence and responsibility within a structured setting

Academic Instruction

Academic instruction at Monsignor Clarke School is rooted in a commitment to high standards, faith-based learning, and the development of the whole child. The curriculum is designed to challenge students, support diverse learning styles, and prepare them for success in and beyond the classroom.

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.

ACADEMIC DISHONESTY

Personal integrity is a quality we strive to build in our students. Academic dishonesty—such as cheating, copying another student's work, plagiarism, or failing to properly cite sources—violates our school's honor code and core values. It is expected that Monsignor Clarke students will submit original work that reflects their own understanding, effort, and voice.

If an assignment is found to be plagiarized, it must be redone and resubmitted. For upper elementary and middle school students, the maximum possible grade on a resubmitted assignment is 70%, depending on the quality of the revised work. Tests or quizzes taken dishonestly may receive a grade of zero; however, the assessment may still be required to be completed independently for evaluation. Consequences for academic dishonesty will vary depending on the severity of the offense, and serious or repeated violations may lead to suspension or expulsion.

ACADEMIC USE OF ARTIFICIAL INTELLIGENCE

The unauthorized use of Artificial Intelligence (AI) tools is considered a violation of our academic integrity policy. Students may only use AI under direct teacher supervision and with express permission. Unauthorized or inappropriate use of AI, including using it to generate content, complete assignments, or answer assessments, will result in disciplinary action. This may include a loss of technology privileges, academic penalties, or additional consequences as determined by school administration.

Our goal is to support student learning through meaningful engagement and to foster moral and academic growth. All students are expected to think critically, work independently, and uphold the values of honesty and accountability in all academic endeavors.

GRADING SCALE

Our grading scale applies to students in Grades 3 through 8 only. Early Childhood and Lower Elementary use developmental benchmarks and standards-based reporting to reflect student progress.

Numerical Average	***Middle School GPA Equivalent***	**Letter Grade Equivalent**	**Numerical Average**	***Middle School GPA Equivalent***	**Letter Grade Equivalent**
97 - 100	*3.86 - 4.00*	A+	77 - 79	*3.06 - 3.17*	C+
93 - 96	*3.70 - 3.85*	A	73 - 76	*2.90 - 3.05*	C
90 - 92	*3.58 - 3.69*	A-	70 - 72	*2.78 - 2.89*	C-
87 - 89	*3.46 - 3.57*	B+	65 - 69	*2.58 - 2.77*	D
83 - 86	*3.30 - 3.45*	B	Less than 65		F
80 - 82	*3.18 - 3.29*	B-	Incomplete		I
			Exempt		X

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. In addition, homework needs to be completed so teachers can best gauge the learning; giving a student a zero for missing work is not the primary recourse. Having students do the work is. 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 (MIDDLE SCHOOL ONLY)

The Middle School **Honor Roll** is posted every trimester. Students in grades 6 - 8 qualify for honor roll if they meet the following criteria:

Honor Roll GPA Specifications			
Honor Roll Level	**Core Academic Classes* GPA**	**Unified Arts Classes** Grades Required**	**Core Values Rubric**
High Honors with Distinction	3.90 - 4.00	**Exceeds Expectations (E)** in **all** unified arts classes	Minimum of **Outstanding (O)** in **all** categories
High Honors	3.74 - 3.89	Minimum of **Meets Expectations (M)** in **all** unified arts classes	Minimum of **Outstanding (O)** in **at least 4** categories and **Rising (R)** in **no more than 1** category
Honors	3.58 - 3.73	Minimum of **Meets Expectations (M)** in **all** unified arts classes	Minimum of **Outstanding (O)** in **at least 3** categories and **Rising (R)** in **no more than 2** categories

*Core Academic Classes: English Language Arts, Math, Science, Social Studies, and Theology
**Unified Arts Classes: Art, Band/Choir, Computer Science, Core Values, Italian, Music, Phys. Ed/Health

Report cards will indicate GPA only. Final Honor Roll recognition will reflect student performance in Unified Arts classes and a consistent demonstration of the MCS Core Values. Students who do not uphold these values or who receive behavioral infractions may be deemed ineligible for Honor Roll, regardless of academic performance. This includes RIIL and CAL sports.

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, 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 addition, the school hosts a school-wide opportunity for parents to come in and meet with the teachers.

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

Students in Grades K–8 receive report cards three times per year. Interim progress reports are issued halfway through each trimester to help parents and teachers monitor academic progress. All report cards and progress reports will be available digitally through the FACTS Family Portal. Documents are uploaded directly to each student's FACTS profile. It is the responsibility of the parent/guardian to contact the school office if they are unable to access the reports.

PROBATION - ACADEMIC

If a student in upper elementary or middle school earns a grade below 73% in any subject during a trimester, they will be placed on academic probation. While on probation, the student is ineligible to participate in extracurricular activities, including athletics, clubs, social events, and school dances, until their average in the failed course rises to at least 73%.

If a student fails a course in the third trimester, they will begin the following school year on academic probation. In this case, they cannot participate in fall extracurriculars until at least the third week of school, at which time their grades must reflect a 73% average or higher in the previously failed course.

PROBATION - BEHAVIOR

Please see the *Behavior Code.*

PROMOTION

Students are expected to reach proficient levels in all subject areas, including electives, in order to be promoted. Promotion decisions will be reached in concert with parents/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 through STAR testing, along with teacher-created assessments and tests. The school does not participate in the RICAS state assessment program.

Behavior Code

At Monsignor Clarke School, our mission is to form students in both intellect and character, cultivating a school environment rooted in our core values and virtue and animated by the Catholic vision of human dignity.

Rooted in our Catholic mission, this behavior code aims to form students into disciples of Christ, respectful, responsible, and guided by virtue in all they do.

Students are expected to act with honor, kindness, and respect at all times, upholding our Core Values: **kindness, respect, leadership, service, and faith**. These values reflect the cardinal and theological virtues the Church holds essential to the Christian life. Prudence, justice, fortitude, temperance, faith, hope, and charity serve as the foundation for all interactions within our community. As part of this formation, students are taught to recognize and uphold appropriate boundaries within relationships, ensuring that their interactions are marked by mutual respect, modesty, and responsibility.

School expectations extend to every part of a student's life at Monsignor Clarke, including extracurricular activities, field trips, sporting events, and all off-campus events. Whether on campus or in the broader community, students are called to witness Christ by their actions.

We employ a Virtue-Based Discipline model, grounded in the Catholic understanding that discipline is not merely about behavior management but about forming the moral conscience and guiding students toward interior conversion. Our

approach promotes self-discipline, personal accountability, and growth in virtue. In this context, students are invited to understand the true meaning of freedom, not as the mere license to do whatever one wants, but as the capacity to choose what is good, true, and loving. Freedom, properly understood, is the ability to do what we ought to do, not simply what we desire. The ultimate goal is not compliance but the transformation of heart and mind in the image of Christ.

When a student's behavior falls short of our mission or Core Values, consequences are applied not for punishment's sake, but as a pathway toward conversion, reflection, and reconciliation. Catholic moral formation emphasizes making amends and rebuilding communion with others. Through reflection, discussion, and acts of reparation, students are led to understand the impact of their actions and to seek healing and peace.

Behavioral issues are addressed with fairness, charity, and integrity. Students are given opportunities to be heard, and thoughtful processes are followed to ensure just outcomes. When appropriate, improvement plans include guided reflections and opportunities to repair relationships developed with the student. Serious or repeated misconduct may result in more immediate and firm consequences, always directed toward moral formation, the restoration of right relationships, and the development of healthy boundaries in keeping with Christian love and respect for others.

At the heart of Catholic discipline is the call to self-mastery and the freedom to choose the good. We pray that our students, with the support of their parents, teachers, and mentors, will be motivated by a sincere love for God and neighbor, choosing what is right not out of compulsion or mere rule-following, but in the joyful exercise of true freedom. In contrast to license, which does what it pleases, authentic freedom recognizes the dignity of others and seeks what is pleasing to God.

Every member of the Monsignor Clarke School community is responsible for promoting a safe, respectful, and faith-filled environment. Inappropriate behavior will be addressed with clarity and resolve. Yet the goal of all disciplinary action remains the same: to bring about reconciliation, to encourage virtue, and to help each student grow in holiness. We value our partnership with parents and guardians in this important mission of Catholic education.

BEHAVIOR EXPECTATIONS & RESPONSES

Elementary School (Grades K - 5)	Middle School (Grades 6 - 8)
Level 1: *Handled by the teacher. Focus on redirecting behavior and supporting personal growth.* **Examples may include:** ● Talking out or interrupting ● Playing rough (e.g., pushing in line or at recess) ● Rolling eyes or using rude gestures ● Writing on desks or making messes ● Saying unkind things ● Copying homework or answers **Responses may include:** ● Verbal redirection and reminder of Core Values ● Seat change or short break/time out ● Temporary loss of fun privileges ● Cleaning up messes or classroom service ● Guided reflection focused on virtue (e.g., kindness, respect, honesty) ● Spoken or written apology ● Parent communication	**Level 1:** *Handled by the teacher. Aim at fostering responsibility and respectful behavior.* **Examples may include:** ● Talking back or interrupting ● Using sarcasm or eye-rolling ● Teasing or joking at others' expense ● Dress code violations ● Using phone/earbuds without permission ● Coming unprepared to class ● Copying homework or classwork **Responses may include:** ● Verbal redirection and discussion of Core Values ● Seat change or short time-out ● Loss of non-academic privileges (i.e., recess, activity) ● Detention or classroom restitution ● Reflection Sheet focused on virtue (e.g., kindness, respect, honesty) ● Apology and accountability ● Parent communication
Level 2: *More serious or repeated behaviors that **may***	**Level 2:** *More serious or repeated behaviors that **may***

require support from administration. **Examples may include:** ● Continuous or escalating Level 1 behaviors ● Running out of class ● Hurting others (hitting, kicking, biting, etc.) ● Threatening or frightening language ● Stealing or damaging items ● Drawing or writing inappropriate content ● Teasing or name-calling ● Misusing technology **Responses may include:** ● All Level 1 strategies ● Reflection activity with teacher or staff ● Parent-teacher or parent-admin meeting ● Repairing/replacing what was damaged ● Loss of privileges or special activities ● Peer circle with conversation to repair relationships and practice accountability	*require support from administration.* **Examples may include:** ● Continuous or escalating Level 1 behaviors ● Leaving class without permission ● Physical aggression or threats ● Damage to property or theft ● Inappropriate language or behavior ● Romantic behavior at school ● Plagiarism or inappropriate use of AI ● Misuse of technology **Responses may include:** ● All Level 1 strategies ● Parent meeting and behavior improvement plan ● Conflict resolution or mediation ● Loss of leadership roles, events, or recess ● Skill-building sessions (e.g., empathy, respect) ● Peer circle or one-on-one repair conversation with staff member or peer ● In-school suspension or reflection time
Level 3: *Severe behaviors that compromise the safety or dignity of others.* **Examples may include:** ● Repeated Level 2 behaviors ● Physical aggression causing harm ● Bringing or pretending to bring a weapon ● Harassment or bullying ● Use of explicit or violent language or content ● Tampering with fire alarms ● Behavior that makes others feel unsafe **Responses may include:** ● All Level 1 & 2 strategies ● Suspension (in-school or out-of-school) ● Required family meeting and reentry plan ● Referral for counseling or support services ● Loss of all privileges, clubs, or field trips ● Conference to reflect on harm, restore community trust, and create a behavior improvement plan ● Possible expulsion (with diocesan consultation)	**Level 3:** *Significant or repeated behavior that compromises safety, well-being, or integrity.* **Examples may include:** ● Chronic Level 2 behaviors ● Physical aggression causing harm ● Harassment, bullying, or cyberbullying ● Sexting/sexually explicit content or contact ● Possession of vape pens, tobacco, drugs, or alcohol ● Serious violence, threats, or bringing (or pretending to bring) a weapon ● Tampering with safety systems (e.g., alarms) ● Behavior that endangers the school community **Responses may include:** ● All Level 1 & 2 strategies ● Suspension (in-school or out-of-school) ● Mandatory family meeting ● Loss of all privileges, trips, clubs, or leadership roles ● Behavior contract with probationary reentry plan ● Referral to outside counseling or support ● Reentry process that includes reflection, apology, and commitment to Core Values ● Police involvement and/or possible expulsion (with diocesan consultation and appeal process)

<u>HARASSMENT, BULLYING, & UNKIND BEHAVIOR</u>

At Monsignor Clarke School, we believe every person is made in the image and likeness of God and is deserving of dignity, respect, and charity. To foster a faith-filled and virtuous community, it is essential to distinguish between three

types of harmful behavior: unkind behavior, bullying, and harassment. Each is addressed seriously and appropriately, based on its nature and severity, in alignment with Catholic moral teaching and state and federal guidelines.

Bullying (and cyberbullying), as defined by the Rhode Island Safe School Act – Statewide Bullying Policy, involves the use of written, verbal, or electronic expressions, or physical acts or gestures, directed at a student with the intent to harm. Bullying can cause physical or emotional harm, damage property, create fear, or disrupt a student's participation in school activities.

At Monsignor Clarke School, bullying is characterized by three elements:

- **Causes harm** (whether physical, emotional, or social)
- **Imbalance of power** (e.g., age, popularity, strength, social influence)
- **Repetition** over time

Bullying goes against our core values of kindness, respect, and service and is handled with serious intervention, documentation, and restorative actions as needed. ***Example:*** *A group of students repeatedly mocks a peer online and excludes them from activities, despite being asked to stop.*

Harassment is a specific form of bullying that involves targeted, unwanted behavior based on a protected class (e.g., race, religion, national origin, sex, or disability). The U.S. Department of Education defines harassment as "Unwelcome conduct based on a protected class that is so severe, pervasive, or objectively offensive that it denies or limits a student's ability to participate in or benefit from school programs."

Harassment may be verbal, physical, written, or digital and violates both federal law and Catholic teaching on the equal dignity of all persons. It is handled promptly and thoroughly in compliance with diocesan and legal policies.
Example: *A student repeatedly targets another with derogatory comments based on their religion or ethnicity.*

Unkind behavior refers to a single, isolated act of disrespect, thoughtlessness, or poor judgment. This could include moments when a student acts without malicious intent or repeats hurtful behavior unintentionally. While such actions are not acceptable, they are typically addressed through reflection, guidance, and virtue-based discipline, helping the student develop empathy, kindness, and maturity.
Example: *A student laughs when another student drops their books, then apologizes upon realizing it was hurtful.*

At Monsignor Clarke School, we follow a tiered approach based on Catholic values of virtue, justice, and compassion:

- **Unkind behavior** is addressed through correction, reflection, and conversations focused on empathy, accountability, and growth in virtue.
- **Bullying** triggers formal intervention, parent communication, documentation, and, where appropriate, restorative processes aimed at repairing harm and preventing recurrence.
- **Harassment** is immediately reported to the Principal, investigated thoroughly, and addressed according to diocesan and legal guidelines.

All reports—whether from students, staff, or parents—are taken seriously and documented using the Monsignor Clarke Bullying Report Form (please see *Appendix D* for the full bullying policy and reporting procedures).

Important Note on Digital Conduct: Students and families are reminded that online conduct, even when done outside of school hours and on personal devices, may still be subject to disciplinary action if it affects the well-being or safety of another student or creates disruption in the school environment.

Bullying is the use by one or more students of a written, verbal, or electronic expression or a physical act or gesture that is directed at a student and that:

- causes physical or emotional harm to the student or damage to the student's property;
- places the student in reasonable fear of harm;
- creates an intimidating, threatening, hostile, or abusive educational environment; or

- interferes with a student's academic performance or participation in school activities.

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.

The full RI Department of Education's SAFE SCHOOL/ACT STATEWIDE BULLYING POLICY can be found on the home page of our school website: https://monsignorclarkeschool.org/

PROBATION - BEHAVIOR

When, in the Principal's judgment, a student displays significant disruptive behavior or repeatedly engages in actions that are hurtful, disrespectful, or contrary to the Catholic and core values of Monsignor Clarke School, the student may face consequences, including probation. During this probationary period, the student may be barred from participating in athletics, school clubs, social events, dances, and other extracurricular activities for up to four weeks. The Principal will notify the parents of this decision. Parents have the right to appeal the probation in writing to the Superintendent of Schools. A student who consistently fails to uphold the school's core values may be removed from extracurricular activities by a school administrator.

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.

Dress Code and Uniform

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. Students are expected to dress in compliance with the school uniform guidelines.

DRESS CODE GENERAL POLICY

1. School uniforms must be worn every day with the exception of designated days granted by the Principal.
2. Appropriate attire for a Catholic School environment is expected. This includes after-school activities, clubs, and sports teams.
3. All shirts/blouses must be tucked in at all times.
4. Pants/Shorts must be belted with a solid navy, black, or brown belt (Kindergarten is not required to wear a belt).
5. **Uniform shoes** must be solid black, brown/tan, or navy. They must have a non-skid, flat-bottom sole and a closed back and toe. Sneaker-style shoes are not permitted with the formal uniform.
6. **Sneakers** for P.E. (and for wear with informal uniform shorts) must be primarily solid colors—navy, white, or black.
    - Vibrant colors (including accent colors), patterns, glitter, reflective material, lights, wheels, high-tops, or similar embellishments are not allowed.
    - Sneakers must be worn with the gym uniform and may also be worn with the informal uniform (Early

Fall & Spring).

7. Hats are not to be worn in school.
8. **Hair:** Unnatural hair colors are not allowed. Hairstyles such as mullets, mohawks, or heavily shaved styles are not allowed.
    - **Boys:** Hair must be well-kept, out of the eyes, no longer than collar length, and may not cover more than half the ear. Boys must be clean-shaven.
    - **Girls:** Hair must be well-kept, with non-flashy accessories. All hair accessories should be **uniform-appropriate** and match the school uniform.
9. **Jewelry:** Girls may wear **stud earrings only;** hoops and dangle earrings are not permitted. Boys are not allowed to wear earrings. One bracelet and one small necklace may be worn. Chokers are not permitted. Facial piercings and tattoos are not allowed.
10. **Nails and nail polish:** Nails should be well-trimmed, neatly manicured, and must be kept at a **practical length** that does not interfere with classroom work or student safety.
    - **Girls:** May wear clear or light pink nail polish, with all nails the same color.
    - **Boys:** May not wear nail polish.

    Students will be asked to remove nail polish if it does not adhere to these policies.
11. **Makeup:** Makeup **is not permitted** for students in elementary grades. Middle school students may wear minimal, natural-looking makeup. Makeup should be modest and appropriate for a school environment. Excessive or distracting makeup is not permitted.
12. **Skirt/Jumper length** must be approximately knee length.
13. **P.E. Uniforms** are to be worn for the entire school day on the assigned Physical Education day. Sneakers (see above) may be worn all day. On **Mass days**, students **must bring sneakers to change into for P.E. if needed**. Students are not permitted to change into their P.E. uniform on Mass days.
12. **Informal (Early Fall & Spring) uniforms** (regular and physical education) are optional and may be worn from the first day of school through Columbus Day and from May 1st through the last day of school. Exceptions may be granted by the Principal if warranted.
13. Only **MCS uniform sweaters, vests, pullovers, or sweatshirts with the official MCS logo** are permitted to be worn in school. Students may **not** wear other sweatshirts, such as high school spirit wear, team uniforms, or warm-ups.

DRESS-DOWN DAY 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 Catholic Christian environment is expected.
- All shirts/dresses must have a sleeve. Shoulders must be covered.
- Jeans/pants must be moderate to loose-fitting, neat, and **without holes or rips**.
- Skirts/dresses/shorts must be no shorter than fingertips in length. No denim cut-off shorts.
- 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
- Leggings are only to be worn with a top that is fingertip length. This means mid-thigh at minimum.
- All shoes must have a non-skid sole, a back, and a closed toe. **No sandals, slip-ons, or flip-flops allowed**.
- Heels must be no more than one inch. Sneakers are permitted.

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 a choice of dress-down "bottoms." Please be sure to follow the teacher's request.

MASS DAY ATTIRE
A particular emphasis is placed on maintaining a neat and clean uniform on days in which the school and/or specific students/classes attend Mass. With this in mind, students are NOT permitted to wear sweatshirts or fleece spirit wear during Mass. Uniform tops that are quarter-zip tops and/or pullover sweaters are permitted.

If we are in the Formal Uniform (Late Fall/Winter) season, please have all students wear this uniform. The same goes for the Informal Uniform (Early Fall & Spring) season. Gym uniforms should never be worn for Mass. Sneakers are also not allowed for K - 8 for Mass.

PHYSICAL EDUCATION UNIFORMS
- **Bottoms:** MCS uniform sweatpants or shorts with the school logo are required. Students may wear PE shorts during the winter if they prefer.
- **Top:** MCS T-shirt with the school logo must be worn at all times. *Spirit wear shirts are not permitted* unless otherwise approved.
- **Optional:** MCS sweatshirts with the school logo may be worn. *Spirit wear sweatshirts are not permitted* unless otherwise approved.

Note: On **Mass days**, students who have Physical Education are required to **bring a change of shoes.**

RECESS DURING COLD WEATHER
In order to provide children with a change of environment at least once during the day, children in grades PreK - 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).

UNIFORM VIOLATION
Teachers and staff will issue uniform violation slips to any student not adhering to the general dress code policies, and parents will be notified.

> **Elementary School**: Lead classroom teachers will send an email and/or violation slip home to parents. Parents are asked to partner with us to ensure our uniform policy is being followed. After **three violations,** a parent meeting or phone call from the administration should be expected. Parents may be asked to drop off proper uniform clothing and/or shoes depending on the severity of the violation.
>
> **Middle School:** After **three violation**s, the student will receive a detention. All violations will be sent home and require a parent signature. Students may be asked to change their clothes or have a parent drop off the proper school attire. This includes dress-down day violations.

Uniform Dress Code by Grade Level

PreK - Girls & Boys (Click for Visual Aid)	
Formal Uniform (Late Fall/Winter) ● **Girls:** Navy blue short-sleeved or long-sleeved jumper with MCS logo ● **Boys:** Navy blue sweatpants and a navy polo shirt with MCS logos ● Optional cardigan, crewneck sweatshirt, or full-zip fleece with MCS logos ● Solid navy or white socks only ○ Optional navy leggings under jumper	**Informal Uniform (Early Fall & Spring)** ● Navy blue short-sleeved jumper with MCS logo ● Navy blue shorts and a navy polo shirt with MCS logos ● Solid navy or white socks only ● Uniform shoes (See General Dress Code Policies) ● Hooded sweatshirts cannot be worn with the regular uniform

- Uniform shoes (See General Dress Code Policies)
- Hooded sweatshirts cannot be worn with the regular uniform

PE Uniform

- Navy blue sweatpants and blue t-shirt with MCS logos
- Optional navy blue sweatshirt with MCS logo
- Sneakers (See General Dress Code Policies) must be worn on PE day or taken on Mass Day when PE is scheduled
- MCS "hoodie" sweatshirts are only to be worn on PE days

PE Uniform

- Navy blue shorts and blue t-shirt with MCS logos
- Optional navy blue sweatshirt with MCS logo
- Sneakers (See General Dress Code Policies) must be worn on PE day or taken on Mass Day when PE is scheduled
- MCS "hoodie" sweatshirts are only to be worn on PE days

Grades K - 5 - Boys (Click for Visual Aid)

Formal Uniform (Late Fall/Winter)

- Navy blue dress pants (pleat or flat front)
- Solid navy, black, or brown belt (belt optional for Kindergarten)
- Light blue long-sleeved or short-sleeved polo shirt with MCS logo
- Optional navy blue pullover sweater, navy blue cardigan sweater, quarter-zip pullover, or vest; all with MCS logo
- Uniform shoes (see General Dress Code Policies)
- Solid navy or white socks only (no logos)
- Fleece jackets and hooded sweatshirts cannot be worn with the regular uniform
    - ****For Kindergarten - Grade 2 ONLY** Full-zip fleece may be worn as the quarter-zip is not offered in smaller sizes.

PE Uniform

- Navy blue sweatpants and navy blue t-shirt with MCS logos
- Optional navy blue sweatshirt with MCS logo
- Sneakers (See General Dress Code Policies) must be worn on PE day or taken on Mass Day when PE is scheduled
- MCS "hoodie" sweatshirts are only to be worn on PE days

Informal Uniform (Early Fall & Spring)

- Navy blue dress shorts (pleat or flat front)
- Solid navy, black, or brown belt (belt optional for Kindergarten)
- Light blue short-sleeved polo knit shirt with MCS logo
- Optional navy blue pullover sweater, navy blue cardigan sweater, quarter-zip pullover, or vest; all with MCS logo
- Uniform shoes OR sneakers (see General Dress Code Policies) may be worn with uniform shorts
- Solid navy or white socks only (no logos)
- Fleece jackets and hooded sweatshirts cannot be worn with the regular uniform
    - ****For Kindergarten - Grade 2 ONLY** Full-zip fleece may be worn as the quarter-zip is not offered in smaller sizes.

PE Uniform

- Navy blue shorts and navy blue t-shirt with MCS logos
- Optional navy blue sweatshirt with MCS logo
- Sneakers (See General Dress Code Policies) must be worn on PE day or taken on Mass Day when PE is scheduled
- MCS "hoodie" sweatshirts are only to be worn on PE days

Grades K - 5 - Girls (Click for Visual Aid)

Formal Uniform (Late Fall/Winter)

- MCS plaid jumper with light blue collared blouse **OR**
- Navy blue dress pants (pleat or flat front) with light blue short-sleeved or long-sleeve polo shirt with MCS logo

Informal Uniform (Early Fall & Spring)

- MCS plaid jumper with light blue collared blouse **OR**
- Navy blue dress shorts (pleat or flat front) with light blue short-sleeved polo shirt with MCS logo

- Navy blue (opaque) tights or knee socks
    - Tights are required November through March
    - ****For Kindergarten ONLY** Lands' End navy blue leggings may be worn with **NAVY** blue socks
- Solid navy or white socks (with pants only, no logos)
- Optional navy blue pullover sweater, navy blue cardigan sweater, or quarter-zip pullover; all with MCS logo
- Solid black, brown, or navy belt must be worn with pants (belt optional for Kindergarten)
- Uniform shoes (see General Dress Code Policies)
- Fleece jackets and hooded sweatshirts cannot be worn with the regular uniform
    - ****For Kindergarten - Grade 2 ONLY** Full-zip fleece may be worn as the quarter-zip is not offered in smaller sizes.

PE Uniform

- Navy blue sweatpants and navy blue t-shirt with MCS logos
- Optional navy blue sweatshirt with MCS logo.
- Sneakers (See General Dress Code Policies) must be worn on PE day or taken on Mass Day when PE is scheduled
- MCS "hoodie" sweatshirts are only to be worn on PE days

- Navy blue knee socks
    - Tights optional
- Solid navy or white socks (with shorts only, no logos)
- Optional navy blue pullover sweater, navy blue cardigan sweater, or quarter-zip pullover; all with MCS logo
- Solid black, brown, or navy belt must be worn with shorts (belt optional for Kindergarten)
- Uniform shoes OR sneakers (see General Dress Code Policies) may be worn with uniform shorts
- Fleece jackets and hooded sweatshirts cannot be worn with the regular uniform
    - ****For Kindergarten - Grade 2 ONLY** Full-zip fleece may be worn as the quarter-zip is not offered in smaller sizes.

PE Uniform

- Navy blue shorts and navy blue t-shirt with MCS logos
- Optional navy blue sweatshirt with MCS logo
- Sneakers (See General Dress Code Policies) must be worn on PE day or taken on Mass Day when PE is scheduled
- MCS "hoodie" sweatshirts are only to be worn on PE days

Grades 6 - 8 - Boys (Click for Visual Aid)

Formal Uniform (Late Fall/Winter)

- 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 pullover sweater, quarter zip pullover, or vest with MCS logo
- MCS tie or bowtie
- Solid navy or white socks (no logos)
- Uniform Shoes (See General Dress Code Policies)
- Fleece jackets and hooded sweatshirts cannot be worn with the regular uniform

PE Uniform

- Navy blue sweatpants and navy blue t-shirt with MCS logos
- Optional navy blue sweatshirt with MCS logo
- Sneakers (See General Dress Code Policies) must be worn on PE day or taken on Mass Day when PE is scheduled

Informal Uniform (Early Fall & Spring)

- Khaki shorts (Pleat or flat front)
- Short- or long-sleeved navy blue polo shirt with MCS logo
- Solid black or brown belt
- Solid navy or white socks (no logos)
- Uniform shoes OR sneakers may be worn with uniform shorts (See General Dress Code Policies)
- Fleece jackets and hooded sweatshirts cannot be worn with the regular uniform

PE Uniform

- Navy blue shorts and navy blue t-shirt with MCS logos
- Optional navy blue sweatshirt with MCS logo
- Sneakers (See General Dress Code Policies) must be worn on PE day or taken on Mass Day when PE is scheduled
- MCS "hoodie" sweatshirts are only to be worn on PE days

• MCS "hoodie" sweatshirts are only to be worn on PE days	

Grades 6 - 8 - Girls (Click for Visual Aid)

Formal Uniform (Late Fall/Winter)

- MCS khaki skirt (Lands' End ONLY, approximately knee length)
  OR
- Khaki dress pants (pleat or flat front)
- Long- or short-sleeved light blue oxford button-down blouse
- Solid black or brown belt (with pants only)
- Optional navy blue cardigan, pullover sweater, quarter-zip pullover, or vest with MCS logo
- Navy blue (opaque) tights
  - **NO** leggings
- Solid navy or white socks (with pants only, no logos)
- Uniform shoes (See General Dress Code Policies)
- Fleece jackets and hooded sweatshirts cannot be worn with the regular uniform

PE Uniform

- Navy blue sweatpants and navy blue t-shirt with MCS logos
- Optional navy blue sweatshirt with MCS logo
- Sneakers (See General Dress Code Policies) must be worn on PE day or taken on Mass Day when PE is scheduled
- MCS "hoodie" sweatshirts are only to be worn on PE days

Informal Uniform (Early Fall & Spring)

- MCS khaki skirt (Lands' End ONLY, approximate knee length)
  OR
- Khaki shorts (pleat or flat front) approximate length just above knee
- Long- or short-sleeved navy blue polo shirt
- Solid black or brown belt (with shorts only)
- Navy blue knee socks (with skirt)
  - socks must be true knee-high socks
- Solid navy or white socks (with shorts only, no logos)
- Uniform shoes OR sneakers (See General Dress Code Policies) may be worn with uniform shorts
- Fleece jackets and hooded sweatshirts cannot be worn with the regular uniform

PE Uniform

- Navy blue shorts and navy blue t-shirt with MCS logos
- Optional navy blue sweatshirt with MCS logo
- Sneakers (See General Dress Code Policies) must be worn on PE day or taken on Mass Day when PE is scheduled
- MCS "hoodie" sweatshirts are only to be worn on PE days

THE SCHOOL UNIFORM MUST BE PURCHASED FROM LANDS' END.
https://www.landsend.com
School ID # **900189192**

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 8:30 am and 2:00 pm daily.

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 must have their **Emergency Contact Information** entered and updated annually in **FACTS**.

- 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 ATTENDANCE AT SCHOOL

Students should remain at home if they are not feeling well, have a fever, or are exhibiting unusual symptoms (such as a rash). If a child is diagnosed with a contagious illness, the school office must be notified immediately so staff and families can be informed and monitor for symptoms in others.

During the school day, if a student develops a fever, begins vomiting, or appears clearly unwell, parents will be contacted and asked to pick up their child promptly. Students may not remain at school if they have a fever, diarrhea, or are vomiting. **A child with a fever may not return to school until their temperature has remained below 100.3°F for at least 24 hours without the use of fever-reducing medication.** If an illness requires antibiotics, the child must have been on the medication for a minimum of 24 hours before returning. The same 24-hour rule applies after the last episode of vomiting or diarrhea.

When recovering from a respiratory illness (such as a cold, flu, or RSV), a student may return to school once they are fever-free (per the guidelines above) and showing signs of improvement. While some illnesses can linger, we encourage students to return as soon as they are medically able to participate in school.

A doctor's note is typically not required for a student to return. However, if a student is absent for three or more consecutive school days, a note may be requested. The school nurse or administration may also require medical documentation if absences become excessive.

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.
    - **Students should be picked up in a timely manner to ensure their comfort and to prevent the spread of illness.**
- 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 nurse by a parent/guardian.
- Accompanied by the appropriate school medication form (prescription vs. non-prescription), which can be found on the school website and submitted to the school nurse.
- In a pharmacy-labeled (or original over-the-counter) container.
- Administered by the school nurse, with the exception of self-administered EpiPens and/or inhalers (when specifically directed by the physician in writing).
- The school nurse must be notified whenever a student requires medication during the school day.

Safety

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 or any other door in the building 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 an unplanned 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 Extended Day After Care will not be provided when the school is dismissed early.

PLAYGROUND/RECESS SAFETY RULES

At Monsignor Clarke, we use the acronym "MCS CARES" to guide our behavior during recess and playtime. These expectations help keep everyone safe, included, and respectful while having fun outdoors.

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.

Please note: Students are not allowed to bring personal items or sports equipment from home for use at recess.

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 and RIDE-required drills per school year. 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 cases of inclement weather, Monsignor Clarke School generally considers the decision made by the Superintendent of the South Kingstown School Department regarding school closures, delays, or early dismissals. However, final decisions are made based on the needs of the students, families, and faculty we serve across multiple towns and districts. Our priority is always the safety and well-being of our school community. As such, there may be instances when our decision does not align with district bussing or the decisions of other surrounding districts to cancel or not cancel.

Announcements regarding school closings will be made via the school's information and texting system, telephone notification system, and over TV stations. Parents/guardians should pay special attention to communication from the school on days when inclement weather is expected. MCS wants to ensure parents have enough time to plan accordingly for a cancellation.

STUDENT DROP-OFF AND PICK-UP

Faculty and staff at Monsignor Clarke School are responsible for supervising students during the school day. However, it is the responsibility of parents to ensure that students do not arrive too early before school begins or remain on campus too long after dismissal.

If students arrive early to campus, they will be escorted to the Before Care program. Similarly, after dismissal, students who remain on campus will be supervised in the After Care program (see *Extended Day Program*). No student should be on campus before or after school hours without adult supervision.

Any students being dropped off in the morning via valet may not exit vehicles until an MCS staff member opens the school doors. Staff members will assist in removing students and belongings from the car, for elementary drop-off.

School drop-off begins at 8:05 AM when the parent drop-off doors open. Doors close promptly at 8:20 AM. All students who arrive after 8:20 AM **must be dropped off at the main office in the front of the building** for proper check-in.

Parents are expected to follow the designated traffic pattern when dropping off and picking up their children. Drivers must be cautious, adhere to posted speed limits, and stay within marked lanes while on school property. For the safety of all students, drop-off and pick-up must occur only in the designated areas.

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.

VISITOR & VOLUNTEER POLICY

Monsignor Clarke School welcomes the active engagement of parents and values their partnership in creating a safe and effective learning environment. To ensure the safety of all students and to maintain a focused academic atmosphere, the following policy applies to all visitors and volunteers:

- **Visitors**: All visitors to the school must have a legitimate educational or volunteer purpose and must be announced prior to arrival. No visitor will be permitted to enter the school building unannounced. Parents or other guests should not enter classrooms without prior communication with the school administration and/or the classroom teacher. This policy helps preserve the integrity of teaching and learning.
- **Volunteers**: Parents who wish to volunteer in the school are both encouraged and appreciated. To ensure a positive and productive experience for everyone, volunteers are asked to coordinate their involvement in advance with the appropriate staff member or administrator. This helps us thoughtfully integrate volunteer support in ways that enhance classroom instruction and support school routines. For the safety of all students and to avoid disruptions to teaching and learning, volunteers should remain in their designated areas and not move throughout the building independently.
- **Volunteer Information Sessions:** To ensure that all parents have the opportunity to prepare appropriately for volunteering, Volunteer Information Sessions will be held periodically throughout the year. These sessions are designed to provide important guidance and ensure compliance with school and diocesan policies. Each session will include:
    - completion of **BCI (Background Criminal Investigation)** check documentation.
    - completion of **Safe Environment Training**, as mandated by the Diocese of Providence.
    - an overview of **school safety protocols and procedures for volunteers.**

Attendance at one of these sessions is **required prior to engaging in any volunteer activities with students**. We are grateful for the many ways our parents support the mission of Monsignor Clarke School. By working together to follow these guidelines, we ensure a safe, respectful, and productive environment for all.

General Policies, Programs, and Information

General policies, procedures, and program information help guide the daily operations of Monsignor Clarke School and support a positive experience for students and families. Reviewing these details can help families stay informed and engaged throughout the school year.

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 Principals Committee on Athletics) as well as the CAL (Catholic Athletic League). ALL students are encouraged to go out for a sport. Please see a separate ***Athletic Handbook*** located on our school website.

BUS TRANSPORTATION

Transportation to and from school is provided by the towns of South Kingstown, North Kingstown, Jamestown, Narragansett, Exeter-West Greenwich, Chariho, and Westerly. 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.**

CLASS LISTS

The office is unable to share class lists and family contact information without written approval by all families in the classroom. The room parent does receive a list of student/parents/contact information for that homeroom, but the room parent cannot share this information unless the parents consent to the dissemination of their contact information. The school's PTO often develops a directory with such information when parents agree to be included in the listings.

CELL PHONES

(see *Electronic Devices*)

COMMUNITY SERVICE (MIDDLE SCHOOL ONLY)

Service to others is one of our school's Core Values (see *Core Values*). 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

Students in sixth and seventh grade are required to complete a minimum number of Christian service hours each school year:

- Grade 6: **Ten (10) Hours**
- Grade 7: **Twelve (12) Hours**

Service hours completed during the summer may be applied toward the upcoming school year's requirement. Each entry must be signed by a responsible supervisor within one month of the service date. All signed service logs, along with a student-written reflection on the service experience, are due by the end of the school day (2:42 PM) on the date determined by the NJHS Advisor.

Note: Seventh grade students interested in being considered for the National Junior Honor Society (NJHS) must complete **an additional ten (10)** service hours, following the MCS-NJHS Chapter guidelines. (See *National Junior Honor Society* for more details).

Core Values Project Requirement: Grade 8

Eighth-grade students are required to complete a **Core Values Service Project** consisting of **fifteen (15) service hours**. This project must be sustained, in-depth, and focused on a single topic or area of need. Students may work individually or in groups of up to **three**.

The mission of this project is to embody the MCS Core Values by growing as disciples of Christ, leading with compassion, and using our God-given gifts and talents to serve others.The project will include three key components:

- **Inquiry:** Students will explore community needs and determine how to respond using their God-given gifts and personal interests.
- **Service:** Students will complete 15 hours of service related to their chosen focus.
- **Reflection:** In the spring, students will present their project through an **oral and visual presentation**.

Students are encouraged to begin work on their project during the **summer prior to eighth grade**. Project expectations and guidelines will be provided by the middle school Theology teacher and may be adjusted at the teacher's discretion.

Note: Current members of, or eighth grade students interested in being considered for, the National Junior Honor Society (NJHS) must complete **an additional ten (10) service hours** in accordance with MCS-NJHS Chapter guidelines. (See *National Junior Honor Society* for more details).

CONTACTING YOUR CHILD

Students should not be expected to check their phones during the school day or receive a personal call. During the time 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 after dismissal via their personal devices is acceptable. Lost or stolen phones are not the responsibility of the school.

CORE VALUES

All Monsignor Clarke students are expected to uphold the Core Values that guide their actions both in and out of school: kindness, respect, leadership, service, and faith. Demonstration of these Core Values will be reflected as part of each student's report card. To support this, MCS Core Values Rubrics have been developed for each grade level (PreK, Lower Elementary, Upper Elementary, Middle School), outlining expectations appropriate to students' age and development. These rubrics are included in this communication for your reference and can help guide conversations at home about character and behavior.

ELECTRONIC DEVICES

School-issued student Chromebooks are allowed (see *Technology Acceptable Use Policy*).

Cell phones, smart watches, gaming devices, electronic readers, laptops from home, and other technologies are not permitted in the classroom. Elementary students may keep devices in their book bags or give them to their teacher. Middle school students must keep any devices from home in their locked locker; electronic devices are not to be on their person. Cell phones need to be turned off, not silenced. If there is an emergency, teachers and staff have hardwired phones, cell phones, and walkie-talkies available.

If a student is found having an electronic device on their person or in their desk 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 will be issued. If a student actively uses his or her cell phone/device during the school day, the student will receive a detention, and the device will be held until a parent picks it up.

Cell phones and personal earbuds and/or headphones may not be turned on or used until a student exits the building for the day. For safety reasons, no student should be on their phone or have earbuds in their ears while walking in the corridors; this includes walking to and from the bus drop-off/pick-up line and to and from parent drop-off and pick-up.

Students cannot video/audio record or take photos on devices without permission from the school (see *Photography/Videotaping*).

EXTENDED DAY PROGRAM

Monsignor Clarke School offers Extended Day programs for students in PreK through Grade 8. Before Care is available from 7:15 AM to 8:00 AM, and After Care runs from 2:45 PM to 5:30 PM on regular school days. The program is open to all registered students. Parents planning to use Extended Day regularly must complete and return the registration form to the school office. Detailed information about fees, registration, and the Extended Day policy is provided at the start of the school year and is also available on the school website.

The Extended Day Program is a privilege. Students are expected to follow all school rules, the Student Code of Conduct, and the school's Core Values while participating in Before Care and After Care. Because the program is considered an extension of the school day, behavioral expectations remain in effect at all times. Students whose behavior becomes disruptive, unsafe, or repeatedly inconsistent with school expectations may be required to take a temporary break from the program or may lose Extended Day privileges altogether.

Please note:

- If school start time is delayed due to weather, Before Care will be delayed by the same amount of time.
- After Care is not offered on days when school closes early due to weather or other unforeseen circumstances.
- Students must be picked up by 5:30 PM. A late fee of $15 per 15 minutes, per child, will be charged for any pickup after this time.

For questions or further details, please contact the school office or visit our website.

EXTRACURRICULAR 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 attire is expected at all social events, school-sponsored activities, and ceremonies. Parents must provide transportation arrangements at the scheduled end of the activity. The school will notify parents and students of any after-school activities via weekly updates.

EXTRACURRICULAR TRANSPORTATION

Any parent wishing to transport students other than their own child **must** complete the "Be Smart" MCS Volunteer Driver process prior to transporting students other than their own. To begin the process, please fill out this MCS Driver Information Form.

FIELD TRIPS

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 needed as chaperones. The classroom teacher determines the number of chaperones needed and the process for selection. All chaperones must have **a 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.

LOCKERS

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. Lockers must be fully closed and locked when not in use. Using a pencil or other item to alter the closing mechanism damages the locker structure and is not allowed. Students will be charged for any damage done to their lockers.

LOST AND FOUND

Articles found are placed in the cafeteria on the Lost and Found table. Items will be kept for up to two weeks. Parents and children are welcome to call the main office if an item of value has been lost or misplaced. Unclaimed items will be donated a minimum of twice per trimester. Unclaimed MCS gear will be relegated to the uniform closet.

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 they are often rerouted to different areas upon arrival in the school office.*

NATIONAL JUNIOR HONOR SOCIETY (MIDDLE SCHOOL ONLY)

Monsignor Clarke School is an affiliated chapter of the National Junior Honor Society (NJHS). Membership is open to qualified 7th and 8th grade students who demonstrate excellence in the five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are set by the national NJHS office and have been enhanced to reflect the expectations of our local MCS chapter.

Application Process:

- Students who meet the initial qualifications will be invited to apply.
- Once invited, students must submit all required documents in hard copy by the designated due date by 2:42 PM. This includes documentation of the ten (10) additional required hours for NJHS. Digital submissions will not be accepted. All applications will be time-stamped upon submission.

Renewal of Membership:
Current 8th grade students who were inducted as 7th graders (received their certificate at the formal ceremony) must continue to meet all NJHS standards to maintain their membership. Reminders about these requirements will be shared with students at each progress report during the first and second trimesters.

National Junior Honor Society Pillar Criteria – Monsignor Clarke Chapter
Candidates for NJHS membership must meet the standards set in each of the five pillars: scholarship, service, leadership, citizenship, and character. Detailed criteria for each pillar are outlined below:

Scholarship: To be eligible for NJHS, students must achieve **Honor Roll** in both the first and second trimesters of the school year (see *Honor Roll*)

Service: All NJHS candidates must complete **10 additional hours of community service** beyond the hours already required of all middle school students—16 hours in 7th grade and 20 hours in 8th grade—bringing the total to **26 hours for 7th graders** and **30 hours for 8th graders**. These additional hours must be completed by the deadline set by the NJHS Advisor and submitted with appropriate documentation. Once inducted, members are expected to continue demonstrating a strong commitment to service throughout the year.

Leadership: Candidates should demonstrate strong leadership qualities by being resourceful, effective problem-solvers, and active contributors of ideas. Participation in school or community activities, events, or clubs that highlight their ability to lead, collaborate with others, and make a positive impact is required.

Citizenship and Character: Candidates must demonstrate integrity, responsibility, and a commitment to the values of Monsignor Clarke School and the broader community. This includes:

- Modeling the school's Core Values: kindness, respect, leadership, service, and faith
- Demonstrating cooperation, honesty, reliability, and respect for self, others, and school policies
- Maintaining Core Values requirements as outlined in Honor Roll for all trimesters in **7th and 8th grade**

To be eligible for or maintain membership in NJHS, students must also meet the following behavior and attendance requirements:

- No suspensions.
- No more than two disciplinary infractions.
- No more than 5 unexcused absences. A 6th unexcused absence will render the student ineligible.
- No more than 15 total absences, regardless of reason. A 16th absence will make the student ineligible. Every 10 tardies will be converted to 1 unexcused absence, which counts toward the above total.

Attendance and behavior are reviewed regularly and may impact a student's eligibility even after an invitation has been extended. Parents are strongly encouraged to monitor attendance each trimester, as this information is included on the trimester report cards.

PARENT TEACHER ORGANIZATION (PTO)

WAVES 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

Photos taken by MCS staff are 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/Instagram pages or website. At times, photos are sent to the local newspaper to highlight an 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 the use of such photography.

At no time should students photograph, videotape, or audio record anyone during the school day or while on school property (including the bus) without express written permission.

SCHOOL MATERIALS

All school materials must be treated with care at all times. Lost or damaged textbooks, library books, and other school materials will be subject to a replacement fee. Textbooks should be covered, and students' names placed inside the front cover. If a student mishandles or damages any school-issued 1:1 device or a computer in the Innovation Center, the parent will be responsible for a **$250 fee to cover the cost of repair or replacement.**

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, Bullying, and Unkind Behavior*).

TECHNOLOGY ACCEPTABLE USE POLICY

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 (Appendix C). If users violate any of these provisions, their access may be terminated, and appropriate disciplinary actions will be taken.

VACATIONS

Vacations during the school year are strongly discouraged, as they interrupt the student's learning and may cause them to fall behind academically. If a family must take time away from school for a vacation, please notify both the classroom teacher and the front office in advance. The teacher may be able to provide some learning activities for the student to complete while away; however, this work may not be provided immediately and should not be expected on the same day as requested.

Please note that vacation absences are considered official unexcused absences according to our school's attendance policy. Frequent unexcused absences may impact a student's eligibility for school awards, and for older students, can affect eligibility for the National Junior Honor Society (NJHS) and other academic recognitions.

VIOLENCE

MCS has a no-tolerance policy. 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, cyberbullying, 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, or national and ethnic origin in the 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.

ADMISSION and ELIGIBILITY

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. Monsignor Clarke observes immunizations required by the Rhode Island Department of Health.
- Certificate of transfer from the last school attended (if applicable).
- Records from the last school attended. (Report card, standardized test scores, and health records.)
- Signed Enrollment Agreement and non-refundable 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 who meet qualifying criteria for admissions.

REGISTRATION/MID-YEAR TRANSFER

Registration for new students in Little Angels through Grade 8 is rolling throughout the year. New students go through an admissions process and are accepted at the discretion of the Principal. The administration aims to maintain maximum class sizes that support optimal teaching and learning at Monsignor Clarke School.

RE-REGISTRATION

Re-registration for current students takes place in January and February. Only families who are current with tuition and/or extended day payments are eligible to re-register during this period.

TUITION

Tuition costs are set annually. Because the school has year-round contractual and financial obligations such as teacher salaries, utilities, building maintenance, improvements, and other expenses, families who accept enrollment are required to pay the full annual tuition in accordance with the School's Tuition Agreement and Contract. All families with children attending the School must have a signed Tuition Agreement and Contract on file, completed by the child's parents or guardians. If parents or guardians rely on another individual to make full or partial tuition payments, that individual must also sign the Agreement and Contract.

TUITION ASSISTANCE

Diocesan and local parish tuition assistance is available to qualifying families. To be considered for aid, families must complete the FACTS Grant and Aid application, available at www.factstuitionaid.com/facts/gaindex. Local parishes may also provide limited tuition assistance; families are encouraged to inquire directly with their pastor.

TUITION COLLECTION

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 FACTS fee will be waived. Families may also choose from several payment plan options through FACTS. To access the system, visit https://online.factsmgt.com.

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 the use of 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 arrears may be suspended from attending school unless arrangements are made 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.
- Participation in **end-of-year activities**, including but not limited to final exams, class trips (including overnight or multi-day trips), end-of-year field trips, graduation, and other related events, may be restricted until all tuition and financial obligations have been met. Participation in these activities is considered a privilege.

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 STUDENT WITHDRAWAL

All students enrolled as of June 1 will be considered enrolled for the entire upcoming school year. If you intend to withdraw your child(ren) from Monsignor Clarke School, you must notify the school office **in writing** on or **before June 1.**

After June 1, the withdrawal policy goes into effect. Families will then be financially responsible for **a percentage of the upcoming year's tuition**. This policy ensures the school can plan appropriately for staffing, class sizes, and resource allocation. If a family withdraws a student after the school year begins, tuition obligations will be determined by the following schedule:

Withdrawal after June 1 and before this date:	Family must pay this portion of annual tuition:
September 30	25%
October 31	50%
January 31	75%
February 1	100%

The withdrawal process must begin with written notice to the Principal's Office. The **official withdrawal date** is the date recorded by the Principal's Office upon receipt of this notice. If a family has already paid more than the required amount based on the schedule above, the school will refund the difference.

Please note the following:

- **Registration and incidental fees are non-refundable** and will not be returned under any circumstances.
- **All outstanding tuition balances must be paid in full** before a student may return to Monsignor Clarke School or transfer to any other Catholic school.

Please review the following Appendices, then complete the acknowledgement form at the end of this document.

Appendix A

ASBESTOS DISCLOSURE STATEMENT

In accordance with the Monsignor Matthew F Clarke School AHERA and the Asbestos Hazard Emergency Response Act [1986], 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:
1) 6 month periodic surveillance checks
2) Original asbestos containing boiler system and system hot water staging tank and all associated pipes, if insulated with asbestos containing material was removed.

Notice Issue Date: 7-23-2025
Notice Issued By: John Zabriskie
LEA Designated Person
5074 Tower Hill Rd
Wakefield, RI 02879
401-789-0860

Appendix B

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

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 chromebooks, 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 understand that if my child mishandles or damages any school-issued 1:1 device or a computer in the Innovation Center, I will be responsible for a $250 fee to cover the cost of repair or replacement. I agree to ensure that all devices are treated with care and returned in good condition
2. 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.
3. I will use the internet only with the permission of the staff member in charge.
4. 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.
5. 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.
6. I will not upload, link, or embed an image of myself or others to unsecured, public sites without my teacher's permission and a signed parental permission slip of all persons in the image.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. I will report any problems to my teacher or the supervising staff member.
13. I understand that my use of the school system's computers is not private and that the school/Diocese 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.
14. 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.
15. The school uses third party applications and programs to enhance the educational experience of students. Most of these programs are accessed through the single-sign-in procedure via Google Classroom. Parents are hereby notified that these programs have been reviewed by the school and found to be safe for student use in the classroom environment. By agreeing to this policy, I recognize the use of these third-party apps for school use and allow this use for students.

16. I understand that teachers may use GoGuardian within their classrooms on school-issued devices to help manage and monitor student activity. GoGuardian tools allow teachers to oversee online behavior, provide support, and ensure that the use of technology aligns with our school's educational goals. I acknowledge that GoGuardian is used to enhance the learning environment and maintain focus, and I agree to comply with the policies and procedures associated with its use.
17. I understand that teachers may use a messaging app to communicate with students and parents regarding classroom activities, assignments, and important updates. These apps (i.e., GroupMe, Remind, etc.) facilitate timely and effective communication to support student learning and engagement. I acknowledge that messages sent through these apps will be used to enhance the educational experience and that I am expected to comply with the school's guidelines and policies regarding its use.
18. I understand that students are not permitted to use AI tools to ensure learning experiences remain grounded in personal interaction and our core values of respect, kindness, and integrity. I acknowledge that any use of AI tools without permission will result in disciplinary action, which may include loss of technology privileges or other consequences as determined by school administration.

STUDENTS:
I additionally agree to the following responsibilities and restrictions:

1. I will follow all school rules while using electronic devices on school grounds. I understand 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 school issued 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 school issued device and I understand that I am required to leave my school issued device at school in the designated charging cabinet located in my homeroom when not in use.
6. I understand that I am financially responsible for theft, damage or loss of my school issued device.
7. I will follow the school policies regarding the use of Artificial Intelligence (AI) (see *Academic Use of Artificial Intelligence*) when doing school work and assignments.

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 school issued 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 ensure an honest, open conversation regarding the child's use of digital media.

I am aware that if my child mishandles or damages any school-issued 1:1 device or a computer in the Innovation Center, I will be responsible for a $250 fee to cover the cost of repair or replacement. I agree to ensure that all devices are treated with care and returned in good condition

Appendix C

TUITION POLICY AGREEMENT

I/We agree to pay the annual tuition, plus fees, less any financial aid award for every year my child is enrolled at Monsignor Clarke School, and in agreement with the tuition policies.

I/We understand that the school is unable to negotiate any alternate payment plan.

I/We understand that financial aid awards are contingent on payment of the non-refundable enrollment fee/re-enrollment deposit as indicated in FACTS.

I/We understand that all students enrolled as of June 1 will be considered enrolled for the entire upcoming school year.

I/We understand that if I/we intend to withdraw my/our child(ren) from Monsignor Clarke School, I/we must notify the school office in writing on or **before June 1**.

I/We understand that after June 1, the withdrawal policy goes into effect and that I/we will be financially responsible for **any** tuition obligations which are determined by the following schedule:

Withdrawal after June 1 and before this date:	Family must pay this portion of annual tuition:
September 30	25%
October 31	50%
January 31	75%
February 1	100%

I/We understand the withdrawal process must begin with written notice to the Principal's Office and the **official withdrawal date** is the date recorded by the Principal's Office upon receipt of this notice.

I/We understand that the school reserves the right to cancel this agreement for cause that it considers adequate or to dismiss a student whose conduct, influence, or academic standing is unsatisfactory to the school.

I/We agree to the terms stated, and hereby agree that the electronic signature on this form is of the person responsible for the financial obligation to Monsignor Clarke School.

APPENDIX D

MCS BULLYING POLICY

Monsignor Clarke School works to support a culture free of bullying and aligns policies and practices with those expected in the Rhode Island Safe School Act. The Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the policy is to ensure a consistent and unified approach to the prohibition of bullying at school.

I. DEFINITIONS

A. **BULLYING** means the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that purposely hurts, harms or humiliates and/or:

1. Causes physical or emotional harm to the student or damage to the student's property;
2. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
3. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
4. Infringes on the rights of the student to participate in school activities; -and/or-
5. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. As all people are made in the image and likeness of God, every person is created with inherent human dignity and all people have the right to be respected and the responsibility to respect all others.

B. **CYBER-BULLYING** means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Forms of cyber-bullying may include, but are not limited to:

1. The creation of a web page or blog in which the creator assumes the identity of another person;
2. The knowing impersonation of another person as the author or posted content or messages; or
3. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

C. **AT SCHOOL** means:

1. on school premises,
2. at any school-sponsored activity or event whether or not it is held on school premises,
3. on a school-transportation vehicle,
4. at an official school bus stop,
5. using property or equipment provided by the school, or

6. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

II. SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited. School staff will take all reasonable measures to prevent bullying at school. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school, online and at school sponsored events.

III. POLICY OVERSIGHT and RESPONSIBILITY

The school administration shall be responsible for the implementation and oversight of this bullying policy at Monsignor Clarke School. The school principal and/or assistant principal shall provide the governing board of trustees with a summary report of bullying related issues annually.

IV. INFORMATION DISSEMINATION

The school administration shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

A. Distributed annually to students, staff, volunteers, and parents/legal guardians;
B. Included in the student handbook.

V. REPORTING

A. Process: The target of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that bullying has taken place may file a report of bullying.

1. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to a teacher or administrator.
2. The individual making the report should complete the Reporting Form and submit it to the assistant principal.
3. If a member chooses to make a claim of alleged bullying but does not wish to complete/sign a Reporting Form, the claim will be considered anonymous.
4. Once a NON-ANONYMOUS CLAIM of bullying is filed, the assistant principal will conduct an investigation. The investigation may consist of the following steps:
    a) Parents /Legal Guardians of the target of bullying and parents or guardians of the person allegedly bullying shall be notified in a timely manner of the Reporting Form and allegation.
    b) Both parties will have the opportunity to provide written responses to the information presented on the Reporting Form which will be considered and investigated as part of the process.
    c) Parents of both parties will have the opportunity to meet separately with the administration to review their Reporting Form and written response and
    d) Along with a member of the student life team, Administration will provide the opportunity for the alleged target and the alleged person who bullies to individually speak and share their responses to the alleged activity(ies) as part of the investigative process.

e) Both parties will be asked to provide a list of any witnesses who may be interviewed as part of the investigation.
f) Administration will ask appropriate school employees to provide any information related to the investigation based on their specific roles as classroom teachers, supervisors during recess, before, and after care, coaches, nursing and student life staff.
g) Administration will interview witnesses relevant to the investigation.
h) Administration will review all statements, data, information and facts collected during the investigation to determine appropriate response and next steps.

B. **Anonymous Reporting:** Reports of bullying or retaliation may be made anonymously, however no disciplinary action shall be taken against a student solely on the basis of an anonymous report. Parents or an individual who seek a formal investigation of the alleged claims as outlined above must make a Non-Anonymous Report.

C. **Responsibility of Staff:** School staff, including volunteers, shall report all acts of bullying that comes to their attention. School staff who fail to report incidents of bullying shall be subject to disciplinary action.

D. **Responsibility of Students:** Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place are obligated to report the bullying to school authorities. Failure to do so may result in disciplinary action. The target of bullying shall, however, not be subject to discipline for failing to report an act of bullying.

E. **Prohibition against Retaliation:** Retaliation or threats of retaliation in any form designed to intimidate the target of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline which may include suspension or termination of enrollment.

F. **False Reporting/Accusations:** A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation will result in disciplinary action taken which may include suspension or termination of enrollment.

G. **Reports in Good Faith:** A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

VI. RESPONSE/INVESTIGATION

A. The school assistant principal shall promptly investigate all reported allegations of bullying, harassment, or intimidation. This process may involve teachers, the school nurse or others employed or engaged by the school for the purpose of the investigation. If the allegation is found to be credible, appropriate disciplinary actions will be imposed.

B. Once a claim of bullying is filed, the assistant principal will conduct an investigation as outlined above that may include but not limited to: witness interviews, parent interviews, review of documentation, interviews with teachers/employees, collecting of written witness statements, notification to the parents of the alleged target/person who bullies, statements from the alleged target/person who bullies,

interviews with alleged target /person who bullies, involvement of staff to interview alleged target/person who bullies, involvement of other appropriate investigative support agencies.

C. **Police Notification:** When bullying involves conduct that is questionable as to if it violates the law or directly violates the law, the police shall be consulted and notified.

D. **Protection:** If a student is the victim of serious or persistent bullying:
   1. The school principal or designee will intervene.
   2. The interventions will be developed, if possible, with input from the student, their parent/legal guardian and staff.
   3. The parents/legal guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

VII. DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school administration. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include one or more of the following, but not limited to:

A. Admonitions and warnings
B. Parental/Legal Guardian notification and meetings
C. Detention
D. In-school suspension
E. Loss of school-provided transportation
F. Loss of the opportunity to participate in extracurricular activities
G. Loss of the opportunity to participate in school social activities
H. Loss of the opportunity to participate in school exercises/activities/experiences
I. Police contact
J. Student placed on behavioral probation for enrollment
K. Termination of enrollment Monsignor Clarke School
L. Specific information about discipline imposed on the perpetrator cannot be disclosed to the parents of the victim.

VIII. SOCIAL SERVICES/COUNSELING

Referral to appropriate counseling shall be provided for bullying targets and perpetrators.

IX. OTHER REDRESS

This section does not prevent a target of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

X. CONFLICT VS. BULLYING

In many social settings, especially as children are growing and learning how to be their best selves, conflicts and other relational challenges occur. In school communities, we know that each child brings their own background, perspective and personality to all interactions while also demonstrating values, attitudes and actions learned at home, in other settings and at school. Children are navigating all those same personalities, attitudes and actions of peers, educators, mentors, coaches and others they encounter at school. While bullying can and does occur, best practice also supports the important awareness we can have and teach in understanding variance between conflict and bullying. As we consider how best to help every child grow, learn, self advocate, hold themselves

accountable and be their best self, we can reflect on various situations our students face by discerning the difference between conflicts and bullying.

CONFLICT	BULLYING
★ More equal power between parties ★ Mutual engagement, no matter how it started ★ Similar emotional reactions ★ Happens occasionally or haphazard ★ Reciprocal at times ★ Often involves disagreements, fights, arguments ★ Can involve name-calling and physical aggression, but is typically related to emotional reactions and not predetermined intent to gain power and/or attention ★ Parties can show remorse, take responsibility for their own part, and grow from intervention as appropriate by age ★ Effort to resolve and move forward in growth by all parties	★ Imbalance of power between parties ★ Persistent, ongoing, repeated; happens frequently ★ One-sided engagement ★ Unequal emotional reactions ★ Strong emotional reaction on part of the target (privately or publicly) ★ Intentional / threatening ★ No attempt to stop, show remorse, and/or acknowledge by the person who bullies ★ Intent to physically or emotionally harm another for one's own gain (power, friends, control, material) ★ Involves hurtful behavior of one party toward another, with typically no response by the target ★ No attempt to stop when a person is notified their behavior is hurtful

Appendix E

MCS HANDBOOK ACKNOWLEDGEMENT

The *2026-2027 Monsignor Clarke School Parent & Student 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.

I have read the 2026–2027 Monsignor Clarke School Parent & Student Handbook, as well as the accompanying message from the school regarding the 2026–2027 Handbook, and I agree to be governed by both.

I understand that, **NOTWITHSTANDING ANY PROVISIONS CONTAINED WITHIN THE HANDBOOK, THE SCHOOL/PRINCIPAL RETAINS THE RIGHT TO UNILATERALLY AMEND THIS HANDBOOK AT HIS/HER SOLE DISCRETION.** Any amendments or edits to the 2026–2027 Parent & Student Handbook will be communicated to parents through the weekly Parent Updates.

ACKNOWLEDGMENT AND AGREEMENT OF THIS IS MADE VIA THE GOOGLE FORM LINKED BELOW.

Please click the link below to confirm your receipt of and agreement to this Handbook and its Appendices:

Handbook Agreement Form