

MISSION STATEMENT

Saint Clement School strives to provide a college preparatory, Catholic education in a small, structured environment that recognizes and develops the unique giftedness of all students, as members of a global society, helps them to achieve full spiritual and academic potential, and guides them to become lifelong learners continuing to live out the school's motto of *Non Sibi Sed Omnibus*, Not for Oneself, but for All.

ACADEMICS

PROGRAM AND REQUIREMENTS

Active participation in the core curriculum is the means for carrying out the heart of the Saint Clement mission.

Toward the goal of implementing this philosophy, it is expected that

Students will:

1. Bring textbook, notebook, tablet, and appropriate writing implements to class,
2. Participate actively,
3. Prepare diligently,
4. Display active interest and concern,
5. Perform responsibly.

Parents/guardians will:

1. Participate in parent/guardian-teacher conferences,
2. Oversee the student's home preparation for classes,
3. Maintain communication with school personnel concerning the student's academic and social progress and development,
4. Actively participate in school activities and functions whenever and wherever possible.

In order to achieve academically, productive study time is essential. In order to meet course requirements and cover the assigned material, daily home study is a necessity: 1 to 1 ½ hours in junior high, 3 ½ hours in senior high.

SENIOR HIGH COURSE SELECTIONS AND REQUIREMENTS

Senior, are required to take a minimum of 6 courses, and freshmen, sophomores and juniors are required to take 7 courses each semester. It is the responsibility of the student and parent/guardian to select elective courses that will enhance the student's personal growth and educational development.

Scheduling course selections for the senior class will be given priority. Whenever possible, students will be given their first choices.

The school reserves the right to limit the number of students assigned to courses and to set minimum standards for admission into selected courses.

Changes in Schedules

Changes, if allowed, must be made by the end of the day on the date announced by the guidance counselor, who is responsible for scheduling. Under normal circumstances this would be the day prior to the first full day of classes for each semester.

Priority will be given to students in the following order:

1. Students without a schedule,
2. Students with an incomplete schedule,
3. Students requesting a change in elective courses.

Prior to any schedule change, students must secure permission from the administration, a parent/guardian, and the teachers involved in the schedule change. Changes will not be made in elective courses if it involves a change in any required course.

POST SECONDARY INFORMATION AND COLLEGE ENTRANCE REQUIREMENTS

The Massachusetts Board of High Education admissions standards for the state colleges and UMass system emphasize a strong academic high school background so that students enter college ready to learn. Below are Admissions Standards for Massachusetts State Colleges and Universities, which became effective fall, 2011. These standards represent minimum requirements for admission and could be higher, based on program and college selectivity. No students may be accepted to a state college or university with a grade point average below a 2.0; they will be encouraged to first attend a community college and then transfer to a four-year college. Regarding private and independent colleges, many of the admissions standards are similar and, again, could be higher based on program and college selectivity.

Academic Unit Requirement: 16 core courses must be successfully completed. Only courses designated as a college preparatory level are counted.

English	4 Units
Mathematics	4 Units
Sciences	3 Units (including 2 courses with a lab)
Foreign Language	2 Units (in a single language)
Social Studies	2 Units (including 1 course in U.S. history)
Electives	2 Units (from the above subjects or from arts, humanities, business)

Students and parents/guardians should meet with the guidance counselor to make post high school plans.

MINIMUM REQUIREMENTS FOR GRADUATION - SENIOR HIGH

Religion	4 Years plus a minimum of 40 hours of service
English	4 Years
Mathematics	4 Years
Sciences	3 Years (including 2 courses with a lab)
Foreign Language	2 Years (in a single language)
Social Studies	2.5 Years (World and U.S. history)
Physical Education	1 Year
Electives	6 Credits

Twenty-four (24) credits, based on one (1) credit per full-year course and one-half of a credit (.5) for a half-year course, are needed to meet the minimum graduation requirements.

NOTE: Seniors, regardless of their accumulated credits, must pass all courses during their senior year in order to graduate.

PROMOTION POLICY – MIDDLE SCHOOL

Students are required to pass all major subjects in order to enter the next grade. Students who fail any major subject must attend summer school. Parents/guardians of students who fail more than two major subjects must meet with the administration.

ACADEMIC PROGRESS

Marking System

				<u>Numeric Scale</u>
A+	to	A-	Excellent	A+ = 97 to 100
B+	to	B-	Good	A = 94 to 96
C+	to	C-	Average	A- = 90 to 93
D+	to	D-	Poor	B+ = 87 to 89
E			Failing	B = 84 to 86
F			Failing	B- = 80 to 83
INC (Incomplete)				C+ = 77 to 79
P/F (Pass/Fail)				C = 74 to 76
				C- = 70 to 73
				D+ = 67 to 69
				D = 64 to 66
				D- = 60 to 63
				E = 55 to 59
				F = 0 to 54

F THREE ABSENCES RULE - Students who have been absent from school or class three or more times without legitimate reason will receive a grade of F.

(This does not apply to students who have had an illness, for which the Main Office has documentation on file from a doctor. It also does not apply to students who have been excused from a class or from school with approval from the Main Office.)

INC INCOMPLETE - To be used for those students who have been absent due to an extended illness and are currently working to make up the work missed. Documentation from the attending physician must be supplied to the Main Office immediately upon the student's return to school in order for the student to be granted this extension. Failure to provide the written documentation from the doctor will negate the use of the INC grade. Failure to make up the assigned work within the agreed upon time period will result in a failing grade.

P/F PASS/FAIL – For certain middle school subjects, such as computers and gym, students are graded in this manner because these classes only meet on a weekly basis.

CONDUCT GRADES

Conduct grades reflect the manner in which students conduct themselves in the classroom, the student's ability to cooperate with others, and whether or not the student is on time for class.

Conduct Grade Scale

5	OUTSTANDING	2	FREQUENTLY UNSATISFACTORY
4	VERY GOOD	1	UNACCEPTABLE *
3	SATISFACTORY		

* Students who receive a "1" in conduct are required to meet with the Academic Review Board to determine whether or not they are ineligible to participate in extracurricular activities.

EXPLANATION OF MARKING SYSTEM

Senior High:

A student's grade in a course depends on three factors:

1. Formal assessments (i.e. quizzes, tests, etc.),
2. Class performance, including punctuality
3. Assignments.

Middle School:

Criteria for grading are:

1. Enrichment and challenge work,

2. Oral participation (discussion/involvement),
3. Group work/cooperative learning,
4. Independent work,
5. Written tests,
6. Homework.

GRADE	TESTS	CLASS PERFORMANCE	ASSIGNMENTS
A+ A A-	Consistent achievement of scores of 90-100 in oral and written tests	Broad knowledge of subject matter as evidenced by clear, in-depth presentation of ideas in class	Organized in oral and written assignments, with clear evidence of independent thought, accuracy and in-depth analysis in all assignments
B+ B B-	Achievement of scores of 80-89 in oral and written tests and quizzes.	Broad knowledge of subject matter as evidenced by the clear presentation of ideas in class.	Organized in oral and written assignment, with some evidence of independent thought. Usually accurate and perceptive in oral and written assignments
C+ C C-	Achievement of scores of 70-79 in oral and written tests and quizzes.	Sufficient knowledge of subject matter as evidenced by presentation of ideas.	Organized oral and written assignments. Accuracy and evidence of understanding displayed in all work.
D+ D D-	Achievement of scores of 60-69 in oral and written tests	Minimum knowledge of subject matter as evidenced by presentation of ideas.	Limited organization in oral and written assignments, Some basic understanding displayed in all work
FAILING GRADES:			
E	Achievement of scores of 55-59 in oral and written tests and quizzes.	Minimum knowledge of subject matter as evidenced by inconsistent participation and presentation of ideas in class.	Inaccurate and poorly prepared oral and written assignments. Failure to meet minimum requirements due to lack of effort.
F	Achievement of scores of 0-54 in oral and written tests and quizzes.	Consistently unwilling to participate or in any way contribute to the class.	Lack of accuracy and incomplete preparation, assignments missing. Failure to meet minimum requirement due to lack of effort.

PUNCTUALITY

Being on time is considered an important factor in a student's grade. Tardiness to

class directly affects a student's average. Points are deducted each time a student is late for class.

ACADEMIC HONESTY

Saint Clement is committed to academic integrity and honesty. The community will not tolerate any form of academic dishonesty. Students who engage in or contribute to academic dishonesty will face serious consequences, the least of which shall be a zero for the assignment.

Academic dishonesty includes but is not limited to:

1. Copying quizzes, tests, homework or other assignments from others;
2. Intentionally providing information or assistance relating to an exam, test, or quiz without the expressed permission of the teacher;
3. Falsifying or inventing data, citation, or other authority in an academic exercise;
4. Dishonestly obtaining answers or other information during tests and quizzes;
5. Dishonestly receiving information about quizzes and tests before they are given;
6. Stealing quizzes, tests;
7. Intentionally using another person's words, ideas or work as one's own (plagiarism), including work from the Internet;
8. Turning in the same work for more than one class without permission.

ACADEMIC INTERIM REPORTS AND REPORT CARDS

Parents/guardians and students have secure access to academic reports through PlusPortal. Username and password are issued at the beginning of the school year. Parents/guardians are expected to monitor student progress throughout the marking period.

NOTE: A student's performance may change radically late in the term and may require an additional notice of impending failure.

Report Cards

Report cards are issued four times a year, as indicated on the academic year calendar. Teachers are available for conferences when 1st and 2nd quarter report cards are issued. The dates and times of the conference are posted on the school calendar. If a parent/guardian is unable to speak to a particular teacher during this time, a request for an individual appointment can be made through the Main Office

Information Published on the Report Card

Each of the report cards contains the following information:

1. The quarter grade (also for senior high, exam grades and semester averages after the 2nd & 4th Qtr.),
2. Conduct marks for each course,
3. Absences from school for the day or part of the day (see "Attendance and Tardiness"),
4. Tardiness to school,
5. Optional comments by the teacher.

MIDTERMS, FINAL EXAMS, FINAL AVERAGES

A formal exam period is scheduled at the end of each semester. Each exam is usually 90 minutes. In order to be admitted to midterms, all 1st semester fees, books and tuition must be up-to-date in accordance with the payment plan selected by the parent/guardian. In order to be admitted to final exams, all 2nd semester fees, books, and tuition must be paid in full.

NOTE: Students with past due financial obligations (tuition, fees and books) will not be allowed to take midterm or final exams.

Middle School: Exams are the equivalent of two major tests when grades are calculated.

Senior High: Exam grades are recorded in numeric form (75, 86, 90, etc.) on the report card.

Full-Year Courses: Each course is equal to one (1) unit of credit. The value of the four (4) quarter grades represents 80% of the final average. The midterm and final exam are each worth 10% of the final average. (Juniors and seniors who have received no grade below A-, including the midterm exam grade, may, with the subject teacher's permission, be exempted from taking the final exam in a full-year course.)

Semester Courses: Each course is equal to one-half of a full unit of credit. The value of the two (2) quarter grades represents 80% of the final average, and a final exam represents 20% of the final average.

NOTE: Final exams are required for the successful completion of all courses. Students not admitted to exams because of an outstanding/past due financial obligation will receive a grade of INC for each of the exams they do not take. The INC grade is factored in to the final average of the course. If the parent/guardian brings the student's account up to date before the end of the regular exam period, the student will be allowed to take a make-up exam for each of the missed exams. If, however, payment is not received before the end of the regular exam period, the student will receive the INC grade.

HONOR ROLL

1st Honors	A-	average with no mark below a B+
2nd Honors	B	average with no mark below a C+
Commendable-Achievement	B-	average with no mark below a C

To be eligible for the honor roll students may not receive a conduct mark below a three (3) in any course.

GRADE POINT AVERAGE AND CLASS RANK – SENIOR HIGH

The Grade Point Average (GPA) is calculated at the end of the semester when the grade point values (GPV) are assigned to the final marks (semester course) or alternate final marks (semester averages for full year courses).

Full Year Courses: The alternate GPV is assigned at the end of the 1st semester and the final GPV at the end of 2nd semester.

Semester Courses: The GPV is assigned depending upon when the course ends and the final mark is entered. It can be either 1st or 2nd semester, depending upon when the student takes the course.

Class Rank is based upon the GPA of the students in a particular grade level. The class rank is calculated after the GPA process has been completed. Class rank determines the Valedictorian and Salutatorian of the graduating class and only students who have matriculated for four years are eligible for consideration.

FAILURE IN COURSES

Whenever a student receives a failing grade on the report card for that quarter, the student will be **required** to report for extra help to the subject teacher from whom the failing grade was received. The student must continue to seek extra help until the end of the quarter. If a student fails to report for extra help, the student's parents/guardians will be notified. Future consequences for failure to seek extra help will be determined by the principal and subject teacher.

End-of-year failure in courses will require:

1. In one subject: remedial work in summer school.
2. In two subjects: remedial work in summer school.
3. More than two subjects: remedial work in summer school or withdrawal from school. Most summer schools do not provide for students needing to make up more than two (2) courses; therefore, a conference with the administration must be arranged to discuss the options available to the student.
4. Seniors who fail a course or courses will not graduate with their class and a diploma will not be issued until such time as all lost credit has been made up.

5. International students who fail a course must meet with the administration to assess their status and develop a learning plan.

NOTE: Students who do not complete their summer school course work will not be permitted to return to Saint Clement unless the student and the parents/guardians meet with the principal, and even then readmission is not guaranteed.

PEER TUTORING

Peer tutoring is coordinated through the Guidance Office.

TEACHER ASSISTED AFTER SCHOOL SESSIONS

Senior High: In order to eliminate conflict for students seeking additional help from teachers after school, the following schedule has been set up for after school assistance.

NOTE: The schedule is set up in accordance with the 5-day schedule rotation. Teachers or students with conflicts may set up appointments at any other time that is convenient.

MONDAY:	English Department and Technology
TUESDAY:	Foreign Language and Business
WEDNESDAY:	Science Department
THURSDAY:	Math Department and Art
FRIDAY:	Social Studies and Religion

These days have been set aside for additional help and are also used for making up tests and quizzes missed due to excused absences. Students seeking to make up tests and quizzes will be required to set up an appointment in advance of the meeting day.

Middle School: Parents/guardians will be informed on the previous day that their child is required to stay for extra help. Dismissal after an extra-help session is 2:45 p.m. Parents/guardians must inform their children in the morning as to what means of transportation they will use to return home.

ATTENDANCE AND TARDINESS

GENERAL INFORMATION

Regular attendance is required for the successful completion of the school year. The school day begins at 7:45 a.m. and ends at 2:15 p.m. Warning bells ring at 7:30 a.m. and 7:40 a.m. each day. The official daily attendance is taken during the first period, so students must be seated in their assigned desks at 7:45 a.m.. Students who are not seated in class by the 7:45 bell are considered tardy. Attendance is also taken

and recorded at the beginning of each class period.

Students arriving after 7:45 a.m. must report to the Main Office for an admission slip and then report immediately to class. The Main Office will determine whether a tardy is excused or unexcused. Students may not go to homeroom coat closets, but should leave coats, etc in their lockers.

Students who are habitually tardy (unexcused) will face serious disciplinary consequences such as Saturday Detention, suspension, loss of student leadership positions and loss of privileges. Continued tardiness will result in a parent/guardian conference and may result in removal from school.

Work missed in any class due to unexcused tardiness is the responsibility of the student. If a test or quiz is being taken at the time the student arrives in class, the student will have only the remaining time in the regular class period to complete the work.

Punctuality is considered as part of a student's overall grade in each class. Students, who are late for class, will receive a deduction of points from that class and may be assigned to an individual retention by the teacher. In accordance with the individual teacher's directives, these students may be assigned to do manual labor in the classroom: sweeping, washing down chalkboard, etc.

Tardiness and Detention:

A tardy can only be considered excused if the student provides an appropriate note upon arrival to school or a parent/guardian has phoned the school before 8:00 a.m.. Each incident of unexcused tardy will result in the student being assigned to one half hour of general detention from 2:25 p.m. to 2:55 p.m. on the day of the tardy. Students who fail to report to the one half hour detention will be assigned a one-hour detention the next school day. Students who fail to report to this hour long detention will not be allowed back to school unless they are accompanied by a parent/guardian.

Each incident of an unexcused tardy after 8:00 a.m. will count as a class absence and result in a one-hour general detention from 2:25 to 3:25 p.m. that day. Students who fail to report to this one-hour detention will be assigned a one-hour detention for the next two consecutive school days. Students who fail to report to either one-hour detention will not be allowed back to school unless they are accompanied by a parent/guardian. In addition, students who report to school after 8:15 will not receive credit for class that day, will receive a one hour detention that day, and also be given a one-hour Saturday detention.

Students are expected to understand and follow the tardy policy. In addition, it is expected that students who are late know and understand when they have incurred a tardy detention. Failure to receive a reminder from the Main Office does not exempt a student from tardy detention.

Students who are tardy reporting for detention will only be admitted to detention with a pass from a faculty or staff member who had retained the student and the student must make up the time on that same day. Students who show up to detention late without proper permission will not be admitted and will be considered absent from detention. In addition, students who are absent on the date of the assigned detention are responsible to make up the time on the day of their return or the next scheduled detention, if there is none on the day of their return.

Students who have incurred a tardy detention and have academic commitments or other after school obligations (i.e. detention with another teacher) must first complete that commitment and then report to tardy detention with a pass. They are responsible to make up the time that day. Athletic practice, club meetings, or work are not acceptable reasons to miss detention.

Detention halls are silent periods. Students are not allowed to talk, do homework or use electronic devices. Physical and /or mental tasks may be assigned.

Students who are tardy three or more times in one week will be assigned Saturday detention, in one hour increments. Saturday detention usually occurs on the second Saturday of the month. In addition, excessive tardiness during a single quarter will result in a parent/guardian conference. Further tardiness will then incur additional consequences, which may include school suspension or suspension from extra curricular activities.

ABSENCE FROM SCHOOL

If a student is going to be absent from school for any reason, the following two (2) steps must be taken to maintain the student's eligibility to make up the work missed due to the absence.

Step 1: A parent/guardian must call the Main Office, (781) 393-5600, between 7:00 a.m. and 8:00 a.m. each day to report the student's absence. Students may not call in their own absence. Parents/guardians may leave a message in voicemail, provided a telephone number is also left so that the call can be verified. If no telephone call is received, the absence (or tardy) will be recorded, unalterably, as unexcused.

Step 2: Whenever a student is absent from school, an e-mail or note from the parent/guardian must be sent to the Main Office when the student returns. Failure to bring a note on the day of return will result in the absence being recorded as unexcused, and whether or not work that was due on the day(s) of absence or tardiness may be made up is at the teacher's discretion.

This note must be dated and contain the following:

1. The number of days absent,

2. The date(s) of the absence(s) or tardy,
3. The reason for the absence or tardy,
4. The signature of the parent/guardian.

In addition, any student who is absent more than three days in a row must submit a doctor's note.

UNEXCUSED ABSENCE (S)

An absence is deemed to be unexcused when any of the following occurs:

1. The procedure for calling the student in as being absent was not followed.
2. The parent/guardian did not provide the required written explanation for the absence on the day the student returned to school after being absent.
3. The absence was not due to illness or an acceptable, compelling, unavoidable reason.

Examples of insufficient reasons for absence/tardy include: student overslept; clothes were not ready; had to do errands (i.e. picking up the tux, gowns, flowers, hair dressing appointments, and nail appointments at prom time); had to baby-sit younger children (unless there was a real emergency at home); had to work during school hours; non-approved extended weekend trips; accompanying someone on non-family trips; appointments which could have been scheduled for after school or on days when the schedule provides for half-day sessions; being tired after an athletic or extracurricular event; truancy, etc. If the student's absence/tardy is deemed unexcused, the student may be required to make up the class time and work missed. No credit will be granted for this work.

NOTE: Students who have been absent from school or class three or more times during the marking period will risk receiving the grade of F under the "Three Absences Rule".

VACATIONS/EXTENDED TRIPS OUTSIDE OF REGULAR VACATION PERIODS

Extra vacation periods and extended weekend trips are strongly discouraged, and must be approved by the Main Office. Absences will be counted toward the three-absence rule, which results in a grade of F. International students, in particular, should be aware that the school does not condone or promote extended vacations.

Prior to making any plans of this nature, parents/guardians must give written notice to the Main Office and all subject teachers at least one week in advance of the anticipated trip. If the vacation or extended trip takes place without this contact, the school will deem the absence unexcused.

The student will be given an outline of the work to be covered during his/her absence. The student will be responsible for all of the work covered in the outline. Students will be required to pass in, before they leave for the trip, any long-term assignments such as projects or term papers that have a due date that falls within this

extended vacation period. Arrangements must be made to make up work, tests, etc. that took place during the period of the absence. Before the student leaves on the trip, specific due dates for make-up work must be determined.

Upon return, it is the student's responsibility to acquire class notes and assignments in order to complete the work and meet the agreed upon due dates. Teachers have no responsibility for tutoring, setting up special labs, etc. after a student takes an extended vacation when school is in session.

PROLONGED OR SERIOUS ILLNESS

In cases of prolonged or serious illness, it is important that the parent/guardian contact the guidance counselor to set up programs to assist the student in keeping up with studies. Depending upon the nature of the illness and the projected length of the absence, a decision will be made as to whether or not outside tutoring should be secured independent of the school. Some cities and towns do provide tutors for students who are required to remain at home due to serious illness. Contact for this type of tutoring must be initiated by the parent/guardian; the school cannot initiate such an action. In addition, any student who is absent more than three days in a row must submit a doctor's note.

EXCUSED ABSENCE NOT DUE TO ILLNESS

There are rare occasions when a student may be required to be absent from school for reasons other than illness. In these instances, the student must bring in a written request on the day before the absence is to take place in order for the absence to be recorded as excused. Notes handed in after the fact will not excuse the absence.

DISMISSAL DURING THE SCHOOL DAY DUE TO UNAVOIDABLE APPOINTMENT OR ILLNESS

Students who need to be dismissed from school during the day for a specific appointment must follow these procedures:

1. The student must bring a note from a parent/guardian to the Main Office on the day before the dismissal is to take place. The note should state:
 - a. The nature of the appointment,
 - b. The time of the appointment,
 - c. The time the student needs to leave school,
 - d. Whether or not the student will be returning to school after the appointment,
 - e. The name of the adult who will be coming to get the student at the time of the dismissal. (The adult will be required to sign the student out in the Main Office.)
2. If a student becomes sick or is injured in any way during the school day, the parent/guardian will be contacted. If the parent/guardian cannot be reached,

the person listed as the emergency contact person in the student's file will be contacted. If permission is given for the student to go home, the parent/guardian or emergency contact person must provide for a responsible adult to come to the school to:

- a. Sign the student out,
 - b. Transport the student home.
3. Students will not be dismissed for any reason by way of a telephone call. A parent/guardian must also submit the request in writing.
 4. Students who are injured or sick will not be allowed to drive themselves home, nor will another student be allowed to drive them home.

MAKE-UP WORK FOR EXCUSED ABSENCES

In general, absence on the day prior to an announced test date is not an excuse for the student not taking the test. Students should be prepared to take their tests on the dates as announced. Should a student arrive unprepared for a scheduled test, he/she may be asked to meet with the guidance counselor or other administrator.

A student who is absent from school for one day is responsible for all work due on the day of his/her return to school and for all work (tests, papers, quizzes, etc.) with announced due dates.

Students who have an excused absence from school for two or more days, must speak to the subject teacher within three days of their return to school and arrange a time to make up the work. This consultation with the teachers will cover:

1. The extent of the material that was covered,
2. Deadlines for work to be completed,
3. Dates and times for instruction and guidance relative to the work missed,
4. Dates and times for the make-up of any tests and quizzes missed during the absence.

Failure to set up this make-up time or failure to report on the date specified will result in a zero (0%) for the grade. No rescheduling will be allowed unless there was a compelling reason for the student's failure to report.

TRUANCY

A student is considered truant when he/she is absent from school without permission of the parent/guardian. A truant student will not be allowed to return to school until a parent/guardian has spoken with a member of the administrative staff. The student will serve an in-school suspension. No make-up of the work missed is allowed. The student will receive no credit for work covered during the truancy period.

The truant student may be assigned manual labor in the building to be done

while the student is making up the time lost due to truancy. This disciplinary measure will begin on the day the student returns to school and will continue on a daily basis until all of the time lost due to the truancy is made up.

STUDENT ABSENT FROM CLASS WITHOUT PERMISSION

Students absent from class without specific permission from their subject teacher will face the following disciplinary actions:

1. Parents/Guardians will be notified.
2. The student will lose all credit for any work covered during the class period.
3. The student will report to the subject teacher at the end of the day to make up the time lost.
4. The student may also be subject to class or school suspension, depending upon the reason for the absence.

NOTE: If a student has permission to go to the lavatory during a class period because he/she feels ill, the student may not remain in the lavatory for the entire class period. If the student is sick, he/she must go to the Main Office and report the fact that he/she is unable to attend class. If the student remains in the lavatory and does not report the fact that he/she is sick, the student will be subjected to the disciplinary measures listed above.

LEAVING SCHOOL BUILDING OR GROUNDS WITHOUT PERMISSION

Leaving the school building or grounds for any reason without first gaining specific permission from a member of the administration is a very serious offense. Teachers may not give permission for a student to leave the building regardless of the reason.

The following disciplinary measures will be applied to students:

1. Parents/guardians will be notified,
2. A meeting with parents/guardians may be required,
3. The student will lose all credit for work covered during their absence,
4. The student will serve a one (1) day in-house suspension. The student will not be allowed to make up any work missed on the day of the suspension and will receive a zero (0) for any quizzes or tests that take place on that day.

AREAS OF THE BUILDING OFF LIMITS TO STUDENTS

GYM AND WEIGHT ROOM

Students are not allowed to be in the gym or weight room unless they are under the direct supervision of a teacher or coach. The teacher or coach must first secure the permission of the athletic director to use these facilities. The teacher or coach must remain in the area with the students and may not leave the students unsupervised for

any reason or for any length of time.

CLASSROOMS

Under no circumstances are students to be in a classroom without a teacher being present.

If a student group needs to use a classroom for a meeting, they must first secure permission from the Main Office and also secure the permission of the teacher assigned as the moderator of the group. This teacher will then make him/herself available or secure the services of another teacher in order to provide the required supervision.

FACULTY WORKROOM, LOUNGE AREA AND LAVATORIES

Under no circumstances are students allowed to enter the faculty workroom, lounge area or lavatories. Teachers may not bring students into these areas for any reason.

PARISH HALL AND KITCHENS

The Parish Hall and adjoining kitchen and the one located by Barry Hall are not to be used by anyone without the expressed permission of the administration. The food, supplies, utensils, etc. stored in these areas are the property of the lunch program, and should not be used by anyone without specific permission from the directors of the lunch or snack program.

PARISH HALL BATHROOMS

Students may not use the bathrooms located near the Parish Hall unless they have expressed permission from the Main Office.

ELEVATOR

Students are not allowed to use the elevator without the expressed permission of the administration. If a student is injured and needs to use the elevator, the student must bring a doctor's note stating that traveling over the stairs presents a clear danger to the student.

MAIN ENTRANCE AND EXIT FROM THE BUILDING

During regular school hours all students and all visitors to the school must use the door nearest the church on the St. Clements Road side of the building. This door is monitored by a video camera and speakerphone that allows the person seeking entrance to speak directly to the school secretary. The secretary will release the lock and allow the person to enter. All visitors must report directly to the Main Office for a visitor's pass.

Except in the case of emergency or in fire drills, students are not allowed to use the doors on the Boston Avenue side of the building or the entrance doors to the annex.

REMAINING ON SCHOOL GROUNDS AFTER 2:30 P.M.

No student may remain in the building after 2:30 p.m. except with a teacher or coach (for detention, extra help, or school activities). Students are not allowed to roam the halls, wait in any stairwells, hang out in the lavatories, or remain in any other area without a teacher's supervision. Students who violate this rule may face disciplinary actions.

BEHAVIOR AND CONDUCT

GENERAL INFORMATION

Students are expected to conduct themselves in a manner that is respectful, courteous, and mindful of their own personal dignity and the dignity of all others with whom they may come in contact.

If a student's conduct, language, or attitude is unacceptable, it will be brought to the student's attention. If the unacceptable behavior continues, a warning notice will be sent to notify parents/guardians of the school's concern. If there is no improvement, a parent/guardian conference will be mandatory.

The school reserves the right to discipline students for off campus conduct that intentionally harms others or that reflects negatively on the school. Examples of this negative behavior include, but are not limited to:

1. Deliberate defamation or harassment of others taking place off of school grounds, including, but not limited to, inappropriate use of the Internet.
2. Congregating on corners or in front of homes, thus blocking the sidewalk passage of others, or discarding papers or otherwise littering the property of others,
3. The use of unacceptable or vulgar language in any public area,
4. Rudeness or any act that demonstrates an attitude of disrespect toward others,
5. Throwing of any objects on school property.

USE AND POSSESSION OF ALCOHOL, TOBACCO, OTHER DRUGS AND/OR DRUG PARAPHERNALIA

In accordance with the regulations of the Massachusetts Secondary School Principals Association and the Massachusetts Interscholastic Athletic Association (MIAA), the possession or use of alcohol, tobacco or any other illicit drug or drug paraphernalia is not allowed in school or at any school activity, whether or not that activity takes place on or off the school premises.

NOTE: Possession of illegal drugs of any kind will result in the immediate referral of the student to the local police for whatever action they deem appropriate. Any student found to be distributing, or selling drugs (including alcohol or over the counter medication) during school time, at school events or on school property will be turned over to the local police and expelled.

Students who consume alcoholic beverages and/or take any kind of illicit drug and/or abuse over the counter medication before or during school, or any school function face severe disciplinary action. Likewise, students whose behavior is indicative of the consumption of alcohol or other drugs will also face disciplinary action, unless their behavior can be realistically attributed to something else.

Parents/guardians will be contacted to come to the school or the location of the school event to take the student home. A subsequent parent/guardian conference will be held to determine whether a drug test will be required; the extent, if any, of the student's use of these substances; and the continued standing of the student at the school.

Students should be aware that school events include dances, proms, athletic events, fieldtrips, etc.

Use of Tobacco Products and Penalties

The use or possession of tobacco products is banned at all school functions whether they are held on or off school property. The use of tobacco products is banned in or near the school building and church grounds, including the sidewalk areas and streets surrounding and adjoining the property of Saint Clement.

Violation of this rule will result in the confiscation of the tobacco products and:

- 1st Offense: Retention and \$ 50.00 fine
- 2nd Offense: Retention and \$100.00 fine.

Subsequent offenses will result in a parent/guardian conference, and the student will face the possibility of serious disciplinary action including suspension and possible expulsion.

NOTE: Student-athletes must take note of the MIAA regulations concerning the use of drugs and tobacco products and the penalties attached to their use. These rules are posted outside the athletic director's office.

ANTI-BULLYING POLICY

The complete Bullying Prevention and Intervention Plan is in the Appendix.

GUM CHEWING

Gum chewing is not allowed in the school building at any time.

SEARCH AND SEIZURE

The courts have upheld the right of the administration to conduct a search of a student's person and belongings where a compelling cause for such a search exists.

Among the factors to be considered before a search is undertaken are:

1. The student's age, prior history and school record,
2. The prevalence and seriousness of the contraband in question (illegal drugs, weapons, etc.),
3. The need to administer the search without delay.

Unless a delay in the search would result in what would be considered negligent conduct on the part of the administration, normal circumstances would dictate that parents/guardians be contacted and asked to come to the school prior to any search.

While awaiting the arrival of a parent/guardian, the student would be taken to a secure part of the building and kept under observation until the parent/guardian arrives. During this period of time the student would not be allowed to leave the room for any reason.

The following guidelines are to be followed whenever a student search is undertaken for any reason:

1. The search is to take place in a private and secure area in the building, preferably in the presence of the student's parent/guardian.
2. The search will be conducted by a member of the administration, with another administration member present as a witness. If another member of the administration is not available, a teacher or staff member must be present during the search.
3. For purposes of the search, the student will be asked to remove and hand over any hat, jacket, sweater, and outdoor clothing he/she may be wearing, as well as any bags, backpacks, or other carrying cases in the student's possession at that time. All the articles found in these items will be inspected thoroughly during the search.
4. The student will then be asked to remove all articles from the pockets of the clothes he/she is wearing and to turn the pockets out to verify they are empty. If the student is wearing slacks or long pants, he/she will be asked to roll up the pant/slack legs so that the socks/stockings may be observed. The student will also be told to turn down the waistband of the skirt, slacks or pants.

NOTE: The student will follow the procedures of the search as conducted by the administration. Under no circumstances will the student be asked to remove any article of clothing other than those outlined and suggested above. Also, under no circumstances will any member of the search team, or a parent/guardian if present, come into physical contact with the student while the search is in progress.

If there exists a reasonable suspicion that contraband is secreted in a student's locker, coatroom, school bag or coat, the administration may conduct an immediate search of the designated area/item, provided a delay in the search would be considered negligent behavior on their part.

If a compelling reason does not exist, then the search of these areas would be delayed until the parent/guardian has been contacted and comes to the school. While awaiting the arrival of the parent/guardian, the item/area would be secured. The student would also be placed under observation in a secure area.

WEAPONS AND EXPLOSIVES

No weapons of any kind, or items such as fireworks, matches, lighters, or other incendiary devices or explosives, may ever be brought to Saint Clement. "Weapons of any kind" any item considered to be a weapon in its natural state. (Fake weapons are not allowed as part of costumes, show and tell, or book report activities.)

Any student who brings a weapon or explosive device to school will be handed over to the police and will face immediate expulsion. Furthermore, any student with knowledge of the presence of a weapon or explosive device in school must immediately report that knowledge to the Main Office.

Students should also be aware that baseball bats, hockey sticks, etc. should not be brought to the school unless they are going to be used within the confines of the athletic program or some other sanctioned athletic activity which is under the direction of the school. Students who are members of teams outside of school must keep their equipment at home and not bring it to school at any time or for any reason. If an emergency situation presents itself, such as a student leaving for a special game or tournament directly after school, then the student must store the equipment in the Main Office during the school day. The student may pick up the equipment when leaving the school and not before.

FIGHTING - INCITEMENT - HARASSMENT

Saint Clement will not tolerate the use of any form of physical or verbal abuse and/or violence. In addition, trash-talking, baiting, malicious gossip, name-calling, cyber or telephone harassment, etc. are all activities that have the potential of inciting physical violence and, as such, will not be tolerated or accepted. Students who engage in any form of the activities listed above will place themselves in serious disciplinary jeopardy. Their parents/guardians will be contacted to come to the school to take them home. A

meeting with the administration will be set for the next day, at which time a determination will be made as to the disciplinary action that will be levied. This disciplinary action may include suspension and possible expulsion.

SEXUAL HARASSMENT

All members of the school community - administrators, teachers, staff members and students - are expected to conduct themselves at all times in a manner that is respectful of the dignity of themselves and others. Any language and/or behavior that is in any way demeaning of another individual or group of persons will not be tolerated.

SEXUAL PROMISCUITY AND PREGNANCY

The policies of Saint Clement School concerning teenage pregnancy are in keeping with those held by the Archdiocesan Office of Education.

The following guidelines must be observed, if the student wishes to remain as a member of this school community:

1. No baby showers, collections of gifts or money, etc. will be allowed in school.
2. The girl will be required to be in uniform at all times. She will have to adjust her uniform skirt or slacks in accordance with her changing physical appearance.
3. During the time the girl is absent from school due to the birth of her child, she will be held accountable for all work covered. She must make arrangements to get assignments from her classmates or the guidance counselor. Upon her return to class, she will follow the guidelines concerning make-up work. The girl's parent/guardian should contact their local city or town to find out if tutoring services are available under these circumstances. This contact should be made well in advance of the baby's expected birth date.
4. The baby is not to be brought to the school or to any school function for any reason until after the girl has graduated from school.

RESPECT FOR PROPERTY

Deliberate defacing and/or damage to the building, books and other instructional materials belonging to the school, equipment, furnishings, or grounds is vandalism and, as such, will be suitably punished, and restitution will be required. Accidental damage must be reported immediately to the teacher in charge, who will then notify a member of the administration.

All students and teachers are required to share in the responsibility of maintaining the cleanliness of the classrooms and the building. Students and teachers

should leave a classroom clean and ready for use by following classes. Papers should be put in the wastebaskets or recycling baskets. Nothing should be left on the floor surrounding the area where the teachers or students were working. Desktops should not be written on for any reason. Students who vandalize desktops or the sides of desks, backs of chairs, etc. will be assigned the duty of cleaning the area they defaced and, if necessary, pay for the refinishing of the surface.

When students enter a classroom/lab and take their assigned seat, they should immediately report to the teacher in charge any writing or other damage that is visible. It will be the responsibility of the teacher who was present in the room during the previous period to find out the identity of the student responsible for the damage. However, if a student fails to report damage at the beginning of the class period, the student will by her/his failure to report the damage assume responsibility for cleaning and repairing the area.

Homerooms

All students are required to share in the responsibility of keeping the homerooms cleaned. Students will be assigned, on a rotating basis, to sweep, empty trash and wipe down or wash the boards at the end of each day. All students will share equally in the responsibility of keeping the homeroom clean, and no student will be exempted from this duty.

Homeroom Cabinets and Bookshelves

No student belongings may be left in homeroom cabinets or on bookshelves, tables, etc.

Coatrooms

Coatrooms are only for coats, boots, and schoolbags or backpacks. Only those students whose homeroom adjoins the coatroom have the right to access the coatroom. Students are only allowed to go into the coatroom at the following times:

1. At the beginning of the day,
2. During homeroom period, with permission from the homeroom teacher,
3. At the end of the day, or at the time of dismissal for a student leaving before the regular end of the day,
4. At a time when specific permission of the homeroom teacher has been granted.

Students must enter the coatroom through the door within the classroom and not from the corridor door. Students who go into a coatroom other than their own, or go into their own coatroom at a time other than those listed above, will be subject to disciplinary action.

Students needing to get something from the coatroom at a time not designated

must first get permission from the teacher in the classroom. Students may not leave books or valuables in the coatroom; these should be kept in the locker. Changing clothes in the coatroom is not permitted.

Lockers

The school provides students with lockers and reserves the right to check each locker. Since the lockers are the property of the school, they and their contents may be inspected at any time by the administration when it is considered necessary, and therefore there should be no reasonable expectation of privacy.

The school grants the students the right and responsibilities of locker use throughout the academic year. The locker should never be left unlocked, nor should the combination be given to any other student. Valuables brought to school may be locked in the student's locker, but the school is not responsible for valuables left in a locker. Students may bring valuables to the Main Office for safekeeping.

Students may not draw on or otherwise decorate the interior or exterior of the lockers with stickers, markers, etc. If a student's locker is not working, it is the student's responsibility to report it immediately to the Main Office.

Students have specific times to be at lockers: between the 7:30 and 7:45 morning bells, during designated locker times (approximately every two periods), lunch period travel times, and after school.

Any student failing to comply with this locker policy risks consequences, such as losing the privilege to use the locker.

Backpacks and School bags

No backpacks, schoolbags or tote bags may be carried during the school day. (Girls may carry a purse with length and width no bigger than an 8 1/2 x 11 sheet of paper.) Backpack, school bag and tote bag use is restricted to transporting books and supplies to and from school. These bags are to be stored either in the student's locker or in the homeroom coatroom (but no access to the coatroom without the homeroom teacher's permission is permitted during the school day).

RESPECT FOR THE USE OF THE CHURCH

Students should be mindful of their voices, language and behavior at all times, but especially when walking near the church when a funeral or other service is taking place.

Behavior in Church

All students, regardless of their religious affiliation, will be required to attend

school services that are held in the church. All are invited to participate fully in the celebration and are asked to maintain an attitude of quiet reverence and respect. Non-Catholic students will not be required to actively participate in a manner that is contrary to their personal religious traditions.

All students are reminded that the church is an area set aside for prayer, quiet reflection and reverence. Talking, fooling around, and disruptive behavior of any kind will not be tolerated and will subject the student to serious disciplinary action.

LUNCH PERIOD – EXPECTED BEHAVIOR

All students are required to report to the cafeteria during their lunch period. Students have the option of bringing their own lunch or buying lunch from the cafeteria service. Students may not order lunch and have it delivered to the school by any outside vendor. Parents/guardians are requested not to deliver student lunches to school later than 9:30 because the Main Office is already too busy with other responsibilities.

In order to provide the teacher on lunch duty an unobstructed view of all students in the lunchroom, students must remain seated at their table except when:

1. Going to purchase food,
2. Going to the soda or juice machines to make a purchase,
3. Going to the lavatory,
4. Emptying and disposing of soda and juice bottles/cans,
5. Moving to another seat to talk with other students.

During lunchtime, students may not stand around in the hallway outside the cafeteria, in the corridor outside the lavatories, or in Barry Hall. Also, students may not leave the ground floor without permission. Failure on the part of an individual student or group of students to cooperate with these policies will result in the student(s) being required to eat their lunch in another area under more stringent supervision.

Prior to the end of the lunch period, each student will be required to remove any papers, wrappings, unfinished food items, etc., and dispose of them in the trash.

NOTE: Soda and juice bottles/cans are to be emptied, and the empty bottle/can is to be placed in the recycling. Bottles/cans should not be placed in the trash.

Soda and Juice Machines

Students may use these machines before and after school and during their regular lunch period. Students must make sure they dispose of their empty bottles/cans in the barrels provided. All bottles/cans should be completely emptied before they are put in the barrels.

Food and Beverages

Eating food (including candy) and drinking beverages is permitted only within the confines of the cafeteria. Students may not carry opened drink bottles or cans with them outside the cafeteria. Students may not bring food or beverages into any classroom. Students will be not allowed to take a drink of water/soda/juice during class time or during either homeroom period. Students in violation are subject to retention and/or other disciplinary measures.

On occasion student groups may sponsor a Breakfast Program or Snack Program:

Breakfast: 7:00 a.m. - 7:30 a.m.
Snacks: 2:30 p.m. - 3:00 p.m.

Breakfast and the afternoon snack program will take place in the cafeteria when offered. Students will be held responsible for cleaning up after themselves if they choose to participate in these programs.

DRESS CODE AND PERSONAL GROOMING

Dress and personal grooming must be clean, in good taste, appropriate for academic work, not distracting to teachers or other students, not controversial, and consistent with safety standards. Clothing is clean, ironed, in good repair and properly fitted all times

All students are expected to be in complete uniform at all times during the school day unless an official announcement from the Main Office has been made that a relaxed dress code is in place.

The dress code for grades 6-12 is as follows.

Boys

Shirts*: A long or short sleeve polo shirt (white or maroon) with school logo is required. Students may wear the mock turtleneck shirt, either alone or under the long sleeve polo shirt. (The mock turtleneck shirt may **not** be worn under the short sleeve polo shirt.) Students may wear the school sweater or fleece over any uniform shirt (but not without a shirt). If a tee shirt is worn under the polo shirt, it must be all white. **Shirts must be the appropriate size and be worn fully tucked in at the waist so that the belt shows.**

Pants: Dress pants, gray or khaki (DockertTM-style) with finished hem **worn with a black or brown belt at the waist** are required. Corduroy pants

are not acceptable. Jean style or cargo pants, leg pockets, cut cuffs, leg slits, drawstring or fringe on pants **are forbidden**.

Shoes Solid color, neutral (i.e. black, brown, tan) shoes or solid black sneakers are required (no colored logos, markings, or soles). Shoes and sneakers must be clean, in good condition, and worn with navy blue, maroon, white, black or gray socks. Boots, sandals, slippers, high heels, or athletic shoes (other than solid black) may not be worn.

Girls

Shirts*: A long or short sleeve polo shirt (white or maroon) with school logo is required. Students may wear the mock turtleneck shirt, either alone or under the long sleeve polo shirt. (The mock turtleneck shirt may **not** be worn under the short sleeve polo shirt.) Students may wear the school sweater or fleece over any uniform shirt (but not without a shirt). If a tee shirt is worn under the polo shirt, it must be all white. **Shirts must be the appropriate size and be worn fully tucked in at the waist so that the belt shows.**

Skirts*: Gray uniform skirt, A-line or kick-pleat style, or slacks (see below) are required. Skirt waistbands may not be worn rolled up.

Slacks: Gray or khaki dress slacks, (Docker™-style) with button waist, zipper and finished hem, **worn with a black or brown belt**, are required. Jean style or cargo pants (leg pockets, patch pockets); pants with cut cuffs, leg slits, drawstring, fringe; or Spandex slacks or leggings are forbidden.

Shoes Solid color, neutral (i.e. black, brown, tan) shoes or solid black sneakers are required (no colored logos, markings, or soles). Shoes and sneakers must be clean, in good condition, and worn with navy blue, maroon, white, black or gray socks. Boots, sandals, slippers, high heels, or athletic shoes (other than solid black) may not be worn.

NOTE: Skirt length must extend past the tip of the fingers when arms are placed at the student's side. Miniskirts and skirts that come to mid-thigh will not be allowed in school. The dress slacks must not be tight or form fitting around the legs.

Gym Clothing Required for Grades6-9

NOTE: Students in grade 9 change into their gym clothes in the lavatory during their lunch period. Students in grades 6 to 8 will wear their gym uniforms to school on gym days.

Sneakers
Sweat socks

Maroon/gray colored sweat pants or shorts – must be loose fitting (no spandex)
School logo T-shirt*

*Order from Collegiate House, 870 Fellsway, Medford MA 0215, 781-219-4952

Defacement of shirts, uniform skirts, pants, etc. , and “body writing” is unacceptable.

Cold Weather

During cold weather students may only wear sweaters, sweatshirts or fleeces with the official Saint Clement logo. These items must be clean, in good condition and may not have hoods or “tummy pockets.” During assemblies or other occasions, the school may require students to be in full uniform without sweaters, sweatshirts of fleeces.

Not Permitted (For All Students)

Students may not wear jackets, hats and scarves of any kind during class or indoor activities. Headscarves or headbands may not be wider than two inches and must be solid color. Head scarves worn for religious reasons must be solid color and in good condition. Any shirt worn under the uniform shirt must be white and may not have pictures or slogans that show through.

Students Out of Dress Code without Permission

Students out of dress code will not be allowed to attend classes until they are in compliance with the dress code. Students have the option of contacting a parent/guardian to bring in the item of clothing that is missing, or they may go home with a parent/guardian to adjust their appearance. In both instances the student will be held responsible for the time. Chronic dress code violations will result in further disciplinary action.

Personal Grooming

Makeup, hair length, hair color, hairstyle and jewelry should be appropriate for an academic setting. Hair color must be of a tone and color found naturally in hair. “Fad dressing” is not permitted. The administration reserves the right to require students to adjust their appearance.

Makeup, combs, mirrors, perfume, hand lotion, etc. may not be used except in the lavatory.

Body Piercing and Tattooing

Students are allowed to wear pierced earrings. Students may not wear a piercing on any other part of the body other than the ear lobe. In addition, discretion should also

be used as to the number of earrings worn. Any violation will result in the student being asked to remove the ring and place it in the office for the remainder of the day.

At no time during the school day may tattoos be visible. Students with tattoos must keep them covered with proper uniform clothing (long sleeves, long pants, etc.) Any violation will result in the student being removed from class until in proper dress code.

Permission to be Out of Uniform

If a legitimate reason presents itself and a student needs to be out of uniform on a regular dress code day, the student must submit a written request for permission on the day before the student wishes to exercise this privilege. The Main Office will notify the student if permission has been granted.

Students with permission to be out of dress code must be in clothes that are appropriate. Guidelines for Tag Day attire apply.

Tag Days

Periodically throughout the year, student groups sponsor tag days in order to raise funds for different causes. The cost is usually \$1.00, depending upon the activity. Students who choose to participate may wear clothes other than their uniform to school. At no time is it appropriate for students to wear torn or ill-fitting (skin tight) clothes or clothes that are more suited for a beach environment.

The following guidelines are to be followed:

1. Clothing must be clean, in good repair and appropriate for school. No tee shirts with offensive slogans (or with slogans that promote the use of drugs or alcohol.)
2. Jeans and shorts, if they are worn, must be clean and properly fitted (no short-shorts).
3. Regular blouses and shirts must be full length and properly fitting. No tank tops, midriff shirts, halter-tops, spaghetti straps or shirts with low necklines are permitted.
4. Jackets, coats and hats are not to be worn in the building.
5. No sunglasses, scarves or other head apparel are allowed during school hours.
6. Tattoos must not be visible.

Any student wearing unacceptable clothing will be taken out of class until appropriate clothing is brought to school and the student has changed into the appropriate clothing.

FIELDTRIPS AND DAYS OF RECOLLECTION

Fieldtrips and days of recollection (retreat days) are to be considered as an essential part of the regular school curriculum; guidelines for tag day attire apply for these days. All students will be required to participate. These events are planned well in advance, and students receive prior notice.

All school-sponsored fieldtrips, even those planned for after school hours or weekends, will require a permission slip requiring a parent/guardian signature and approval. This will be done at least one week prior to the day the event.

Only students in good standing may participate in field trips. In addition, students without the proper signed permission slip will not be allowed to participate in the event. These students will remain in the school until the end of the regular school day under the direction of the Main Office.

VACATION TRIPS

Saint Clement may sponsor educational trips during school vacation periods or other times during the school year. Only those trips approved and sanctioned by the Main Office will be considered official school trips.

Students, parents or other groups may not plan student trips using the name of any of the Saint Clement School without the permission of the school. Any group of students or parents/guardians who use the name of the school when organizing these trips without the school's permission place themselves in legal jeopardy.

LAVATORIES

Students are encouraged to use the lavatories during the extended passing times built into the schedule (approximately every two periods). Students who need to use the lavatory during class time must first report to the class and obtain permission from the subject teacher, then sign the log book before leaving the room. They must also carry the room hall pass with them.

If a student regularly requests to leave the room during the same class or during the same time period each day, it is within the discretion of the teacher to call into question this request. If there is a medical emergency or a substantiated reason why a student should be allowed to leave a classroom repeatedly, this reason must be communicated by the parent/guardian to a member of the school administration. The administration will then notify the teachers that the student is to be granted permission whenever necessary. If no communication has taken place and a pattern develops, or if it appears that a student is requesting to use the lavatories an exceptional number of times during the day, parents/guardians may be asked to submit a doctor's note to document the necessity. Students will not be allowed to use the lavatory, except in the case of emergency, during the class periods immediately preceding and following the lunch period, or while other classes are having their lunch time.

CORRIDOR PASSES

Students are not to leave a class, study hall or the library without permission and a corridor pass from the teacher in charge. Students without a pass will be subject to disciplinary action. In addition, students may only go to the location for which they have a pass; they may not go to another location not listed on the pass.

Corridor Pass - Late For Class

If a student is late leaving a class for a valid reason, the student must obtain a pass from the teacher in charge of the room they are leaving in order to be admitted late to their next class. Teachers will only issue this pass if the student has a valid reason for remaining in the class for an extended period of time after the bell. Students should be aware that **the Main Office staff will not provide them with a pass** unless they were, in fact, in the Main Office for some legitimate reason. Students are to give the pass to the teacher in charge of the class they are reporting to immediately upon entering the classroom.

Punctuality is considered part of a student's grade. Students who arrive late to a class without a note from their preceding teacher will receive a deduction of points for that class and may be assigned a retention period by the teacher of the class they are late in attending.

COMPUTER LAB PASSES

A pass is required for admission to the computer lab. Students may not use the computer lab when there is a class in session, without permission from the teacher

CARS AND PARKING

Students who drive to school must register their cars in the Main Office and receive a parking pass. A deposit will be required. Students with the proper pass may park on the school side of St. Clements Road. Students may not park in the parking lot. Cars that are parked in the parking lot and do not have a parking permit displayed on their rearview mirror will be subject to towing at their own expense.

Everyone is asked to enter the parking area by way of St. Clements Road and to exit the area on the Boston Avenue side of the building.

(Parents/guardians and students should be aware that the side of St. Clements Road across from the school requires a residential parking sticker. Anyone who parks on the residential side of St. Clements Road without the proper sticker from the City of Medford will be fined and the car will be subject to towing without notice.)

Excessive speed or recklessness of any kind will not be tolerated. The privilege to drive to school will be revoked if the student does not heed the restrictions relative to

parking or if the student does not handle the car in a responsible manner. Students are also warned concerning the overcrowding of cars and the failure to use proper safety measures such as seatbelts.

FIRE DRILLS

Fire drills take place periodically during the school year. Directions for exiting the building are posted in each of the classrooms and offices within the building. Students must refrain from talking and proceed quickly orderly to the assigned meeting area.

Once students have reached their designated meeting area outside, they should report to their teacher for attendance. Teachers are immediately required to report any missing students to a member of the administration. While outside, students are to stand quietly, remain with their class, and await indication that it is safe to reenter the building. Students who exhibit improper behavior will face disciplinary action.

INJURY AND ACCIDENTS

Students and teachers are required to immediately report all accidents to the Main Office, whether or not personal injury has occurred. Any personal injury that occurs anywhere on the school property must also be immediately reported to the Main Office. Students will be asked to fill out an accident report.

Regardless of the seriousness of the injury or accident, parents/guardians will be notified and the decision will be made as to whether or not the student is to return to class. If the student is to be dismissed, the parent/guardian must follow the guidelines regarding school-time dismissals.

INSURANCE

The State of Massachusetts requires everyone living in the state to have health insurance. All students, including international students, must have health insurance. All students who participate in the school's athletic program should take out the required school insurance. If a parent/guardian refuses to take out this insurance, a special waiver form must be signed by the parent/guardian indicating that they assume full responsibility for any costs not covered by their personal insurance.

NOTE: All members of the football or hockey teams must take out the special catastrophic insurance. This special insurance may not be waived.

STUDENT ACTIVITIES AND SERVICES

ATHLETICS

Through the principal of the school, Saint Clement is a member of the Massachusetts Interscholastic Athletic Association (MIAA). A copy of the rules and

regulations of the association is available in the athletic director's office.

All students participating in the athletic program must purchase the required form of school insurance or submit the required waiver. The football and hockey teams have a special form of insurance that is required and may not be waived.

The parents/guardians of each student-athlete are held responsible for the safekeeping and maintenance of the uniforms and equipment issued to the student. Any student who fails to return uniforms and equipment at the time requested will be billed for the replacement cost. Failure to pay may preclude a student from taking midterm and/or final exams until either the equipment is returned in proper condition or the bill for replacement has been paid.

Students who participate in the athletic program are required to pay a user's fee for each sport. The fee is payable on the day the uniforms and equipment for the sport are issued to the team. Athletic fees are additional payments and are not included in tuition. If these fees are not paid to the school within the first month of the activity, the fee will then be added to the tuition bill.

Fall	Football	\$325.00
	Volleyball	\$225.00
	Girls Soccer	\$225.00
	Cheerleading	\$225.00
Winter	Girls Basketball	\$225.00
	Boys Basketball	\$225.00
	Ice Hockey	\$450.00
Spring	Softball	\$225.00
	Baseball	\$225.00

If a student plays a second sport (except ice hockey), the user fee for that sport is reduced by \$50.00. For the third sport, the user fee is reduced by \$75.00, and for the fourth sport, the user fee is reduced by \$100.00. The ice hockey user fee is never reduced or considered a base fee.

It is the responsibility of the athletic director, Booster Club, parents and team members to raise funds for all aspects of the athletic program.

In keeping with the policies of the MIAA, all members of the Saint Clement athletic program (students, coaches, assistant coaches, etc.) must maintain high standards of conduct both on and off the playing field.

The student-athlete will face a two-game suspension (for the first offense) for each of the following reasons:

1. Being ejected from a contest by a league official,

2. Unsportsmanlike conduct before or after a game, either at Saint Clement or at another school.

If a second offense occurs, the student-athlete faces the possibility of being removed from the team.

The student-athlete will be removed from the team if any of the following occur:

1. Use of drugs and/or any banned substances including alcohol and tobacco products before, during or after any contest and throughout their individual sport season;
2. Vandalism of buses, locker room, weight room or gym facilities;
3. Willful destruction of any athletic equipment issued to the student.

Any student who is responsible for the willful destruction of athletic property, buses and/or equipment shall not be allowed to participate in the athletic program and will also be held responsible for the cost of replacing or repairing any items that have been damaged. If the person responsible for damage does not speak up and accept responsibility, then the members of the team will be held responsible, unless they are willing to come forward and name the individual responsible for the damage. School policy assumes that failure to name the responsible individual is an admission by the team that they are willing to accept blame and bear the full financial costs and responsibility of restitution.

ABSENCE AND PARTICIPATION IN EXTRACURRICULAR ACTIVITIES AND ATHLETICS

Students who are absent from school, suspended in or out of school, or sent home sick on the day of any school activity, or day immediately preceding any weekend school activity, will not be allowed to participate in that event or activity.

Students who come to school late because of sickness or an approved appointment or students who are dismissed for an approved appointment may participate in extracurricular activities provided they are present for 5 of the 7 class periods.

INELIGIBLE FOR PARTICIPATION - EXTRACURRICULAR ACTIVITIES AND ATHLETICS

A student will automatically become ineligible to participate if a failing grade (E or F) is received in more than one (1) subject.

In addition, any student who receives a one (1) in conduct will be required to meet with the administration who will determine whether or not the ineligible status should be applied to this student. Prior to the time of the scheduled meeting with the administration, the student will maintain a provisional status of eligibility. The administration will schedule a meeting within one week beginning the day following the distribution of report cards.

Excessive tardiness may also result in athletic and extra curricular ineligibility.

Ineligible Status Applied

Ineligibility goes into effect on the day the report cards are issued or, in the case of a student brought before the academic review board, on the day the meeting is held and the decision to apply ineligibility is made. The ineligible status remains in force until the next report card is issued.

The athletic director and all moderators of clubs and activities are responsible for checking the eligibility of their students once report cards are issued. Members of all teams, clubs and activities are likewise responsible for communicating their status to their moderator or coach.

NOTE TO ATHLETES: Participation in a sporting event when ineligible will result in forfeiture (MIAA Rules and Regulations). This ruling applies not only to grades but also to rules concerning absence.

SENIOR HIGH NATIONAL HONOR SOCIETY

Membership in the Ancora Chapter of the National Honor Society is a privilege that is bestowed on students who exemplify the required characteristics of the Society.

Students are evaluated on the basis of how well they demonstrate the characteristics that are set forth in the bylaws of the National Honor Society. These characteristics include leadership, character, service and scholarship. The Society requires clear evidence of them in every member.

To be considered for membership, candidates must first meet the minimum GPA requirements. Students who have met the minimum GPA requirements are invited to apply for membership. Students who fulfill all of the membership requirements will become members.

SENIOR HIGH STUDENT COUNCIL

As the elected student leadership in the school, council members are expected to demonstrate a commitment to integrity, responsibility, service to others, diligence, respect for themselves and respect and friendliness toward all members of the school community.

Membership in the student council is limited to:

1. The four senior officers,
2. The four class officers from each grade level, and
3. The two councilors-at-large from each homeroom.

Unless they are meeting in executive session, all student council meetings are open to all students.

NOTE: All the policies relative to eligibility apply to student council membership. In addition, council members must adhere to the specific policies outlined and distributed to all members. In the event a council member does not maintain the required eligibility status, he/she will be removed and an election will be held to fill the position.

DANCES/ACTIVITIES

Groups organizing a dance must meet with their advisor and the administrations prior to planning the event. They must follow the guidelines established by the administration.

CAMPUS MINISTRY

It is the responsibility of the Campus Ministry Office to oversee and coordinate the religious services provided to the students in the school. Throughout the church year, prayer services, liturgies and celebrations of the Sacrament of Reconciliation will be planned for the school community. All students take part in a day of recollection (retreat day) under the direction of the campus minister. Student attendance is required. Students who are absent on these days must substantiate the reason for their absence and will be required to complete a project, as outlined by their theology teacher, to fulfill the requirement.

SENIOR HIGH OUTREACH MINISTRY PROGRAM/SERVICE HOURS

The Saint Clement community is committed to service. It is the responsibility of each member of the community to contribute toward the development of a climate and spirit of community that fosters the Gospel values of service to others.

The Campus Ministry Office coordinates the Outreach Ministry Program. All students will be required to perform a ***minimum of ten hours each year*** in order to meet their graduation requirements in religion. Student must have their projected service program approved by the campus minister prior to beginning any program. ***Upon approval a form will be sent to the supervisor of the program.***

GUIDANCE SERVICES

Testing Program

Each year the school coordinates and oversees the following testing program.

Grades 6 and 7 **Archdiocese of Boston prescribed testing.**

Grades 8, 9, and 10 **College Board**

Grade 10 and 11 **College Board P.S.A.T**

College Board testing usually occurs in October on a date set by the College Board. The Archdiocese of Boston determines the date for middle school testing.

The Guidance Department also assists students in registering for the college application testing like the SAT, ACT, SAT II, etc. Students must meet with the guidance counselor to arrange registration and to discuss which tests are required for college acceptance. In general, students should be prepared to register at least one month in advance.

Personal Counseling

Intervention is provided as needed. Personal conflicts requiring specialized therapeutic assistance will be referred to appropriate community agencies. Appropriate communication with the outside agency will be maintained in order to provide for the needs of the student and the needs of the general school community.

The guidance counselor provides an environment where students feel comfortable expressing their concerns. Although the confidentiality of personal communications to guidance counselors is not protected under the law, the guidance counselor does respect the student's rights in an ethical fashion, only discussing information with the appropriate educational administrator when necessary (particularly in cases where students may be in danger of hurting themselves or others). Guidance counselors are "mandated reporters" – required by Massachusetts law to report cases of known or suspected abuse to the Department of Social Services.

GENERAL STUDENT SERVICES

Peer Tutoring

Peer tutoring is coordinated through the Guidance Office.

Progress Reports

Progress Reports are issued through the online student and parent portal. Parents/guardians and students are issued usernames and passwords through the Main Office. Parents/guardians are expected to monitor student progress carefully and to take action on any recommendations made by teachers. Parents/guardians must follow through and contact the school when there are concerns about the progress of their student.

DISCIPLINARY MEASURES

DISCIPLINARY REFERRALS

Disciplinary referrals are sent by the teacher or a member of the administration to the parent/guardian of the student when an event of a relatively serious nature or a repetitive disciplinary incident/problem occurs involving the student.

A copy of the referral will be kept on file in the student's folder as part of their disciplinary profile for the school year. Parents/guardians are urged to note the behavior cited and to take whatever measures are necessary to ensure that the behavior warranting the referral is corrected and not repeated.

GENERAL OFFICE DETENTION

Senior High:

School detention meets daily from 2:25 p.m. - 2:55 p.m. This detention is assigned for multiple violations of handbook policy or tardiness. Students assigned to this detention will either be required to assist with various tasks or to sit in complete silence.

Students may also be retained by a teacher for misconduct, tardiness to class, or other violations of school policy. The time and conditions of this detention are determined by the teacher who has assigned the detention.

Failure to report to either detention may require that a parent/guardian come to the school in order for the student to be readmitted. In addition, students who are asked to leave detention for failure to cooperate with the teacher in charge, will face further disciplinary sanctions. The parent/guardian may be required to come to the school in order for the student to be readmitted.

In certain cases the school may assign Saturday detention, in which case parents are notified.

SUSPENSION

Suspension is used to address serious problems concerning the student's behavior and/or attitude. There are three forms of suspension utilized by the administration when addressing student behavioral problems.

In-School Suspension from an Individual Class

There are times when a student's behavior in a class warrants spending some time away from the class. Failure to cooperate with a teacher, failure to report to an assigned retention, failure to take correction, continued failure to return a communication to the parent/guardian from the teacher, and continued disruption of other students in the class are examples of some of the behaviors that will warrant this time out of class. When this suspension format is utilized, a conference with a member

of the administration, the teacher involved and the student will be required before the student will be readmitted to the class. This limited form of in-school suspension is utilized before progressing to the formal in-school suspension from all classes.

In-School Suspension from All Classes

The student is removed from all classes and spends the suspension time in the company of a member of the administration. During this time the student and the administrator discuss the issue(s) that led to the suspension and the ways the conflict could have been avoided or handled by the student in a more positive manner. Students may also be given class assignments.

Out-of-School Suspension

This form of suspension is the most serious. The student is to be kept at home for a period of time ranging from one to ten days. Suspension is not time off. Parents/guardians should allow the student to gain extra work hours at their after school job or to enjoy free time out of the home socializing. The school will contact the home during the time of suspension to make sure the student is, indeed, at home. If the student is not home, more serious consequences may follow, including the permanent removal of the student from the school.

Before the student is readmitted to the school, a meeting must take place with the parents/guardians, student, administration and possibly other involved parties to discuss the issue(s) that caused the suspension. The meeting will also explore the implementation of positive measures that will be put into place and any additional corrective measures that may be necessary in order for the student to return to the school community.

ACADEMIC PENALTY ENCOMPASSED IN SUSPENSION

A student suspended for the day, either in or out of school, may not make tests and quizzes that take place during the period of suspension. Students should complete all assignments in order to remain current, but the assignments cannot be counted in the student's average. A suspended student may not take part in any extracurricular activities (including athletics) for the duration of the suspension and, in some serious cases, for an extended period of time. The length of time for this additional penalty will be determined by the administration.

EXPULSION

A student's expulsion from school may occur for repeated truancy, repeated violations of school policies, utter disregard for the rights of other students and teachers, selling drugs, possession of a weapon, fighting, harassment of another student, and any other extremely serious behavior impacting on the school community. The policies of

the Archdiocese of Boston regarding expulsion will serve as a guideline when instances warranting expulsion occur.

VIOLATIONS

In addition to those listed previously, the following violations will render a student liable to warning, suspension and/or expulsion:

- * Behavior inconsistent with Gospel values
- * Disrespect to a faculty or staff member
- * Disruption of the learning environment
- * Chronic tardiness
- * Truancy
- * Disregard for the rules pertaining to smoking, drugs, alcohol use, etc.
- * Failure to cooperate with assigned duties
- * Failure to report for general detention and retention
- * Being off campus without permission
- * Verbal or physical abuse of another student or teacher including cyber bullying and/or threats to carry out physical harm to another
- * Stealing
- * Deliberate destruction of school or personal property
- * Forgery of a parent/guardian signature
- * Participation in malicious gossip
- * Improper use of the school's Internet connections and Website.

NOTE: These are some but not all of the reasons that could result in serious disciplinary action. Students and parents/guardians should never assume that the handbook lists every activity and/or behavior that is subject to disciplinary action.

Parental Role

All parents and students are required to sign the acceptance policy agreeing to the rules and regulations of Saint Clement as set forth in this handbook. Acceptance forms must be returned by the end of the first week of school.

The school reserves the right to add additional handbook policies as they become necessary to address concerns that surface during the school year.

GENERAL

ASSEMBLIES

Students will observe the following guidelines during all school assemblies and liturgies:

1. Proceed to and from assemblies and liturgies quietly and in an orderly fashion.
2. Sit in the area designated for their homeroom or class.

3. Listen courteously to all speakers. Whispering and talking during a presentation will not be tolerated.
4. Applause and/or cheering should be appropriate for the type of assembly.
5. At the conclusion of the assembly or liturgy, wait quietly to be dismissed and, if called upon, help put away chairs and ready the hall for use by others.

CLASSROOMS

All students are required to assist in the maintenance of the classrooms. They will be assigned specific tasks to help keep the classrooms clean. Students will also be asked, on occasion, to assist in keeping other parts of the building neat and orderly.

COMPUTER USE

Computers, printers, and internet access are located throughout the building. Computer use and access to the Internet are open to any Saint Clement student who agrees to follow the Acceptable Use Policy (see below). Failure to adhere to these guidelines will result in the revocation of this privilege and possible school disciplinary action. A student's use of the Internet is a privilege, not a right; and access entails responsibility.

1. Students must register personal devices in order to gain Internet access. A student utilizing school-provided Internet access must first have permission of, and must be supervised by, a staff member. Students are responsible for good behavior in online activities.
2. Users should expect that files stored on school-based computers will not always be private. Files stored on school-based computers may be reviewed by administrators and faculty to monitor system integrity and ensure that users are acting responsibly.
3. Saint Clement makes no guarantee regarding availability of access and will not be responsible for the accuracy, nature or quality of information gathered through school-provided Internet use. Blockers will be installed to eliminate the access of certain sites.
4. Documents should be saved on the student's disk or on Cloud services like Google Docs. Work should not be left in "My Local Documents."
5. Internet use is for **school work** only. Computer games, e-mail, texting, chat rooms and on-line buying are not allowed.
6. Students may not use the computers until both they and their parents/guardians have agreed to and signed the following "Acceptable Use Policy."

ACCEPTABLE USE POLICY AGREEMENT FOR COMPUTERS AT SAINT CLEMENT

I agree that using the computers and accessing the Internet is an educational advantage afforded to me and that inappropriate use of computers may result in my loss of their utilization and other possible disciplinary action.

I accept that the primary use of computer resources and the Internet is to support research and education.

I will follow all copyright regulations and will not copy programs or pirate software. I will not take hardware, software or computer supplies provided by Saint Clement.

I will not invade the privacy of others or access the network or files of any business, person or agency with intent to steal, subvert, destroy or view information which is not appropriate.

I will not e-mail, or otherwise contact any person or business without the consent of an administrator or teacher. All e-mail and social media will be of an educational nature.

I will not access information which is considered dangerous or potentially damaging, such as instructions on the preparation of illegal or dangerous mechanisms or activities.

I will not conduct business transactions, commercial activities or political lobbying.

I understand that for my safety I will not give out my full name, home address or telephone number, or school information to strangers that I meet online. I agree not to meet with any stranger that I have met online. I will not publish personal information about other users or pretend to be someone else when sending or receiving information.

I will be polite and use appropriate language. I will not swear, use vulgarities, harass others, use ethnic or racial slurs, access inappropriate Websites, engage in hacking or vandalism, or transmit or view obscene or offensive material.

I understand that I am prohibited from downloading or installing any personal software with inappropriate material on school technology.

I will not degrade or disrupt school or Internet network services or equipment, as such activity is considered a crime under state and federal law; this includes but is not limited to tampering with computer hardware and software, vandalizing data, invoking computer viruses or attempting to gain access to restricted or unauthorized network services.

I will promptly disclose to my teacher or other school employee any message or information that I receive that is inappropriate or makes me feel uncomfortable.

I understand that any administrator, faculty or support staff will be responsible for enforcing procedures within this agreement.

I will abide by the policies and procedures of that agreement.

STUDENT ACCEPTANCE

The *Parent and Student Handbook Acknowledgment Form* is sent home for students and parents/guardians to sign. Signatures on this form signify willingness to abide by these policies.

Students are not permitted to use school computers or access school internet until the form has been signed by the student and parent/guardian.

GYM FACILITY AND LOCKER ROOMS

Before any student group uses the athletic director's office, gym, weight room and/or the locker rooms, they must first get permission from the athletic director. Students may not have access to the locker rooms during the school day.

All groups must adhere to the athletic director's schedule of practices. Students cannot enter the school building for practice unless a coach or a moderator is supervising them. The coach or moderator may not leave the students unsupervised for any reason or for any length of time. At no time, are students, who have been admitted to the gym facility, allowed in the main section of the high school building.

Any coach or moderator of a group that chooses to use these facilities will be held responsible for their condition and cleanliness. It is the responsibility of the group to make sure all trash is emptied and all lights are turned off when they have finished.

HEALTH POLICY

In accordance with local public health authorities and archdiocesan policy, all students must be fully immunized according to the regulations outlined by the Commonwealth of Massachusetts. Students who are not properly immunized will receive notification from the Medford Board of Health and will not be allowed back to school until they provide written proof of immunization.

The parent/guardian must notify the school in writing of the student's absence due to illness. No student shall return to the classroom without the proper release form from the child's physician when the absence is due to: strep throat, Chicken Pox, Measles, Mumps or Whooping Cough (Pertussis).

Medication

PRESCRIPTION MEDICATIONS

1. There must be a signed statement by the student's physician and a letter from the parent/guardian authorizing the administration of any medication by the school nurse or other designated person. This statement must clearly state the name of the medication, the dosage and when the administration of the medication is to begin.
2. Medication provided to the school must be in a pharmaceutical container specifying the student's name, name of the medication, dosage and the physician's name.
3. All medication must be brought to the Main Office and will be administered by the school nurse or other designated person.

OVER-THE-COUNTER MEDICATIONS

1. All over-the-counter medications must be left in the Main Office, not carried with the student.
2. Nonprescription medications will be administered only with the parent/guardian's permission.

HOME ASSIGNMENT POLICIES AND WEBSITE LISTING

Homework assignments are posted on the school's parent and student portal or Google Classroom. Follow the steps distributed at the beginning of the school year for set up and sign in.

Middle School:

Parents/guardians are requested to check the homework assignments to be sure they are completed correctly and to the best of the child's ability. Middle School students should spend one to one and one-half hours daily in home study.

Senior High:

Homework is due on the date specified. At the teacher's discretion, students who do not have their homework with them when they report to the class may receive a zero (0) for the assignment, with no make-up allowed.

If a student is out of the room for any reason or comes to school after the scheduled class time, the student will be held responsible for getting that day's homework assignments.

Students who demonstrate a serious attempt at completing assignments, but fail to complete a portion of the assignment, will be allocated partial credit as determined by the subject teacher. Homework will be valued at between 15% and 20% of the student's quarter grade. The weight assigned to homework is based on the subject teacher's

discretion.

Senior high students should spend three and one-half hours daily in home study and must complete assignments in a timely manner as outlined by the teacher. In addition, all written assignments must be neat and clean.

When completing written assignments such as lab reports, projects, essays, term papers, homework assignments, tests and quizzes, students will be held accountable for the following:

- a. Spelling,
- b. Punctuation,
- c. All rules of proper English grammar.

HOMEROOM PERIOD

There is usually one primary homeroom period. Students are expected to be sitting quietly in their assigned seats at the start of the homeroom period in order to begin the morning reflection. During the morning reflection period, teachers and students should refrain from all work and listen in silence to the reflection being read. Students and staff are to participate in Morning Prayer in posture and proper etiquette. Teachers and students are required to stand out of respect for the flag when the Pledge of Allegiance is being recited. Students involved in conducting business, either in their own homeroom or in another homeroom, must wait until all morning announcements have been made before they leave the room.

LIBRARY

The school's library resources include books, magazines, videos, DVDs and computers. Students may only access the library with their classroom teacher.

MBTA

Student CharlieCards (required for student fare)

Student CharlieCards are assigned through the Main Office at the beginning of the school year. The cards are blank and contain no value and it is the student's responsibility to add value to the cards. Students may be charged to replace missing CharlieCards.

NO SCHOOL ANNOUNCEMENTS

In the case of inclement weather, Saint Clement follow the decision of the public schools in Medford and Somerville. **If either city cancels school due to weather, Saint Clement is also cancelled.** In the event Saint Clement School cancels classes independently of Medford or Somerville during an emergency, the cancellation is broadcast on:

TV CHANNELS: 4 - 5 – 7 – Fox25

Saint Clement will also notify parents through the IRIS emergency notification system. It is important that all parents give accurate emergency contact information to the Main Office at the beginning of the school year.

NOTE: All of these channels begin their Storm Center broadcasts with the 5 a.m. news. No calls should be made to the Rectory or the school offices. Neither Medford nor Somerville informs the Saint Clement School regarding the cancellation of school because of weather conditions.

PUBLIC ADDRESS SYSTEMS

General

Students who wish to have an announcement made over the public address system must submit the announcement to the Main Office before the beginning of the homeroom period on the day the announcement is to be made. Announcements should be printed clearly and contain all the necessary information. Incomplete, poorly written, or ambiguous announcements will not be made.

SUPPLIES

In order to be prepared for class, students must arrive in class with all necessary books, workbooks and supplies. Students are responsible for providing their own supplies (tablet computer, paper, pen, highlighter, calculator, notebook, etc.).

STUDY HALLS

Study halls are intended for academically oriented work and not a free period or a recreation period. Therefore, personal listening devices etc. are not permitted in the study hall at any time. Students may only use tablets for academic purposes.

All school rules and regulations, which apply to a classroom course (cuts, tardiness, etc.) and behavior standards, apply to study halls. In addition:

1. All students should have work to keep them busy for the entire length of the study hall.
2. Students must be quiet. This is a time to do work, read or use other school-related materials.
3. Students who wish to be excused to do make-up work with a teacher or to attend a meeting during the study hall must bring a note from that teacher. This note must be given to the study hall proctor before the student is allowed to leave the study hall.
4. Students who need to do work in the Computer Lab may only do so if there is

no class being held and with permission from the Computer Lab teacher. Students must have a pass from the study hall teacher.

ELECTRONIC LISTENING, RECORDING AND GAMING DEVICES

All students arriving at school with electronic listening, recording devices, or electronic gaming devices, must make sure these items are turned off, out of sight and put in a secure place, such as the locker or the Main Office, for the day. Students may not wear headphones around their necks while going to and from classes, nor may they listen to them during their regular classes or study halls.

TELEPHONES

Cell phones may never be carried on one's person or in a handbag during the school day. Any cell phone brought to school must be turned off and locked in the student's locker or taken to the Main Office for safekeeping. If detected or used within the school building, between 7:30 a.m. and 3:00 p.m. on regular school days, these items will be confiscated and kept in the Main Office, possibly for the remainder of the school year. After 3:00 p.m. students may only use a cell phone in the building with the permission, and under the supervision of, a faculty or staff member. On half days of schools, students may not have cell phones until ½ hour after dismissal. The School does not assume responsibility for confiscated items.

If there is an emergency, the parents/guardians may call the Main Office and leave a message with the school secretary for their son/daughter. Students who need to use the phone for an emergency during the school day must come to the Main Office.

There will be times when a message must be delivered to a student; however, these times should be few and far between. It should be understood that, except in the case of extreme family emergencies, students will not be called out of class for a phone call. A message will be delivered to the student.

TEXTBOOK AND TABLET PURCHASE

Each student in Grades 7-12 is required to obtain a tablet computer and have a copy of all texts/workbooks (and appropriate notebooks) for each course. The school will provide information on the type of device students should use and how to purchase or download books.

NOTE: The school cannot be held responsible for abandoned books or tablets. Any items found will be sold and the money collected will be placed in the general fund.

All tablets must be registered with the school. Students should take proper care of their tablet devices and make sure that their name is clearly visible.

FINANCES

The parent/guardian of a student will be held liable for all financial obligations resulting from being a student of Saint Clement.

Financial obligations for students include:

1. Tuition,
2. Ebooks and books
3. Mandatory Fund Raising

Additional financial obligations may include athletic user fees, applied on a sliding scale for each sport the student participates in during the year. Also, in an effort to keep tuition manageable families are required to participate in annual fund raising events. The minimum amount and due dates are set each year. Consideration will be made for those families who have more than one student attending Saint Clement School.

TUITION

Middle School and Senior High:

Tuition for students, except international students, is paid directly to Smart Tuition, a tuition management company. Anyone responsible for tuition payment must complete a Smart Tuition enrollment form, sign it and return it to the school prior to the beginning of the academic year..

The parents or guardians of **international students** must complete a Tuition Agreement form. Tuition payment for international students is made through the student's agency.

NOTE:

1. **Nonpayment of any financial obligation when due is cause for refusal of admission to school.**
2. **In order for students to be admitted to midterms and final exams:**
 - a. **All tuition payments must be up-to-date or paid in full (finals),**
 - b. **All fees must be paid,**
 - c. **All additional fees, including mandatory fundraising, must be paid.**
 - d. **All off season athletic uniforms must be returned**

Any credit or debit card payments made to school will be assessed a 3% fee. Also, the School reserves the right to issue a fee for any returned checks.

If a parent/guardian encounters problems with payments, the Main Office must be contacted prior to the week of midterms or finals. The administration will be happy to work out a payment plan provided parents/guardians do not wait until the last minute. Failure of parents/guardians to communicate with the Main Office when there is a problem will result in the steps previously noted:

1. Refusal of admission to school,
2. Refusal of admission to midterm and final exams,
3. If necessary, turning the account over to a debt collection agency.

Students will not be allowed to make up midterm or final exams until tuition is up to date. Students will be given a grade of "I" (Incomplete) until exams are made up. Parents/guardians should be advised that this could impact promotion, summer school, and/or graduation.

FINANCIAL AID

The Catholic Schools Foundation Financial aid information and application can be found at online.factsmgt.com/aid. International students are not eligible for financial aid.

Failure to complete the form and to provide the required documentation will negate the request for assistance.

Parents/guardians are required to apply for financial aid on an annual basis. Financial aid does not carry over from one year to the next because a family's financial status may change during the year.

Each year the high school sponsors fundraisers that are partially used to fund additional in-house financial aid. These fundraisers are the only means for assisting families who do not qualify for aid from an outside agency. Support of these drives is vital if Saint Clement is to continue to be able to offer assistance to these families and students.

REFUND POLICY FOR PREPAID TUITION

Tuition refunds are determined by the following guidelines:

1. STUDENTS WITHDRAWN AT SCHOOL'S REQUEST - No refund of tuition paid will be made when:
 - a. Student violates a behavior contract resulting in the student's withdrawal,
 - b. Student/parents/guardians refuse to comply with a behavior contract that has been put in place in order to keep the student in school,
 - c. Student is expelled,
 - d. Student is withdrawn due to academic failure.

Please note, tuition for international students is non-refundable.

2. STUDENTS WITHDRAWN AT PARENT/GUARDIAN'S REQUEST - Beginning with the July and August payments, if a student begins the month as a member of the school community, the parent/guardian will be held responsible for the tuition due for that entire month. A refund of any amount over the monthly charges covering the period the student has been a member of the school

(prorated tuition) may be granted when:

- a. Family moved,
- b. Parents/guardians feel it is in their best interest to withdraw the student for
 - i. Personal reasons,
 - ii. Financial reasons (the parent/guardian will be held responsible for the tuition due up to the time of withdrawal including July and August payments).

International Student Refund Policy:

Tuition payments are nonrefundable. Tuition payments do not include the cost of tablets, books, the school uniform, Athletic User Fees, Mandatory Fund Raising Fees, or Class Activities Dues.

UNAUTHORIZED USE OF SCHOOL NAME

No student, or student's parent or guardian, without the express prior written authorization of the administrative head, may utilize the school's name, or identifying logo, for any purpose, including but not limited to the following:

- to open up any bank account
- to solicit funds on behalf of the school
- to collect money on behalf of the school
- to sell products on behalf of the school
- to schedule any field trip, vacation or other accommodations
- to post on any website for any purpose including, but not limited to support of a particular social or political agenda

Any such unauthorized use of the school's name or identifying logo, may result in legal action. If committed by a student, it may subject the student to disciplinary action, up to and including expulsion.

VALUABLES

The school does not assume responsibility for lost, stolen, or damaged goods. As stated elsewhere in this handbook, students should be cautious about bringing valuables to school and should either lock them in the locker or bring them to the Main office.

TO: All Workers, Building Occupants, Students, Parents and
Legal Guardians

FROM: Rev. Stefano Colombo, Head of School

SUBJECT: Asbestos Management Plan - Con-Test Co., Inc.

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substance Control Act.)

Asbestos management plans have been developed, approved, and implemented for the following educational, grades 6-12, facility which has materials containing asbestos present within the building. These plans are available and accessible to the public at the school as well as at Saint Clement Rectory.

EDUCATION FACILITY NAME

ADDRESS

Saint Clement School

579 Boston Ave., Medford, MA 02155