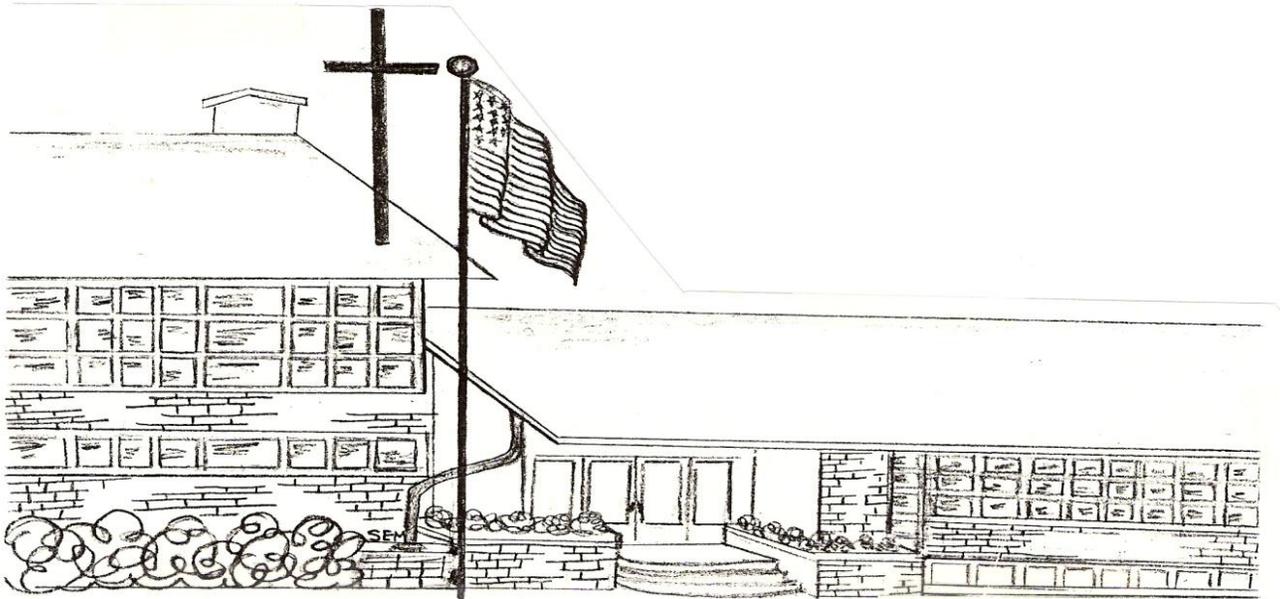


# Saint Clement School Family Handbook



Revised 04/2011

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# Saint Clement School

330 West Maple Street

Lancaster, WI 53813

608-723-7474

Father William Seipp, Pastor

Josh Jensen, Principal

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Dear Parents,

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

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

We do not publish a new Handbook every year but will send updates as they occur.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

Sincerely,

Josh Jensen, Principal

## OUR MISSION STATEMENT FOR SAINT CLEMENT SCHOOL

WE INVITE OUR STUDENTS TO ACHIEVE A SOLID ACADEMIC FOUNDATION,  
ENLIVENED BY THE GOSPEL,  
THAT WILL ENABLE THEM TO BECOME PROBLEM-SOLVERS,  
COMMUNICATORS, AND  
CARETAKERS OF THE WORLD

## SCHOOL PHILOSOPHY

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

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

## HISTORY

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

## **PARENT'S ROLE IN EDUCATION**

Your choice of Saint Clement School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security. It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, and all other assignments. This responsibility also extends to times of absence. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

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

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

We also ask parents to:

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

Saint Clement School is accredited by the Wisconsin Religious and Independent Schools Association (WRISA.)

## GOALS AND OBJECTIVES OF EDUCATION AT SAINT CLEMENT

**We will celebrate faith in the Risen Lord.**

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

**We will enhance communication and our partnership with parents.**

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

**We will teach Christian morality and values.**

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

**We will educate for academic excellence.**

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

**We will develop social responsibility and respect.**

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

## ABSENCES

Parents are asked to provide a written explanation of a scheduled absence as far in advance as possible. Please contact the school office (723-7474) by 9:00 am if your child is going to be absent or tardy. If a student arrives after 9:30 am, he/she will be recorded as absent for the morning. If a student leaves before 1:30 pm, he/she will be recorded as absent for the afternoon. If a student is not in their classroom by 8:05 am, he/she will be recorded as tardy. If a student is not present by 9:00 and a call has not been received from parents, the secretary will call home or will call the additional numbers as indicated on your Emergency Information Request form. Any absence or tardy that is not reported by parents will be recorded as unexcused. After 5 unexcused absences or 5 partial unexcused absences (including tardy), students are classified as habitual truants by state law. Chronic absences will be referred to the principal. The importance of attending school cannot be over-emphasized. In order to maintain a good learning sequence and pattern, students need to be in school. Parents' cooperation in promoting good attendance is essential to their child/children's educational program.

## ATHLETICS

This statement comes from the Parish Education Commission:

“As the body in the parish responsible for making policy in educational matters, we wish to convey to coaches, parents, and players our views concerning the interscholastic sports program at Saint Clement School. Our program should first promote Christian-inspired sportsmanship and skill improvement, and second, success. Sufficient victories to maintain a vibrant program will come if sportsmanship and skills are emphasized. All team members that display good effort and attitude during practices should play an adequate amount of time during each game to feel a part of the outcome. Coaches are encouraged to strategize to win, but each game's strategy must include a plan for team member participation. Victory gained through total team effort tastes extra sweet. Victory gained at the expense of participation rings hollow. Loss suffered for the sake of participation teaches valuable lessons in sportsmanship and teamwork. A Saint Clement athlete is a Christian first and an athlete second.”

Interscholastic competition is offered for Saint Clement School students in volleyball (Girls only), basketball, and track. Students in grades five and six participate in these sports, although if a team cannot be fielded from those grades, fourth graders may be invited, at the discretion of the coach. To be eligible, students must be morally, academically, and physically qualified. They must behave in a manner which is a credit to the school. They must do academic work up to their capacity and finish assignments on time. A medical examination must be obtained initially and be renewed every two years. You must sign a statement releasing Saint Clement and volunteer drivers from liability for injury. Medical insurance is the responsibility of parents. You are ultimately responsible for transportation to practices and games, although car-pooling is customary.

Worshipping God fulfills something deep within the human heart. The most perfect worship is given at the Holy Sacrifice of the Mass. Mass is more than just an obligation. It is a privilege. Therefore, it is an expectation in the Mississippi River Valley Parochial League that coaches, student athletes and their families will regularly attend weekend Mass.

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

## *BAND*

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

## *BEHAVIOR & DISCIPLINE*

One of the primary reasons for maintaining a Catholic elementary school is to help the child form Christian attitudes towards others. Attendance at Saint Clement School constitutes, in effect, a contract between students and the school. The school agrees to provide a Christian environment that is conducive to learning. The student must agree to do his/her part to ensure that this environment is maintained.

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

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

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

### **School Rules of Conduct –**

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

### **Recess Rules of Conduct –**

1. For safety reasons only classroom playground equipment is to be used during recess. All equipment should be treated with care and returned to the proper place after use. Other equipment may be brought from home only with approval of classroom teacher. The school is not responsible for lost or damaged items.

2. No tackle football is allowed.
3. Bullying, teasing, or interfering in others' games is not permitted.
4. If a student on the playground needs to enter school, permission should be asked from the supervisor on duty.
5. All students are to stay away from parked cars or other vehicles.
6. The hill by the convent is off limits.
7. Students should not climb fences or trees.
8. When the bell rings for entering the building, students are expected to line up quickly and quietly before proceeding to their classrooms.
9. No snowballs or kicking of snow is permitted.
10. If bad weather necessitates staying indoors everyone must be seated and be involved in a quiet game unless an activity is organized by the supervisor.

### **Lunchroom Rules of Conduct –**

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

### **Bus Rules of Conduct –**

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

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

## *BENZINGER FAMILY LIFE PROGRAM*

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

## *BICYCLES*

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

## *BIRTHDAY PARTIES*

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

## *CARE OF TEXTBOOKS, MATERIALS, EQUIPMENT*

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

## *CHANGE OF ADDRESS*

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

## *CLOSING OF SCHOOL*

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

## *CRISIS PLAN*

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

## CUSTODY

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

## DAILY SCHEDULE

Students will be allowed to enter the school building around 7:30 each morning and are expected to wait respectfully in the Cafeteria. A bell will ring at 7:55 for students and staff to start the day together with Morning Prayer and dismiss to classrooms.

- 8:05 Announcements
- 8:10 Classes begin
- 9:55 Recess for Grades K-4
- 10:10 Classes resume for Grades K-4
- 11:25 Lunch for Grades K-2, Recess for Grades 3-6
- 11:50 Lunch for Grade 3-6, Recess for Grades K-2
- 12:15 Classes resume for Grades K-6
- 1:30 Recess for Grades K-3
- 1:45 Classes resume for Grades K-3
- 3:05 Dismissal. Students may not linger unsupervised on school premises beyond 3:15.

## DRESS CODE

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

## EMERGENCY INFORMATION

Each family is required to complete an Emergency Information Request form and is asked to keep all information current. This sheet contains any medical information you or the school consider important to insure the well-being of the child. See MEDICATION.

## EMERGENCY PLANS

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

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

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

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

- K, 1, Music, and IMC: Go to mini stage in lower hallway.
- 2, 3, 4, 5, 6, and PE: Go to church basement.

## ENROLLMENT

For optimum learning conditions, the recommended number of students per classroom will not exceed twenty-six. Students who are members of Saint Clement parish families will have enrollment priority. If more than twenty-six applications to any grade are received, a conference will be held to include the principal, pastor, and the Education Commission. Requests for admission of a non-parish student will be held until enrollment of parish students is determined, by August 15. If it is determined that any class has reached the maximum number of students, additional applicants will be placed on a permanent waiting list, with class vacancies filled from this list.

## FAMILY BULLETIN

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

## FIELD TRIPS

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

## FIRST COMMUNION AND FIRST RECONCILIATION

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

## GRADES

Saint Clement School uses the traditional Diocese of Madison Report Card. Students in grades 4K, K, one, two, and three, will be evaluated using the following criteria in Religion, Reading, Language Arts, Handwriting, Spelling, Math, Science, Social Studies, Music, Physical Education, and Art.

<u>Academics</u>		<u>Characteristics of Successful Learners</u>	
<b>V</b>	Very Good	<b>1</b>	Exceeds Expectations
<b>S</b>	Satisfactory	<b>2</b>	Meets Expectations
<b>U</b>	Unsatisfactory	<b>3</b>	Below Expectations

Students in grades four, five, & six, will be evaluated using the following criteria in Religion, Reading, Language Arts, Spelling, Math, Science, Social Studies, Music, Physical Education, and Art.

<u>Academics</u>		<u>Characteristics of Successful Learners</u>	
<b>A</b>	Consistently exceeds expectations (93%-100%)	<b>1</b>	Exceeds Expectations
<b>B</b>	Shows mastery of required work (85%-92%)	<b>2</b>	Meets Expectations
<b>C</b>	Understands concepts and completes work (77%-84%)	<b>3</b>	Below Expectations
<b>D</b>	Has difficulty with required work (70%-76%)		
<b>F</b>	Fails to meet minimum standards (0%-69%)		

## *GYMNASIUM USE*

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

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

Users will comply with the following conditions:

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

## *HOME AND SCHOOL ASSOCIATION*

The goals of this Association are:

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

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

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

## HOMEWORK

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

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

## HONOR ROLL

At the end of each quarter, students in grades five and six who have excelled in academics are recognized on the Saint Clement School Honor Roll. Students who have achieved a grade point average of 3.00-3.49 earn Honorable Mention, 3.5-3.74 earn Honors, and 3.75-4.00 earn High Honors. The subjects which are considered in the calculation of the average are reading, language arts, mathematics, science, social studies, religion, and spelling. A+, A, or A- = 4.0; B+, B, or B- = 3.0; C+, C, or C- = 2.0; D+, D, or D - = 1.0.

## INSURANCE LIABILITY

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

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

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

## LUNCH PROGRAM

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

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

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

## MEDICATION

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

**Prescription medication** will be administered at school only by the principal or the secretary. Before they will do so, a **PHYSICIAN'S ORDER FOR MEDICATION ADMINISTRATION FORM** must be submitted to the office. This form is attached at the end of this handbook. Use them as needed. Additional copies are available on the school web site and in the office upon request.

**Non-prescription medication**, including cough drops, will be administered at school only by the principal, the secretary, or classroom teacher. If your child will need medication at school, please bring the medication to the office in its original container, clearly marked with your child's name. A **PARENT/GUARDIAN MEDICATION CONSENT FORM** must be submitted to the office. This form is attached at the end of this handbook. Use them as needed. Additional copies are available on the school web site and in the office upon request.

**Asthma medication** - In order for the student to receive the asthma relieving medication for asthma:

- An **Asthma Inhaler Administration Authorization Form** will be completed and signed by parent and medical provider and submitted to the office.
- Asthma inhaler medication will have student's name, name of medication, directions for use and date.
- Authorization of asthma relieving medication will be updated annually.

Refrigerated storage for medication is available in the office.

## NONDISCRIMINATION

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

## PLAYGROUND SUPERVISION

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

## PARENT-TEACHER CONTACTS

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

## PHONE CALLS

Students are not to make telephone calls unless there is an urgent need and permission is granted by a teacher or the office. Students should limit the length of the call and you are asked to assist in this. You are discouraged from calling to speak with your children. In most cases, the office can relay the information. Teachers are normally not called to the phone during school hours. The office will take a message. The teacher will return the call at the earliest opportunity.

## PROMOTION AND RETENTION POLICIES

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

## RELIGIOUS EDUCATION

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

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

## SCHOOL PICTURES

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

## SCRIP

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

## SERVICE PROJECTS

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

## SEXUAL/CHILD ABUSE

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

### **Safe Environment Education Week for Children**

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

## SEXUAL HARASSMENT

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

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

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

## *SICKNESS*

Although we do not encourage absenteeism, a student who does not feel well should not be in school. You will be notified if your child becomes ill at school so that you can make arrangements to take your child home or to an appropriate care giver. If a student is absent for 3 or more consecutive days, a doctor's note is required. Saint Clement does not have a school nurse on the premises; however the Grant County Health Department, which provides school nursing services, is very responsive. If students are well enough to be in school, they should be able to go outside during recess periods.

## *STUDENT RECORDS*

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

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

## *TESTING*

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

## *TUITION CONTRACT*

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

## *VISITS*

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

## *WELLNESS PROGRAM*

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



**SAINT CLEMENT SCHOOL**  
**PHYSICIAN'S ORDER FOR MEDICATION ADMINISTRATION**  
**(Please type or print)**

Date \_\_\_\_\_ Re: **Administration of Medication** to: \_\_\_\_\_

Dear Dr. \_\_\_\_\_:

Pursuant to the request of the parent(s)/guardian(s): \_\_\_\_\_, Josh Jensen (Principal) and Carla Hentrich (Secretary) have been identified to administer medication to the above referenced student in the school setting. In order to proceed with the administration of the medication you have prescribed, and to ensure that you retain the power to direct, supervise, decide, inspect, and oversee the administration of this medication, please complete the following form. Direct and address this information to the individual(s) identified above. Please note that your signature on this document attests to your willingness and intent to direct, supervise, decide, inspect and oversee the administration of the medication by the non-medically trained designees specified on this form, and that you will accept direct communications from them regarding the administration of the medication. We urge that all instructions be stated in language of the lay person. Please feel free to call if you have any questions.

\_\_\_\_\_  
School Principal

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TO BE COMPLETED BY PHYSICIAN

To: \_\_\_\_\_ (Person designated to administer medication)

Name of Student \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Physician's Address \_\_\_\_\_

Diagnosis \_\_\_\_\_

Medication/dose/route/frequency/duration \_\_\_\_\_

Medication/dose/route/frequency/duration \_\_\_\_\_

Check One: Short term \_\_\_\_\_ Long term \_\_\_\_\_

PRN (as the situation demands) Medications: \_\_\_\_\_

Medication/dose/route/frequency/duration \_\_\_\_\_

Medication/dose/route/frequency/duration \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Check One: Short term \_\_\_\_\_ Long term \_\_\_\_\_

The specific conditions under which contact should be made with me in relation to the condition or reactions of the student receiving the medication are as follows:

\_\_\_\_\_  
\_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**SAINT CLEMENT SCHOOL**  
**PARENT/GUARDIAN MEDICATION CONSENT FORM**  
(Please type or print)

Full name of child to be medicated \_\_\_\_\_

Name of drug and dosage \_\_\_\_\_

Hour(s) medication to be given \_\_\_\_\_ Number of days \_\_\_\_\_

Name of Student's Physician \_\_\_\_\_ Phone \_\_\_\_\_

Reason for medication \_\_\_\_\_ (if applicable)

Name of person(s) authorized to give medication during school hours: \_\_\_\_\_

\_\_\_\_\_ (to be filled out by school principal or program administrator other designee)

My child has permission to self-administer the medication, but I request school staff monitor or assist my child when he/she self administers medication on the following basis: \_\_\_\_\_

\_\_\_\_\_ (indicate if not applicable)

I hereby give permission to the above named person(s) to give the medication(s) to my child according to the directions stated above and further authorize them to contact the child's physician, if necessary. I agree to hold the school, its employees and agents who are acting within the scope of their duties harmless in any and all claims arising from the administration of medication at school. I agree to notify the school in writing at the termination of this request or when any change in the above order is necessary.

Signature of Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

**NOTE:**

Before a prescription drug(s) or medication(s) will be administered by the school or an agent thereof, a PHYSICIAN ORDER FOR MEDICATION ADMINISTRATION shall be completed and returned to the school principal. This completed form shall be accompanied by the PARENT/GUARDIAN MEDICATION CONSENT FORM. This form (Parent/Guardian Medication Consent) must also be completed for the administration of non-prescription (over-the-counter) drug(s) or medication(s) which do not require the Physician Order.

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_



**SAINT CLEMENT SCHOOL**  
**Asthma Inhaler Administration Authorization Form**

**Student's Name:** \_\_\_\_\_ **D.O.B:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Diagnosis:** \_\_\_\_\_

In order for the student to receive the asthma relieving medication for asthma:

- Asthma inhaler administration authorization form will be completed and signed by parent and medical provider. Form will be given to school district administrator or school nurse.
- Asthma inhaler medication will have student's name, name of medication, directions for use and date.
- Authorization of asthma relieving medication will be updated annually.

The student has the skill, knowledge and my authorization to use an asthma relieving medication in the following manner:

- \_\_\_\_\_ Self-administer asthma relieving medication. Student will seek the care of the school personnel if medication is unsuccessfully controlling his/her asthma.
- \_\_\_\_\_ Self-administer asthma relieving medication with access to another inhaler in the health office as needed. Parents will supply health office secondary inhaler.
- \_\_\_\_\_ Student needs assistance with administration of their asthma relieving medication with the medication available as needed in the health office.

Drug name:	Dosage:	Route:	Frequency:	Start date:	Stop date:	Side Effects:
1.						
2.						

School personnel may contact the medical provider of the medication for clarification regarding indication for use, medication, dosage, side effects, successful and treatment failures.

Physician's name:	Clinic/Phone:
Physician's signature:	Date:
Parent/Guardian signature	Date:

School Administrator Authorization: \_\_\_\_\_ Date: \_\_\_\_\_





# Saint Clement School

330 West Maple Street  
Lancaster, WI 53813  
608-723-7474

Father William Seipp, Pastor  
Josh Jensen, Principal

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## Family Handbook Statement of Receipt and Agreement

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

I have received and read the Saint Clement School Family Handbook and I agree to follow the above. I will also have my children abide by the regulations as stated above.

Parent Signatures: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_