



Coptic Orthodox Diocese of the Southern United States

ST. CLEMENT COC ACADEMY OF NASHVILLE, TENNESSEE

St Clement Coptic Orthodox Christian Academy



476 McMurray Dr.

Nashville, TN 37013

615-333-9281

WWW.Stclementacademy.com



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St. Clement Academy Handbook Agreement

We, the parent(s) of _____, agree to be governed by this school handbook for the school year 2015-2016. We recognize the right and responsibility of the school to make rules and policies and enforce them.

Parent(s) Signature

Date

Student Signature

Grade/Teacher

Date

Please return this form to your teacher

This form will be kept on file in the St. Clement Secretary Office.



Media Permission

Your child's photograph/video maybe used in various publications/media such as our newsletters, or marketing tools such as billboards, brochures, yearbook, commercials and on our website, www.Stclementacademy.com. The majority of the time, your child's image will not include identification of their names unless they are being recognized for an event or achievement and the yearbook.

If you do **NOT** want your child's image to be used as described above you must notify your child's teacher **In Writing** no later than August 16th, 2013.

If you have questions about media permission, please contact the school's office at 615-333-9281.

Vision Statement

To provide holistic education that strives to enhance the spiritual, intellectual, social, cultural and physical potential of young people. The nurturing and development of Disciples of Christ is our focus.

Mission Statement

St. Clement Christian Academy aims to assist each child to grow up in the fullness of Christ. As a family we aim to instruct our children in recognition that the fullness of knowledge is Christ.

Beliefs

The chief priority of our Orthodox system is education in the Orthodox faith and the faith development to our students.

A major focus of our school system is the moral development and guidance of all our students in accordance with Christ's teachings.

Each student is a valued individual with unique spiritual, physical, social, emotional, and intellectual needs.

Worship, the sacraments, and prayer are important components of the Orthodox schools. Students need to develop a deep understanding of essential knowledge and skills, but also need to develop the capacity to apply their learning, and to reason, solve problems and produce quality work.



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A safe, supportive, and nurturing environment promotes student achievement.

A sense of community based on the Gospel values is evident throughout the Orthodox school system. The success of our school system depends on the commitment of all staff (administrators, teachers, and support staff) to high quality standards, expectations, and performances. The achievement of high standards of learning is expected of all students. The development of the curriculum, design of instructional activities, and the use of assessment measures are focused on learning opportunities and feedback to assist student achievement.



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RELIGION

St. Clement Christian Academy is a ministry of the Coptic Orthodox diocese of Southern United States. As such, the school offers quality education within a religious environment. Each child is taught Christian doctrine as an academic course. Regardless of their religious affiliation, all students are required to fully participate in religion classes.

Each child attends mass weekly. Masses are usually at 8:00 a.m. on Wednesdays. Parents are always welcome to join the students at mass. Due to limitations on seating, parents are asked to sit apart from students unless prior permission is obtained.

CHAPEL DECORUM

Decorum, conduct and all aspects of student behavior in the Holy church are governed by the Coptic Orthodox belief in the “Real Presence” [Body, Blood, Soul and Divinity] of Jesus Christ in the tabernacle. The presence of Jesus in this special way makes the Church the most sacred and holy place on the SCCA Campus. Thus student conduct in Chapel must always be reverent and reflective of that awesome presence of Christ Himself.

Following the example of Jesus Christ who took ordinary material things (bread, wine, water) sanctified them, infused them with supernatural power in the sacraments and made them into visible outward signs of the faith, so too does the Coptic Orthodox Church elevate the ordinary material, visible, outward signs of the faith into sacramental in the examples of the Sign of the Cross, relics, holy water, etc. In this living tradition, St. Clement Coptic Orthodox maintains certain outward signs as a manifestation of an inward disposition of the soul towards reverence for the Eucharist and the Holy Sacrifice of the Mass. In addition St. Clement Coptic Orthodox would like to dedicate the use of these practices in some small way in reparation for the countless acts of irreverence committed against the Real Presence of Jesus Christ in the Eucharist. The specific traditional signs we incorporate are as follows:

Head Coverings:

All female students will wear chapel veils as part of their school uniform while in the chapel. Male students will keep their heads uncovered while in the chapel (any hats or head coverings are to be removed). The traditional use of a Chapel veil by women is meant to convey a sign of respect and adoration to Almighty God present in the tabernacle. On the other hand men have traditionally shown that same respect and adoration by the removal of their hats. St. Clement considers this practice a helpful one in teaching students about the Real Presence.



Reception of Holy Communion:

The Sacraments of Eucharist at St. Clement Christian Academy is limited to Coptic Orthodox students and based on St. Paul's teaching, "One God and Father of all, who is above all, and through all, and in you all." (Eph 4:5)

ACCREDITATION & MISSION

St. Clement Academy is a candidate for accreditation by T.A.N.A.S. and by the Southern Association of Colleges and Schools. The order of acceptance for admission is as follows:

1. Students presently enrolled in St. Clement Academy, provided re-enrollment deadline is met.
2. Siblings of students presently enrolled in SCCA, or siblings of graduates of SCCA.
3. Children of faculty members of SCCA.
5. Coptic Orthodox Christians
6. Other Christians

St. Clement School accepts siblings on the condition that academic and conduct standards are compatible with the school's philosophy and curriculum.

Students entering pre-kindergarten must be three years of age by August 15th (As of 2015-2016 school year calendar)

Note: If your child was enrolled at an earlier age than the required one, s/he will repeat the same grade the following year.

Kindergarten is required by the State of Tennessee. Every effort is made to make the kindergarten student a full participant in the school program just as any other grade. There are a few differences in policy and procedure for kindergarten.



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A readiness screening is required for admittance to kindergarten. Students entering kindergarten must be five years of age by August 15th as of 2015/2016 school year; those entering first grade must be six years of age by August 15th and attended kindergarten (T.C.A.0520-1-3-.04).

Application for admission is made through the school's office. The following are required of every child entering St. Clement Academy:

- Birth Certificate
- Baptismal Certificate, if Orthodox
- Social Security Card
- State of Tennessee Health Form, available at clinics or doctor's office. (Kindergarten)
- State of Tennessee Immunization Form.

Preschool Uniform Policy (Must purchase uniforms at school)

Boys:

- Red, navy blue, yellow and sky blue SCCA polo shirt.
- White SCCA dress shirt for Wednesdays
- Navy blue tie for Wednesdays
- Navy blue SCCA sweater
- Navy blue or khaki pants
- Black shoes
- Athletic shoes for Physical Education class
- White or navy blue socks
- Navy blue or black belt

Girls:

- Yellow, pink, red, and sky blue SCCA polo Shirts
- White SCCA dress shirt for Wednesdays
- Navy blue crosstie for Wednesdays
- Navy blue SCCA sweater
- Navy blue or khaki pants, skirts or SCCA jumper
- Black Shoes
- Athletic shoes for Physical Education class
- White or navy blue socks or pantyhose
- Navy blue or black belt

White or navy blue hair bands, headbands and hair accessories



Grades KG-8th Uniform Policy

Girls

- **Jumper** -A plaid jumper with a round or v-neck may be worn.
- **Skort**- Plaid Bermuda-length skorts may be worn.
- **Blouse and shirt** - Yellow, light blue or white collar shirts and blouses must be tucked in at all times.
- **must be purchased through St. Clement**
- **Pants** -Solid navy blue or black pants may be worn. Pants may not be extremely tight or baggy.
- **Shoes** - Closed toe and heel black shoes in good repair must be worn at all times.
- **Belts** - Belts must be worn with slacks with belt loops.
- **Socks & tights** - White or black socks or tights must be worn at all times.
- **Sweater/Vests/Sweatshirts** - A solid navy blue or black is acceptable. Sweaters may be cardigan or pullover style.

Boys

- **Shirts** - Sky blue or white shirts with a collar may be worn and tucked in at all times. Appropriate white or blue t-shirts may be worn underneath. **must be purchased through St. Clement**
- **Pants** - Boys may wear either solid navy blue or black pants. Pants may not be extremely tight or baggy.
- **Shoes** - Closed toe and heel black shoes in good repair must be worn at all times.
- **Belts** - Belts must be worn with slacks with belt loops
- **Socks** - White or black must be worn at all times.
- **Sweaters/Vests/Sweatshirts** - A solid navy blue or black is acceptable. Sweaters may be cardigan style or pullover style.

NOTE:

- Girls must wear a cross-tie when wearing pants.
- Boys must wear St. Clement tie at all times.
- All uniform shirts must have a St. Clement badge on the top left side.
- Girls may wear light makeup and age-appropriate jewelry, none of which should cause excessive attention to one's self.
- Boys are not allowed to wear earrings, makeup or nail color.
- Hair—Boys should have clean-cut hairstyles that are not excessively long. Bangs should not cover the eyes and hair should not be on the shoulder.
- No students are allowed to wear jewelry that is not in keeping with and support of Christian ideals.



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HAIR:

***Boys: Should have hair trimmed above the eyebrows, collar, and the ears. Hair should be groomed and clean.(No tails, shaved designs, or extreme styles or coloring is permitted.)

***Girls: Must be kept clean and well groomed.

JEWELRY: May wear one slender (up to 1/8 inch thick) chain with a cross or a religious medal, one ring, and .a watch. Holiday buttons and pins maybe worn during the appropriate season. Girls may wear one pair of post type earrings on the ear lobe. (No bracelets)

NOTES:

- SHORTS AND HATS ARE NOT ALLOWED
- MAKE UP IS NOT ALLOWED
- Absolutely no neon, metallic, glitter, or multi-colored shoes are permitted. Boots are not allowed with the uniform. No sandals, crocs, flip-flops, jellies, stacks, lighted shoes, character shoes, or combat boots are allowed. Shoes that are in disrepair have holes, lose soles, or writing on them should not be worn to school.
- Skirts and jumpers should not be shorter than knee length
- Shirts must be buttoned up and tucked into skirt or pants
- Belt is through the belt loops and on
- Pants are pulled up to the waist
- NO LAYERING, max two layers of garments are allowed throughout the majority of the year (Undergarment and uniform polo or dress shirt.) Sweater may be worn during winter days.

Uniform Policy

It is important that the established uniform policy be accepted and enforced consistently by the student and the parent. Disregard of the uniform policy may result in disciplinary action. Final discretion and decisions about uniform policy lie with the teachers and administration of the school. It is each student's responsibility to follow the uniform policy at all times.

OUT OF UNIFORM (Pre-K 3 &4)

- 1ST time: Warning
- 2nd time: Miss Recess
- 3rd time: Call parents to drop off appropriate uniform (if parent does not adhere, we will follow # 4)
- 4th time: Will be given a uniform at parent's expense
- 5th time: Will be given a uniform at parent's expense + \$10



OUT OF UNIFORM (KG, Elementary and Middle School)

- 1st time: Warning
- 2nd time: Miss Recess
- 3rd time: Call parents to drop off appropriate uniform (if parent does not adhere, we will follow # 4)
- 4th time: Call parents to pick up student.

Teachers may have their own system/consequences to implement in their own classrooms with administrative permission.

BOOKS

Preschool

Student's books remain in class with your child's teachers. We do not send the books home because they are too heavy for this age to transport on a daily bases.

Kindergarten-Elementary

Students pay a rental fee for the book usage during the year and each student is responsible to give all books except for the work texts back to the teacher at the end of the school year. Books can't be written in and must be kept in good condition otherwise s/he will pay a damage fee.

DROP-OFF AND DISMISSAL Pre-Kindergarten

Drop off is done ONLY under the canopy between the gym and the school building.

Do not leave your cars, a teacher will take your child and escort him/her inside the building

- No one is to leave their car unattended in pickup area.
- **you** need to come in for any reason please park your If
- car in the parking lot.

No child is to be left without an adult supervision. If you were to drop off your child after 8am, you will need to park your car and escort him/her to the door.

During dismissal, you may drive up under the canopy, a teacher will escort your child to your car, you do not need to leave the car.

If you are picking up your child from inside the building, you will give your child's name to the teacher and/or assistant teacher and she will bring him/her to the door.



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Kindergarten-Middle

Drop off and dismissal is done in the designated area in front of the Elementary building.

- Parents need to stay in their cars and only drop students off when they are right in front of the door. During pick up, a teacher will call your child by name and will direct him/her to the rider's car.
- Under no circumstances should anyone leave their car unattended. If you need to meet with anyone inside the building, you will need to park your car in the parking lot.
- Once your child is dismissed from the school building, s/he will be under your supervision.

Students dropped off before 7:45am or picked up after 3:15pm will be placed in before care and/or aftercare at the parents' expense.

EXTENDED CARE

Before care: 6:30-8:00am..... \$50/month or \$4/day

Aftercare: 3:15-5:30pm \$100/month or \$7/day

(Any student left after 5:30pm, will be charged an additional \$3/minute.)

ATTENDANCE

Classes begin promptly at 8:00 a.m. and conclude at 3:00 pm. The school building is open each morning at 6:30 am.

Students leaving school during school time must be signed out by their PARENT/LEGAL GUARDIAN and signed back in on return.

If a student is absent from school, a parent needs to notify the school by 9am if they want to pick him the student's homework for the missed day.

Students who have been absent should bring a note explaining the absence within three days of their return. Illness, death in the family, and medical appointments are considered excused. Students late due to a medical appointment, or reasonable excuse, should bring a note to the office.

Before an absence for reasons other than those described above maybe excused, the parents of the children must contact the school office and teachers well in advance of the planned absence.

It is assumed that the student's experience in an Orthodox school is more than intellectual. The Orthodox school impacts the child's social, emotional, spiritual and physical dimensions. Additionally, the school provides other experiences, which are important parts of the total school program (i.e. fieldtrips, liturgies, special events, etc.). A student who is an excessive absentee has not experienced the total breadth of the school program



and serious consideration should be given to whether the child should be retained or promoted to the next grade level.

When parents withdraw a student from school permanently, they must provide the school written notification of the withdrawal.

TARDINESS

Students arriving after 8:00 a.m. are tardy, and must report with a parent directly to the school office for a late slip permit before going to their classroom.

Three tardies will be equivalent to a one day absence. All absences will be combined both excused and unexcused to make sure that each student complies with the Compulsory School Attendance Law.

In accordance with the Compulsory School Attendance Law of the State of Tennessee (49-2-302) a student between the ages of six and seventeen must attend school for 80% of the school year in order to be promoted to the next grade level. In compliance with the Promotion-Retention Policy, an elementary student can miss only 17 days in the fall semester and 19 days in the spring semester.

Excessive tardies (6 or more in a 9 week period) will require penalties appropriate to the age and level of the student. Consequences will be determined by the school administration.

HOURS/SCHEDULE

Mon-Fri 8am-3pm: Regular school hours

Pre-Kindergarten blocked period: 2:45-3pm

Kindergarten-Middle blocked period: 2:30-3pm

*****No student is allowed to leave the building during blocked period; expectations are ONLY made in case of EMERGENCIES*****

Before care: 6:30-8:00am

Aftercare: 3:15-5:30pm



CELEBRATIONS/BRITHDAY PARTIES

- For Pre-K classes, only cupcakes are allowed. For KG, Elementary and Middle grades, cupcakes and cakes are both allowed.
- Prior arrangements need to be made with the student's teacher by at least two days in advance.

CAFETERIA VISITS

- Due to a continued increase in the number of our students, parents are no longer allowed to join our students for breakfast/lunch in the cafeteria.
- With prior permission, parents are allowed to join their child(ren) outside under the canopy area.

ILLNESS

If a child becomes ill while at school, they will be sent to the office. The secretary/nurse will take the child's temperature and try to elicit the nature of their illness. If it is decided that the child is too ill to remain at school, the parent will be contacted and they are expected to pick up the child within 30-60 minutes of the call.

Children who have been ill should be without fever for **twenty-four hours** before returning to school or afterschool. (If child wakes up with a fever, s/he is to stay home... if a child is brought to school with a fever, s/he will be asked to leave immediately)

It is very important to keep the school up-dated with any change of home or work telephone numbers!

ADMINISTRATION OF MEDICATION TO STUDENTS

The school will not dispense medication to students except when prescribed by a doctor and provided by the parent.

The administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.

When it is necessary for the school personnel to administer prescribed medication, the following guidelines are to be followed:



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1. The principal shall appoint a responsible person or person(s) to supervise the storing and administering of the medication.
2. Written request must be obtained from the physician and the parent/guardian before any medication may be administered by the school personnel. The request must include instructions as to name of medication, dosage, time, and duration of medication, and possible side effects. The school office will provide a form.
3. Medication must be in original containers (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and the time of administration.
4. New request forms must be submitted each school year, or when changes in dosage or prescription are made.

TRANSPORTATION

St. Clement does not provide transportation to and from school. We do offer a list of independent drivers for parents to contact in case transportation is needed. St. Clement is not reliable for anything that goes on during before or after school transportation whether while with one of the drivers of the student's parents.

It is suggested that you discuss law and safety issues with your child's driver*



INCLEMENT WEATHER

In the event that school must be closed due to the weather, the local television stations (channel 4 News) will be notified as soon as possible. In addition, a phone call with an automated message will be made to all parents.

St. Clement Christian Academy does not follow any other school or system in closing information. T.V. Stations does not report schools that are open, so if there is no report that we're closed, assume that the school is open. Do not call the school, the church, the rectory, or any faculty or staff member- listen to the television and/or the automated message.

Decisions to open or close for inclement weather are never easy to make. Parents are urged to use their own discretion in deciding whether or not to travel on inclement days.

LICE POLICY

Once a case of lice has been reported to the school office the following procedure should be followed:

1. The entire class of students and teacher of the child reported with lice should be checked.
2. The classroom, and all classrooms used by that class should be sprayed and cleaned.
3. Any child found to have lice or nits should be sent home immediately.
4. The siblings of the child with lice or nits should be checked.
5. If the sibling has lice or nits, that child will be sent home and the entire class will be checked.
6. The child must return to school with proof of treatment and must be rechecked before being allowed to go to class. Metro Health Dept. will check child/children free of charge.

GUM POLICY

A student is not permitted to chew gum at St. Clement Christian Academy. This offense will justify a disciplinary action which will vary according to grade level.



WEAPON POLICY

Possession of weapons is prohibited at St. Clement Christian Academy. The school follows the Zero Tolerance policy, which will result in an immediate expulsion from school for any violator.

DRUG POLICY

The St. Clement Christian Academy Policy indicates that no student shall use in anyplace at school:

- Narcotics, Alcoholic beverages, Drugs, and Counterfeit or Look-Alike Drugs
- Tobacco
- No student shall wear, carry or bring drug paraphernalia to school or school events.
- A student shall not possess and shall not receive, buy, use, transmit, sell or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, any illegal mind-altering substance, inhalant or intoxicant of any kind or any counterfeit controlled substance. A counterfeit controlled substance is any substance that is made to look like a controlled substance or that a student believes to be a controlled substance.
- A student shall not buy, sell, transfer or use any drug, medication, inhalant or other substance which can be taken.
 1. On the school grounds during and immediately before or after school hours.
 2. On the school ground at any other time when the school is being used by any school group.
 3. Off the school grounds at a school activity, function, or event.
 4. In vehicles when students are being transported to or from a function, activity, or event.

In summary: The use or suspected use, abuse or possession of narcotics, alcoholic beverages, drugs, drug paraphernalia and counterfeit or look-alike drugs is strictly prohibited on campus or at school-related or school-sponsored activities even when these activities do not take place on the school premises. Each student should be aware that suspension and/or expulsion are possible consequences of the violation of the above-mentioned rules.

Parents, teachers and visitors are not allowed to use narcotics, alcoholic beverages, drugs, counterfeit or look-alike drugs on school campus or any school related event where minors are present.

STUDENTS IN GRADE K-8 FOUND TO BE IN VIOLATION OF THE ABOVE POLICIES SHALL BE EXPELLED OR SUSPENDED AT THE DISCRETION OF THE PRINCIPAL, OR HIS/HER DESIGNEE.



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Use of a drug, authorized by a registered physician and in accordance with his/her instructions, is not in violation of this rule. However, such drugs are administered to the students through the office under supervision.

The administration and faculty recognize that chemical dependency is a treatable disease which adversely affects not only the user, abuser or dependent person, but also family members, other students and friends. Chemical abuse, use and dependency manifest themselves through anti-social behavior patterns. If chemical dependency is suspected or becomes evident through student behavior, it is the responsibility of school administration and personnel to share these concerns with the student involved, as well as his or her parents/guardian.

St. Clement Christian Academy personnel may recommend appropriate community agencies or other specialists who provide diagnostic evaluation and treatment of such an illness

It is the parent's/guardian's and student's responsibility to seek qualified evaluation, counseling, and treatment, and provide written confirmation concerning the specific action taken. It is the responsibility of the school to support the family in this endeavor. If the student is found to be chemically dependent, he/she must successfully complete primary treatment for the illness BEFORE being reinstated. If the student is found not to be chemically dependent, appropriate disciplinary action will be taken. If initial corrective efforts are ineffective, the case will be reviewed by the Principal, Priest and designated persons.

If the parent(s)/guardian and the student fail to seek assistance, and if the concerns persist, appropriate disciplinary action will be taken. Since it is our aim to insure the health, safety and welfare of all of our students, non-compliance with the policy or recommended disciplinary action of the school will result in suspension and/or expulsion, since it is our aim to insure the health, safety and welfare of all of our students.



DISCIPLINE POLICY

“Build of the House of the Lord your God, as He said to you.”
(1 Chr. 22:11)

Children are temples of the Holy Spirit and in building the characters of children; we are building members of the Body of Christ.

As temples of the Holy Spirit, they must be instructed to respect their bodies and minds, and in turn, as brothers and sisters in Christ, respect others.

The aim of the Academy is to assist children to lead “a life worthy of the calling to which they were called.” Discipline and instruction by others is an integral part of this process. Self-discipline, the cornerstone of Christian life, is our ultimate goal.

To this aim, we pray to assist children to achieve full perfection in Christ Jesus.

ACADEMY RULES

Each child should be able to say, ‘I will...’

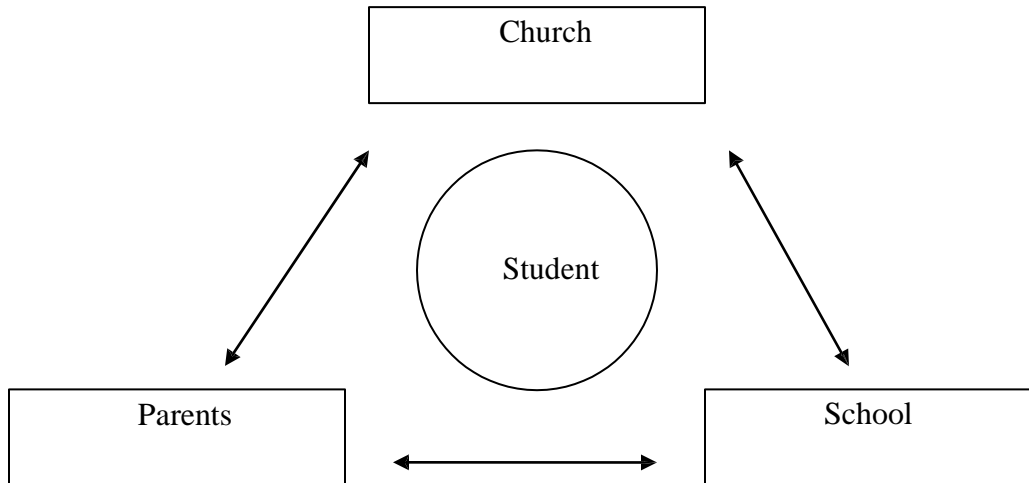
1. Seek to honor the Lord in all that I think, do and say. (Matt. 22:37, Ex. 20:3)
2. Learn all I can. (2 Tim. 2:15)
3. Respect my fellow pupils. (Matt. 22:39)
4. Respect adult. (Matt 22:39)
5. Respect the truth. (Ex. 20:16)
6. Respect the property of others as well as my own. (Luke 12:48b)
7. Look after our Academy. (Gen 2:15)
8. Earn my Academy a good name. (Rom. 2:6)
9. Be in the right place at the right time. (Prov. 3:6)
10. Move and play safely. (Prov. 3:6)



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The Church, the home and the Academy – the trinity of service – all work together for one goal.



We are keen to develop of self-discipline in our children. We believe that they should be held responsible for their own actions. Discipline, therefore, whenever possible will be of a positive nature.

We want our school to be a safe place to go to so students will follow directions given by staff and will not be allowed to engage in any activity which is likely to hurt others such as throwing objects, fighting, play fighting, pushing or any form of physical abuse.

We want our school to be a place where people feel loved so students are expect to show friendship and courtesy to all and any behavior which is disruptive, likely to hurt or upset others (including name calling, teasing, bullying, threatening, spitting or swearing) is not allowed.

We want our school to be a place where all are treated fairly and with justice so we expect all students to speak and respect the truth.

Should the school experience persistent difficulty with any student, parents will be requested to attend an conference with the Principal and/or Abouna (the Father). Students guilty of extremely serious offences, or persistent breaches of a less serious nature may be suspended from the school, either temporarily or permanently. The school sees nothing incongruous in the suspension of a student where the welfare of a class or of the whole school is threatened, since this is one of the conditions of enrollment.



STUDENT'S RIGHTS AND RESPONSIBILITIES

Rights	Responsibilities
I have the right to be happy and to be	I have the responsibility to treat others with understanding, not to
I have the right to attend a school that has	I have the responsibility to ensure that my school has a good
I have the right to be treated with respect and politeness.	I have the responsibility to treat others politely and with respect. I
I have the right to be safe.	have the responsibility to respect the authority of
	I have the responsibility to make the school safe by not threatening,
I have the right to obtain maximum benefit from my classes; other students have no right to deprive me of this.	I have the responsibility to cooperate with teachers and other
	students to make sure that lessons proceed smoothly and to keep up to date with required work.
I have the right to privacy.	I will not behave so as to interfere with other students' I have the responsibility to allow others their privacy.
I have the right, within the framework of the school rules, to make my	I have the responsibility to avoid putting negative pressure on my
I have the right to have a pleasant, clean	peers.
	I have the responsibility to care for the school environment, to keep
I have the right to safe transport to and	I have the responsibility to behave safely and sensibly on all

REGULATIONS IN RELATION TO PLAGIARISM

Plagiarism is the act of presenting the work of another as your own. For the purposes of this definition "the work of another" includes:

Written and non-written;

Illustrations, maps, cartoons, statistics, photographs, charts, graphs, tables, field study or lab results, etc.; Thoughts, opinions, inventions;

For the purpose of this definition "another" includes;

Author, profession or otherwise, whose work has been published in a newspaper, book, magazine, journal, encyclopedia, CD ROM, etc.;

Author, professional or otherwise, whose work has been published on the World Wide Web or other on- line electronic resource;

A paper-writing "service" which offers to sell written papers for a fee;

Any coordinator and principal



DISCRIMINATION

State and federal law prohibits discrimination. SCCA School complies with all non-discrimination rules and regulations and does not permit discrimination against students on the basis of race, color, national origin, gender, disability, sexual orientation, family situation, religion, or political affiliation. This holds true for all students who are participating in educational programs and/or co-curricular school activities. Inquiries regarding compliance procedures may be directed to SCCA's School Director.

HARASSMENT

No one should be subjected to harassment at school for any reason. Therefore, it is the policy of SCCA that all employees, volunteers, parents, and students will deal with all persons in ways that convey respect and consideration for individuals regardless of race, color, national origin, gender, disability, sexual orientation, family situation, religion, or political affiliation. Acts of harassment, hostility, or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may be contacted.

A charge of harassment shall not, in itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Those found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment may occur any time during school hours or during school related activities. It includes, but is not limited to, any or all of the following:

Verbal Harassment

Any written or verbal language or physical gesture directed at a instructor or a student that is insolent, demeaning, or abusive that implicitly or explicitly implies a threat of bodily harm is totally unacceptable and shall be deemed harassment and will be dealt with as such.

Physical Harassment

Unwanted physical touching, contact, assault deliberately impeding or blocking movements, or any intimidating interference with normal work or movement shall be deemed as physical harassment and will be dealt with as such.

Visual Harassment

Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings or gestures shall be deemed as visual harassment and will be dealt with as such.



Sexual Harassment

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile or offensive school or work environment. Harassment can include, but is not limited to:

1. Sexually suggestive looks or gestures
2. Sexual jokes, pictures or teasing
3. Pressure for dates or sex
4. Sexually demeaning comments
5. Deliberate touching, cornering or pinching
6. Attempts to kiss or fondle
7. Threats, demands or suggestions that favors will be granted in

exchange for sex or tolerance of sexual advances.

Technology Based Harassment

The use of electronic communication to harass or bully SCCA-staff or students; display gang signs, logos, tags, etc.; or threaten other students or staff is prohibited. Any use of electronic communication to engage in these behaviors will be met with strict consequences, including expulsion. *Please be aware that SCCA staff will view students' social media web pages, including My Space and Facebook.*

For counsel and assistance in resolving matters of this nature, contact the SCCA School Director immediately both verbally and in writing.

Responsibilities for Preventing Harassment

It is the responsibility of SCCA to:

1. Implement this policy through regular meetings with all administrators, faculty and staff, ensuring that they understand the policy and its importance;
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may SCCA to a hostile or offensive school environment;
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment;
5. Investigate fully all charges of harassment and report all findings to the SCCA-Board of Directors and the proper authorities.

It is the responsibility of the student to:

1. Conduct herself / himself in a manner that contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the School Director immediately verbally and in writing;
5. If informed he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.



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It is the responsibility of the parent/guardian to:

1. Conduct herself / himself in a manner that contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the School Director immediately verbally and in writing;
5. If informed he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately
6. Monitor student's electronic communications to include texts, phone calls, social network accounts and sites, etc.

Complaint filing and investigation procedures for harassment claims

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the School Director during that same day in writing.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on suspension/administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the School Director, in consultation with the SCCA Board of Directors, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate expulsion or termination.
5. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem including barring that parent, volunteer, or vendor from SCCA-facilities, events, and activities and may include the parent/guardian's forfeiture of their student's place at SCCA and may include intervention on the part of the local, state, or federal law enforcement.

CHANGE OF ADDRESS OR PHONE NUMBER(S)

Parents are asked to notify the office in writing as soon as any change occurs. This will ensure that any and all mailings will be received without delay or interruption. Additionally, it is vital that all numbers and emergency contact information remain current so as to provide optimal care during a crisis.



CHILD ABUSE REPORTING

Because immediate investigation by child protective agencies of suspected abuse may save a student from repeated injuries, any instructor, or other staff member, who suspects that a minor has been subjected to physical injuries, neglect, sexual abuse or emotional maltreatment, is mandated by the Child Abuse Reporting Law to notify the proper authorities.

PHOTOGRAPHING AND FILMING STUDENTS

Throughout the school year, organizations (yearbook students, the webpage designer, etc.), as well as outside media representatives (newspaper, television stations, etc.) may be on campus to videotape and/or photograph students in school-related activities or events. Please notify the School Director in writing to request that your child's picture NOT be used for these purposes.

FIGHTING AND VIOLENT ACTS

Fighting will not be tolerated. Depending on the severity and intensity of the fight or act, students may be expelled for the incident.

1st Fight	-Probation, expulsion warning -Other consequences as determined by the School Director -Suspension -Parent meeting
2nd Fight	-Probation, expulsion warning -Other consequences as determined by the School Director -Suspension -Parent meeting
3rd Fight	-Expulsion



ZERO TOLERANCE POLICY

St. Clement Christian Academy follows the Metropolitan Nashville Public Schools' policy on zero tolerance concerning offenses that include violence, gangs, weapons, assault on staff, and substance abuse. Under MNPS policy, students incurring an infraction in any of these categories are subject to expulsion. In addition to MNPS policy, St. Clement Christian Academy reserves the right to place on probation or dismiss students for violations including alcohol, tobacco, theft, bomb threats, bullying, fighting, sexual harassment, and any other egregious infraction as determined by the St. Clement Christian Academy administration.

PROPERTY

School Property

All students are expected to respect and care for all property of SCCA including building facilities, desks, dry erase boards, dry erase markers, books, lavatories, lockers, etc. Any student damaging or defacing school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is just cause for disciplinary action and may result in expulsion. Official student grades and transcripts will be withheld until all costs from the said damages have been paid in full.

Student Property

SCCA assumes no responsibility for any loss to students' personal property or for items such as (but not limited to) radios, tape recorders/players, cameras, pagers, cellular phones, iPods, camcorders, hand held game systems, toys and cards.

Parents and students are advised that it is a violation of school code to use portable communication devices (such as, but not limited to, cellular phones, beepers, recorders, etc.) during school hours. Electronic devices that are capable of accessing servers are not permitted on campus. Items will be confiscated and appropriate disciplinary action will be taken. Confiscated items will only be returned to the parent or guardian once they have come to school and met with the School Director.

The following items will be immediately confiscated if brought to campus: skateboards, skates, roller blades, TVS, electronic game systems (PS2, Game Cube, etc.), flat irons, curling irons, or aerosol cans (hair spray, deodorant, etc.), and fragrances of any type. This is not an exhaustive list. Inappropriate items will be returned to parents at the discretion of the School Director.

Student property that is traditionally considered confidential (journals, purses) will be turned over to the School Director if it is found to pose a risk to its owner or anyone else.

Any student damaging or defacing property that belongs to another student or staff member will be required to pay for the damage or loss. Willful destruction or defacement of student or instructor property at any time is just cause for disciplinary action and may result in expulsion. Official student grades and transcripts will be withheld until all costs from the said damages have been paid in full. See below for items allowed and not allowed on campus.



TELEPHONES

All office and classroom phones are reserved for school business purposes. Students will never be called out of class to receive telephone calls. Emergency messages will be delivered to students in their classes. Students will only be allowed to use the phone in the office during school hours only if they have a permit from a staff.

If parents need to communicate with their student, a message will be taken by an office staff member and given to the student. SCCA strongly encourages parents and guardians to communicate all relevant information regarding transportation arrangements before the school day begins. If cell phones are found on campus or ring during school hours, they will be taken up by a staff member and returned only when a parent/guardian comes to school to collect the cell phone.

WITHDRAWAL FROM SCHOOL

A student withdrawing from school must be accompanied by a parent/guardian. Parents/guardians must give the School Director 3-5 business days to complete all necessary withdrawal paper work. Upon completion of the withdrawal sheet, all fees and fines must be paid and all school-owned materials returned in appropriate condition. St. Clement Christian Academy reserves the right to hold ALL student records until all fees and fines have been paid.

CHILD ABUSE REPORTING

Because immediate investigation by child protective agencies of suspected abuse may save a student from repeated injuries, any instructor, or other staff member, who suspects that a minor has been subjected to physical injuries, neglect, sexual abuse or emotional maltreatment, is mandated by the Child Abuse Reporting Law to notify the proper authorities.



COMPUTER USE POLICY

The St. Clement Christian Academy School Honor Code applies to student use of computers as well as other actions at school. The following policies apply specifically to the use of computers, the Internet, and other technology at St. Clement Christian Academy.

- I will not use school computers to view, download, or transmit any material that is offensive or inappropriate, including but not limited to material that is racist, sexist, sexually explicit, demeaning, illegal, or objectionable in some other way.
- I understand that the school's computer resources are to support the educational process and to facilitate the running of the school. Therefore, I will not use the school's computers or networks for commercial purposes or for excessive personal use.
- I will not gamble on the school computers.
- I will not transmit any information that is protected by trade secret.
- I will not use the school's computers or networks for product advertisement or political lobbying.
- I will not use the equipment in a way that disrupts or interrupts the work of others. This includes printing or downloading very large files, or not using headphones for sound.
- I will not deliberately waste printer ink, paper, disk space, or other school technology resources.
- I will not use the school's networks or computers to send hate mail, to harass others, make discriminatory remarks, or to behave in any antisocial manner. I realize that my behavior on-line reflects the integrity of St. Clement Christian Academy School, and I will behave in a manner that is consistent with the St. Clement Christian Academy-Honor Code.
- I will not share my password with anyone, or permit anyone else to access school computers with my account.
- I will not attempt to access files or data belonging to others, attempt to gain other users' passwords, or misrepresent other users on the network.
- I will not use the school's computers or network to develop programs that harass other users, infiltrate a computer system, or damage the software or data on any computer system.
- I will not attempt to gain unauthorized access to any school system or program.
- I will not post or forward messages sent to me by anyone else without the permission of the person who sent it.
- I will not publish the full name, address, or other personal information for any person (including myself) on the Internet.
- I will not send unwanted or harassing email.
- I will not deliberately damage any school hardware or software in any way.
- I will not modify the setup of any school computer without permission.
- I will not illegally install copyrighted software on any school computer.
- I will not make unauthorized copies of any software, music, or any other copyrighted material on school computers.
- I will not violate copyrights in my class work. I will list all resources used in my project(s) with a works cited or bibliography section. If work or information is protected by copyright, I will not use it unless I ask and receive permission from the owner.
- I will not download information or save information to the school computer hard drives for permanent storage; I will store my information only on my personal diskettes, my personal USB drive, or other storage areas indicated by the St. Clement Christian Academy-technology staff.
- I will follow all lab policies and procedures, including sign in procedures, at all times.
- St. Clement Christian Academy may use my picture or video, or my schoolwork on its web site.
- I understand that St. Clement Christian Academy may filter Internet content in any way it deems appropriate, and that it may monitor my use of technology resources including files on disk and Internet use.
- I understand that violation of the Acceptable Use Policy or of lab policies and procedures will result in loss of computer privileges on the St. Clement Christian Academy campus.
- St. Clement Christian Academy cannot be held liable for incorrect or improper information from the Internet. The school cannot be responsible if data or information is lost due to a service interruption.
- I will not remove files, uninstall programs, or alter the desktop(s) of any computer in anyway unless instructed to do so.
- I will not access social networking sites of any kind while on school grounds.



ATTENDANCE

Students who are not at school cannot reach their goal of a four-year college or university. Attendance is required to achieve the big goals of St. Clement Christian Academy students.

The school day at St. Clement Christian Academy starts at 8:00 am and ends at 3:00 pm Monday thru Friday.

Tardy to School

1. Students must be signed in by a parent/guardian or a pre-approved representative when tardy.
2. A student is considered tardy if they are signed in past 8:05 am.
3. The only excuses accepted for tardiness to school are emergency situations (with a written note approved by the school director), doctor's notes and late buses.

Tardy to Class

A student is considered tardy to class if he/she arrives to class without a note from an instructor or administrator. If a student is tardy to class more than one time in a week, he/she will be referred to the Dean of Student Support.

Early Dismissal *

- Early dismissals for appointments or illness must be arranged prior to departure and a parent/guardian or pre-approved representative must report to the Main Office and sign that student out prior to the student being dismissed.
- No student will be released until a parent/guardian or pre-approved representative has shown ID and signed that student out through the main office.
- Siblings, persons unrelated to the student, or persons under the age of eighteen (18) **will not** be permitted to sign out a St. Clement Christian Academy student. ONLY pre-approved representatives will be permitted to sign out a St. Clement Christian Academy student.

* Note: Students must be in school for at least 3.5 hours in order to be considered present for the day.

Late pick-up

Students are not allowed to stay after school unless they have prior written permission from a parent/guardian and the approval from faculty or staff. All students must be off campus by 3:15 PM unless prior permission to remain on campus after this time has been granted by a St. Clement Christian Academy staff member who will remain with the student until they are picked up. If a student remains at school past 4:30 without prior written permission, St. Clement Christian Academy reserves the right to report this to the Department of Children's Services in order to protect the child's safety.

St. Clement Christian Academy must receive written permission from parents for any student staying after school unless approved as a part of an after-school event or activity. Consistent failure to pick up a student on time (from school or an after-school event or activity) may result in a student's losing permission to participate in athletics or other after school activities based on the discretion of the coach/staff member/school director.

Absences

St. Clement Christian Academy adheres to state guidelines regarding truancy. Please reference the section regarding truancy in this handbook.

- Upon returning to school following an absence, students must clear an absence with a note written by a parent/guardian or medical provider stating the time and reason for the absence. No more than 5 excuse notes written by parent/guardian will be considered acceptable documentation for excused absences. **If a student is absent for more than 1 day in a row, a doctor's note will be the only acceptable form of documentation for an excused absence**
- Failure to bring this note will result in an unexcused absence.



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Note: Absenteeism may affect the final grade a student receives in any class, as well as impact services provided for those students working from IEPs. All students are expected to maintain regular attendance. Excessive tardiness or a pattern of unwarranted absenteeism will be reported to the proper authorities. Ten (10) consecutive days of absences will result in a student being dropped from school.

Procedures for Excused Absences

St. Clement Christian Academy defines EXCUSED ABSENCES as absences due to one or more of the following**:

- Illness
- Family Emergency
- Medical/Dental related, including appointments
- Bereavement/Funeral
- Religious observances
- Absences related to the legal system

** All of these listed absences require written documentation signed by the parent/guardian upon student's return to school and accepted only under the discretion of the School Director.**

1. All absences must be cleared WITHIN 3 DAYS OF THE STUDENT'S RETURN with a written excuse signed by parent/guardian, or necessary provider. Notes must be turned into the CREW teacher or the MAIN OFFICE..
2. A student's absence will be considered excused only if the absence meets the criteria defined under the excused absence section of this Handbook AND when verified by a written note from a parent/guardian or from a medical provider.
3. Students must remember that it is their responsibility to have their parents excuse absences within three days of the student's return.
4. Falsely representing a parent/guardian and/or their signature in any way is a violation of the Honor Code and will result in disciplinary action.

If a student anticipates an extended absence, a written note signed by the parent/guardian indicating the dates the student will be absent must accompany the request. Please note that absences have a detrimental effect on a student's accomplishments and progress, and this should be considered prior to requesting an extended absence. Excessive absences could result in loss of credit for the class if student exceeds the number of days allowed and/or student fails to pass the course.

Unexcused Absences

An absence from school is unexcused if it does not meet the criteria categorized as an excused absence or if a signed note is not submitted by the parent/guardian within 3 days upon student's return to class. This type of absence is also defined as truancy.

Process of Unexcused Absences	Consequences
PHASE I	- 3 unexcused absences in a semester - Letter/Phone call home
PHASE II	- 6 or more days of unexcused absences in a semester - Letter/ SST meeting/referral to proper authorities - Meeting with student, parents, and School Director
PHASE III	- 10 days of absences in a Semester or 10 consecutive absences* - Letter, expulsion

*Please refer to TCA highlighted earlier regarding truancy of minors



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Tuancy

Tuancy is a major violation of St. Clement Christian Academy regulations. Any student who misses school or a class without prior permission or who misses for reasons other than those outlined in the excused absence section may be considered truant. The parent/guardian will be notified in writing or by phone if a student is considered truant. Please note the inserted Tennessee Compulsory Attendance law regarding truancy for minors.

Tennessee Compulsory Attendance Laws

(Compulsory School Age is 6 Years to the 18th Birthday)

T.C.A. 49-6-3001 – School Age - (c) (1) Every parent, guardian or other person residing within this state having control or charge of any child or children between six (6) years of age and seventeen (17) years of age, both inclusive, shall cause such child or children to attend public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided. (The courts have ruled that the word "inclusive" requires a child to attend school until the day before his/her eighteenth birthday.)

T.C.A. 49-6-3007 – Attendance and truancy reports. - (e) (1) It is the duty of the principal or instructor of every public, private or parochial school to report promptly to the superintendent, or to the superintendent's designated representative, the names of all children who have withdrawn from school, or who have been absent five (5) days (this means an aggregate of five (5) days during the school year and not necessarily five (5) consecutive days) without adequate excuse. Each successive accumulation of five (5) unexcused absences by a student shall also be reported.

T.C.A. 49-6-3009 – Penalty for Violations - (a) Any parent, guardian or other person who has control of a child, or children, and who violates the provisions of this part commits a Class C misdemeanor (b) Each day's unlawful absence constitutes a separate offense.

T.C.A. 40-35-111 – Terms of Imprisonment or Fines - (3) Class C misdemeanor, not greater than thirty (30) days or a fine not to exceed fifty dollars (\$50.00), or both, unless otherwise provided by statute.