



## PARENT-STUDENT HANDBOOK

2019-2020

*The principal and pastor are the final recourse and reserve the right to amend this handbook.  
Parents will be given prompt notice.*

### **MISSION STATEMENT**

We are a family committed to formation in the Holy Cross Catholic tradition and academic excellence. Through the education of hearts and minds, we make God known, loved, and served.

### **PURPOSE STATEMENT**

Educating the hearts and minds in the Holy Cross tradition,  
making God known, loved, and served.

### **PHILOSOPHY**

The Christian education community of Saint Joseph Grade School believes in the individuality of each student, and that each student should fulfill God's plan as a unique child of God. This task is not performed by any single group alone. It is a collective effort by all of us - teachers, parents, and students - each functioning in clearly defined areas. The Christian family is the most clearly defined contributing factor to the healthy emotional, spiritual, academic, and social development of the child. The faculty of St. Joseph School will provide professional guidance in cooperation with parental efforts, in and out of school, and will reinforce the role of the parent in the classroom and school community.

The educational community of Saint Joseph Grade School believes in academic excellence for each child within the framework of the child's potential. It is for this reason that heavy emphasis is placed on basic skills, with opportunities for enrichment through special classes in Art, Physical Education, Music, Technology, Spanish in grades 1-8, and the opportunity to utilize facilities in the Media Center.

In addition, the school provides learning disabilities diagnosis, as well as speech therapy, through the local public school corporation. Through the efforts of our Resource Teachers we provide additional support for all children in the academic areas as well as guidance and support that is provided by our school counselor. In grades 6-8, with the help of experienced professional counselors, we have developed a program called "Inner Challenge" that provides support for our adolescents as they develop the skills necessary to become young adults.

Religion is the foundation for a healthy school environment. Through our faith we learn to trust and love each other and offer a helping hand when necessary. Adult examples from parents, teachers, and priests are a must for success in preparing our children for an adult Christ-like lifestyle. Students prepare for and participate in a weekly Mass that is designed to promote an understanding and appreciation of our participation in the Eucharist.

Commitment to service activities at all levels is part of the total religious education program. Preparation for the Sacraments of First Eucharist and Reconciliation is structured through daily religion classes and parent involvement. Confirmation preparation is at the seventh grade level through a cooperative effort that involves students, sponsors, parents, classroom teachers, outside speakers and the parish priests.

## **ENROLLMENT (P4010)**

### **I. School Admissions Policy**

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

### **II. Nondiscrimination Policy**

Diocesan schools shall follow and promote an open enrollment policy, accepting students without regard to color, race, gender, or national origin, and reasonably accommodate the disabled in its educational programs.

### **III. School Entrance Requirements**

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate and a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents. If these required documents are not provided to the school within thirty days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for Information on Missing Children and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request the records from the last school the student attended within fourteen days of enrollment.

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall also be required.

### **IV. Kindergarten Age Requirement**

In order to enroll in Kindergarten, a child must be at least five years of age on or before August 1 of the year the child will be attending.

A school may choose to administer the Gesell Assessment of Developmental Readiness or other readiness assessment for determining proper placement in kindergarten.

NOTE: A child coming into a diocesan school from an out-of-state kindergarten program or an in-state kindergarten program and who does not meet the Indiana state age-eligibility requirement, should be admitted to a kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

## **V. First Grade Entrance Requirements**

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7<sup>th</sup> birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully attending kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

## **VI. Children with Exceptional Educational Needs**

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation will be either for special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances, the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school, or poses a threat of harm to the student, other students or school personnel.

## **VII. Students or Prospective Students with Communicable Diseases**

Catholic schools shall comply with all applicable state law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable state law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an

individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected of having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in the school would expose others to significant health and safety risks. In making its determination, the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- The nature of the risk-how the disease is transmitted
- The duration of the risk-how long the carrier is infectious
- The severity of the risk-the potential harm to third parties
- The probabilities the disease will be transmitted and will cause varying degrees of harm
- Whether a reasonable accommodation exists and/or is required

The review team must also take into consideration the scope of the problem, education-related civil rights, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational services and obtaining religious and catechetical instruction.

## **VIII. Covid 19**

With the current pandemic and the fluidity of the situation it presents, our school must make every effort to meet the educational needs of our students and their families effectively and safely. St. Joseph Grade School has decided that each classroom teacher and specials may record or live stream the direct instruction periods during each school day until the threat of COVID-19 passes. (Direct instruction does not mean 5-6 continuous hours of live instruction, but rather accessing the short blocks of time teachers are introducing/reviewing a skill with their classroom, typically 10-25 minutes for each lesson, times and presentation will vary by grade level.) Providing this service we will allow students to receive instruction at home should they be quarantined due to possible exposure or contracting COVID-19 or isolated due to testing positive. Parents will have the comfort of knowing their child(ren) will not miss out on classroom instruction. The best instruction for our students is in person learning; however, we understand we have students with medical issues and/or families electing a virtual option. While you had until August 5th to let us know about Distance Learning (DL), if you have changed your mind and now want your child(ren) to go in person for instruction, please contact Mr. Azar. If your decision has not changed, you do not need to contact Mr. Azar.

The school will focus the camera on the teacher only and the materials he or she shares. The focus will intentionally NOT be on the students in the classroom, but the school cannot guarantee that a child will never be seen on the livestream. The school will use the same guidelines that our media release policies list, do our best to safeguard the links provided to our homebound students, and never share a student's personal information online. Furthermore, we ask that parents not copy, share or download the video recordings provided by teachers. This, too, will help us to ensure the privacy of our students.

Careful consideration has been given to how teachers can best meet the needs of our students, maintain their privacy, allow all students that are homebound for health reasons to remain connected to their classmates, receive continuing faith formation, and be academically challenged. To do this, providing parents/guardians and students access to the direct instruction and resources during absences is a necessary step.

Each grade level has determined what digital platform they will be using, if they are recording videos or live streaming, and how they will be sending it to the parents/students. The teachers will be sending information to the Distance Learning (DL) weekly. DL families should come to the school on Fridays between 1:30-3:30 to pick up their textbooks and chrome book (if needed).

Grades K-8 will be using [Google Classroom]) to post recorded videos, homework, and assignments. They will share in their informational letter where their videos will be posted. . All teachers will be using Google Meet or Zoom to record their live stream teaching sessions. Again all grades will be sending you information about their instructional videos, recorded teaching sessions, live streaming.

As far as homework assignments, tests, quizzes, all DL students have the same expectations as the in person students. Students can upload assignments via Google Classroom or hard copies depending on the grade level and teacher expectation..

We understand the DL student will be working from home on videos, homework, etc.. Similar to last spring's remote learning, students are expected to:

1. Follow the teacher's instructions on, or other platforms they are using for best DL instruction
2. When watching live stream videos, students will be at a table, not in pajamas, and not eating food. They will be respectful of the teacher, listen to instruction, and if they have questions, they can raise their hand on the computer or type a question, email the teacher.
3. If possible, teachers will answer emails throughout the instructional day. Teachers will have 24 hours as well to answer emails from the students or parents.
4. All assignments are due when the teacher assigns a due date for both the in person and DL learner (same date). DL students will follow the teacher's policies and procedures on turning in homework, taking quizzes, tests, and late homework. .

## **STUDENT TRANSFERS**

Students transferring from another school, public or private, must make arrangements with the other school to forward records to Saint Joseph Grade School. State law dictates that parents must sign a release form for a student's records at the school from which the student is transferring. When registering from another public or private school, a copy of the latest report card is required before application is accepted in this school.

Any student transferring from another Catholic school in this Diocese must have fulfilled all financial duties owed to that school and/or parish before the transfer can be completed. Families owing tuition at another Catholic school will be refused admission to this school until those obligations are met.

## **ATTENDANCE (P4040)**

The diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

### **Dropping Off and Picking Up Students – AM and PM**

School begins at 7:55 am and students are tardy at 7:55 am; please do not drop your children off any earlier than 7:35 am. Children dropped off before then will not be monitored by an adult. Please make sure that students are picked up in a timely manner as well; students not picked up by 3:15 pm will be placed in the After School Program and parents will be assessed the regular daily fee.

**CAUTION:** Please do not leave your car and go into the school building if you are parked in one of the designated drop off and pick up zones. If you have business in the school, park in a designated spot in the parish parking lots.

### **I. Parent/Legal Guardian Responsibility**

Parent/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven until the date on which the child:

- A. Graduates; or

- B. Reaches at least 16 years of age or less than 18 years of age and:
  - 1. the student and the student's parent or guardian and the principal agree to the withdrawal;
  - 2. at the exit interview the student provides written acknowledgment of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
  - 3. the withdrawal is due to financial hardships requiring the student to be employed to support the student's family or dependent, illness or the order of a court that has jurisdiction over the student, or
- C. The student reaches the age of eighteen (18) years, whichever occurs first.

## **II. Absences from School**

Absences from school shall fall into one of the three following categories:

### ***A. Absences which are counted as present***

- 1. Serving as a page for or honoree of the Indiana General Assembly;
- 2. For students in grades 7 and 8, serving on a precinct election board or as a helper to a political candidate or political party on election day with prior approval of the principal;
- 3. Court appearances pursuant to a subpoena;
- 4. Active duty with the Indiana National Guard for not more than ten days in a school year;
- 5. Placement in a short-term inpatient treatment program which provides an instructional program;
- 6. Homebound instruction;
- 7. Religious observances; and/or

### ***B. Excused Absences***

- 1. Illness of the student (with written statement by parent/guardian or doctor)
- 2. Funerals
  - 1. death in the immediate family
  - 2. persons outside the immediate family with parental permission
- 3. Medical, dental and legal appointments (such appointments should be scheduled after school hours when possible)
- 4. Out-of-school suspension (make-up work is NOT accepted)
- 5. School visits (2); parents need to check with the individual school's policy for arranging such visits.

### ***C. Unexcused Absences***

- 1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.

2. No physician's note to excuse an absence once more than five days of absence have occurred (see Frequent or Prolonged Illness below).
3. Family vacations (see policy statement below for additional information).
4. Absences other than those defined as excused or absences counted as present. (this would include absences due to inclement weather where a parent decides not to send the student to school but the school is open)
5. A written note is required, written by the student's parent/guardian, giving an explanation of the absence upon the student's return.

**Family Trips:** Saint Joseph Grade School publishes vacation dates well in advance to allow parents/legal guardians to plan for family trips. Use of regular school days to take family trips and/or extend family vacations at Christmas and Spring Break is strongly discouraged. Parents should remember the state of Indiana does monitor the school attendance. A high absenteeism can affect our school's state accreditation. However, school officials do recognize that on rare occasions this may be out of the control of the parents/legal guardians. In any event, all absences during regular school hours due to family trips will be considered unexcused absences. In the event that a student is to miss school due to a family trip it is necessary for the parent/legal guardian to write and inform the school at least two weeks in advance of the scheduled trip. Parents/legal guardians must then sign in advance a letter entitled "Parent/Guardian Responsibility Form" indicating they are aware that the absences will be unexcused and that they take full responsibility for the child's absence during this time. Make up work may be presented upon the student's return and will not be provided in advance.

### **III. Truancy**

A student is truant when he/she is absent from school or class without the permission of his/her parent or guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures.

Habitual Truancy may be evidenced by the following:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences from school without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- C. Three or more judicial findings of truancy.

### **IV. Reporting an Absence/Late Arrival**

A parent/guardian shall contact the school to report a student's absence. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A parent/legal guardian shall contact the school office between the hours of 8:15am and 9:00am to report a student's absence or late arrival to school. If this procedure is not followed, then the absence may be considered unexcused. Upon return to the school the parent/legal guardian must

provide a written explanation to the school for the absence or else the student's time away from the school will be considered unexcused. The same rule applies for a student who is to arrive late. The student is to first check in at the school office before going to class. A written explanation for the late arrival shall be provided at the time the student comes to the school building. The school may contact any home where there has been no call to the school office to report the absence/late arrival.

A written explanation for any absence and signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant. Homework will be provided upon the student's return to school. However, after an absence due to illness exceeds three days, work may be requested and sent home.

#### **V. Frequent or Prolonged Illness**

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

#### **VI. Response to Irregular Attendance**

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal, or attendance clerk), to parent/guardian to verify absence and to determine reason.
- B. After a student is absent for six days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- C. After a student is absent over 12 days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is absent over 15 days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

#### **Attendance and Absenteeism Guidelines**

Regular attendance is required throughout the year for every student. A child who is sick before school in the morning should be kept home. This is to protect others from exposure to fever, colds, etc. When a child becomes ill during school hours, he/she may not leave before reporting to the school secretary and/or principal. Parents will be notified and they will be responsible for getting the child home. Students with fevers should not return to school until his/her fever has been gone for 24 hours. Unexcused or habitual absence from school without authorization will be strictly monitored.

#### ***Emergency Cards/Illness during School Hours***

An emergency card is kept on file in the office for each child so that the school may contact parents when necessary. It is important that parents list at least one or two other individuals that can be contacted, in case of an emergency, when a parent cannot be reached. If there is a change in the address or telephone number (home or work) of any person listed on this card, please notify the school office so that records can be kept current. The name and number of the physician to be notified is also important as well to ensure the well-being of the child in case of a medical emergency. School officials request that if there are any changes in the medical history of your child to notify the school at once.

### ***Tardiness***

Tardiness to school is handled in the school office. All students are to be in the school building no later than 7:55am Saint Joseph Grade School believes that promptness in arrival times is essential to fostering present and future good work habits. Parents are encouraged to work with their children to make sure they arrive in a timely fashion for school. If a student is going to be late and arrive later than 7:55am, parents/legal guardians must call the office to advise school officials. In no event shall a student arriving after 10:00am be considered tardy but will be considered absent for the morning session. A note explaining the tardiness should accompany the child to school on the date that the child arrives late. Failure to provide a note may result in an unexcused absence or tardy. After a child has arrived tardy for a fifth day within a grading period (every 60 days) the school may contact the parents/legal guardian for a conference at the school with the principal or her/his designee. Failure to resolve the problem at this point may require further intervention by the school to ensure timely attendance including a possible referral to proper local juvenile officials. Teachers are not required to provide students with makeup work if the tardiness is unexcused.

### **Make-Up Assignments**

In grades 6-8, students will be able to access all homework from the teacher web pages. If you do not have Internet access, students must ask for a copy of the printed homework web page when they return. Students are responsible for asking individual teachers for any paperwork that is needed in order to complete their assignments. Students are responsible for turning in missing assignments after being ill or absent from school due to personal reasons even if they do not see that teacher on the day the work is due.

Students are to be given the same number of days they are absent to complete this work. For example: If a student is absent two days, they have two days to complete the assignments. Work handed in after the two days will be treated as late or missing work.

Please refer to the Junior High Handbook for absent policy concerning tests. Grades 1-5 will send home any missed work.

A student is permitted to make up all work, including tests, with the assistance of the teacher, but it is the responsibility of the student and his/her parent/legal guardian to initiate such a request provided the following exists:

1. Illness or family emergencies.

2. Medical or dental appointments that cannot be scheduled outside of school time.
3. All other excused absences not otherwise covered in (1) and (2).

Makeup work is not required to be provided if the absence is unexcused. The decision in those instances will be at the discretion of the individual teacher.

### **Medical/Dental Appointments**

If a child must leave school for a medical or dental appointment, please send a note to your child's teacher at least a day in advance; it will be forwarded to the office. When picking up your child for an appointment, come directly to the school office. We will make sure that your child meets you there.

### **Release for Lunch**

Students are expected to remain on the school grounds after morning drop-off, during lunch periods and recess and just prior to being dismissed. Permission may be given for release to eat lunch off the premises when a note has been presented to the school office by the parent/legal guardian. The note should specify the specific day and time and who will be the responsible adult taking your child. Failure to provide this written request will result in non-release of the student at that time.

### **Emergency Days**

In case of an emergency closing or delay due to hazardous or inclement weather conditions, the school will send text and email notifications, and place notification on the school website as well as WSBT and WNDU TV. Please be alert for these communications every half hour beginning at 6:00am. Even with good weather conditions, it would be advisable to check for communications each morning in case we have difficulties with heating or electricity.

### **Vacations**

Vacations other than otherwise scheduled breaks are not excused absences. Teachers are not required to provide assignments for children of families who take extended vacations other than scheduled days. Work that is provided will be done so after the child's return. As parents, it is expected that you will be respectful of the professional abilities of your child's teacher and not expect them to know where your child will be three weeks from now. Teachers spend a great deal of time carefully planning for your child and their development and how they will "teach" your child those skills. Please use good judgment in this area. Work will be provided upon the child's return to school.

### **Telephone Calls**

Students are not allowed to use the telephone in the office unless they have been given permission from a classroom teacher or office personnel. Permission to use the telephone will be granted only for emergency reasons, such as forgotten lunches or medications. Calling parents

for homework, gym clothes, missing library books, forgotten Field Trip permission slips, textbooks, or musical instruments does not foster good study habits and/or encourage responsibility on the part of the student. It merely transfers that responsibility to the parent.

## **ELEARNING**

Saint Joseph Grade School has applied for the eLearning waiver in the event of inclement weather.

### **Introduction**

eLearning is the delivery of instruction using information technology. Our teachers already use technology in their daily instruction, and our children are familiar with the practice of accessing their learning in this way. eLearning allows students to continue their learning with aligned Indiana Standards during snow days instead of making those missed days up at the end of the school year.

### **Rationale**

In the true spirit of Education, the continuous learning on inclement weather days gives your students a better opportunity to grow without interruptions and to learn in a different environment. We believe learning that takes place on an eLearning day is far more valuable than the learning during days added to the end of the school year.

### **How It Works**

On a day Saint Joseph is closed due to inclement weather, information for each grade will be emailed by homeroom teachers to parents. Assignments, teacher contact information, and teacher hours will be found in the email to help eLearning run smoothly. All student assignments will be included and emailed out to parents by 9:00am on the morning school is closed.

Parents can plan on eLearning instruction being compatible on all devices. In the classroom, snow day discussions will begin soon and younger children will be receiving practice and instructions on how to access the tools and websites they will need. We have attached a list of those applications and/or websites with this letter. In grades K-8 a special “winter weather work” folder will be sent home containing instructions, passwords, and graphic organizers that may be used on an eLearning day. Please keep this folder in a handy, yet secure place.

While most Saint Joseph families have an internet connection, some with a more rural residence might experience sporadic connectivity. Other families are larger with many children and few devices to use during eLearning days. In these instances, we are compassionate about your circumstances and will accommodate your child after school or during recess. To this end, students will have three days to turn in work after coming back from an eLearning day. We are bound by the Indiana Department of Education to count a student absent if all assignments are

not completed by their due dates, but again, we understand that special circumstances require flexibility. Please know that none of our eLearning lessons will require students to print assignments.

We look forward to sharing this new learning experience with your family!

### **Helpful Information Regarding ELearning Days**

1. Teachers will email assignments by 9:00 A.M.
2. Teachers will be available by email until 3:00 P.M.
3. Your child will find online lessons that should take no more than three hours of your child's time. We do not expect students to be on a computer, tablet or other electronic device for more than three hours. We also understand that some families have many siblings and one computer.
4. ELearning can take place at any time during a closed day or during a make-up day time window, as long as the work is completed by the due date (three school days after the closed day).
5. The lessons posted will be aligned to your school's curriculum and reflect current material being covered in class.
6. Assignments will be completed online when appropriate and submitted electronically, while other assignments may be completed on paper.
7. Teachers have provided instructions on how to access eLearning content through an enclosed parent letter. In addition, they may provide generic materials necessary in a closed day folder/file that you should keep in a safe place at home.
8. Lessons **will not** require anything to be printed in order for your children to complete them.
9. If you have a child who received modification on in-class assignments, your child's teacher will contact you regarding accommodated learning.
10. We recognize unforeseen circumstances such as power outages occasionally interrupting learning. We will consider these situations on an individual basis.

### **Saint Joseph Grade School ELearning Expectations for Teachers**

- Teachers must provide parents/students the means to contact you. The contact information should appear on your parent letter and email sent the morning of an eLearning day (e.g. e-mail, messaging, phone).
- Parents and students must know exactly how to log into websites.
- A Practice Day should be completed by your students in the fall, so parents/students will be able to identify and resolve any access issues.
- Teachers must be available at home or at school on an eLearning Day from 9:00-3:00 p.m. This is a work day for teachers. (You should communicate to parents what hours you will be available.)
- Check your school e-mail at least once every hour during office hours. .
- An e-mail with clear, specific directions and assignments should be sent out to all parts/students in your class no later than 9:00 a.m.

- All e-mail and text communication needs to be Cc'd to the principal and assistant principal.
- Teachers need to be clear and let students/parents know when assignments are due. If the students do not turn in all of the work in by the due date, they are counted absent. All assignments must be turned in three days after the eLearning day, unless otherwise specified by the teacher. Allowances should be made for students who are not able to access materials from home, but will stay after school during extended lab times in the days immediately following an eLearning Day.
- Teachers are to send home an eLearning packet that contains commonly used graphic organizers, writing paper, reference charts, etc. This pack will go in each student's eLearning Day folder. The folder also needs to contain the cover letter from the principal and a letter from you, the teacher, with information stating how to contact you. Also, any student usernames/passwords should be included in this folder.
- Lessons **should not** require printing.
- Teachers **MUST** keep their Closed Day folders with student information, updated and at home along with all needed e-learning curriculum material.
- Total on-task learning time should not exceed three hours for the students.
- Lessons must be current, new material, or a review of the past five days. Assign approximately 20 minutes of time-on-task material per subject area.

- If we are out a day that your class usually has art, music, library or PE, the special area teacher will email you plans no later than 8:45 a.m. Include these plans in your parent email.
- If you have a student with special needs, you need to make necessary accommodations based on their Service Plan. Also, contact information for their resource teacher, should be provided in their packets.
- Closed Day assignments **should not** be posted before a closed day!
- All necessary resources for an assignment should be provided.
- If you are including items that require sound, please verify that all students will have access to a device with sound prior to any eLearning day.
- It is important students/parents are able to test sites at home before an eLearning day to ensure they will be able to access them when one is actually called. Assign homework from the various sites you will be using for e-learning. Ask for parents to report any access issues they encounter. Modify future plans accordingly.
- Try and stay away from YouTube if you can. Some schools have had parental complaints due to the pop-up advertisements.
- Try to make the lessons diverse and time/age appropriate. Three hours of work for a kindergarten student is too much. Sitting and writing or reading for three hours for 6<sup>th</sup> graders is too much. Time required should be comparable to the work you would expect

on a normal school day. Be creative.

## **FINANCIAL POLICIES/FUNDRAISING**

### **Book and Registration Fee**

All families are required to pay a per-child, non-refundable Book and Registration fee. Payment is required at the time of registration unless other arrangements have been made in the office. Since books and supplies are purchased over the summer months it is important that this obligation be fulfilled at that time. Unless special arrangements have been made with the Finance Committee, a late fee will be assessed.

### **Insurance**

The Diocese requires Mandatory Insurance for students in grades K-8. The cost is included in the Book and Registration Fee.

### **Financial Aid**

Saint Joseph Grade School makes every attempt to provide financial aid for families that need help with tuition. Financial aid is only granted to families that have been in the school for one year or more. New families to the school are asked to make every effort to make all tuition payments for one year; they are then free to apply for aid at the end of the school year. The Finance Committee will notify all applicants if aid has been granted. Please note: all funds for tuition aid are acquired through fundraisers such as the “For the Kids” Golf Benefit; all parents are encouraged to support these fundraisers.

### **Indiana Choice Scholarship**

SJGS is a participating school in the School Choice program. Indiana Choice Scholarship information and eligibility guidelines are available on the Indiana Department of Education website.

### **Tuition**

Tuition and fees are billed through a tuition management system called FACTS. Families will have the option to pay tuition annually, semi-annually, or monthly. FACTS will also bill for incidental charges such as athletic fees, hot lunches, after school care, etc.

### **Scrip Fundraising Requirement**

There is also a Scrip Fundraising Requirement to supplement tuition. Each family is expected to earn \$300 of profit through our Scrip Program from April 1 to March 31 of the current school year. Any amount short of this goal will be billed through FACTS in April. Fifty percent of each family’s scrip profits over \$300 will be credited to future year tuition statements.

## **Fundraising**

The members of Saint Joseph Parish continue to subsidize the school budget for expenses that cannot be met through the tuition provided by school families. The per-pupil cost of educating our children continues to rise each year and for this reason all school families are required to participate in fundraising efforts by the school and parish. These monies supplement the curriculum as well as provide a way of attaining the many extras that would not otherwise be possible.

## **HOME AND SCHOOL ASSOCIATION**

The Home and School Association (HASA) is the parent/teacher organization. HASA encourages communication, involvement, and financial support by sponsoring programs, activities, and fundraising events during the year. Membership in HASA includes all school parents and faculty. Each spring we ask parents, who are interested, to let us know if they would like to be on the HASA Board. The role of the HASA Board is to coordinate all of the programs sponsored by the Home and School Association. Board members are asked to serve a two-year term.

## **Parental Involvement**

All Saint Joseph Grade School parents are expected to take part in some volunteer activity on behalf of the school. Each fall and spring the Home and School Association provides parents with a list of possible areas where parents may volunteer their time; there are endless possibilities even for working parents. Parents are always welcome in the classroom and we urge parents to contact individual teachers and offer assistance when possible. There are many opportunities for parents to become involved in their children's education.

## **Parent Night**

Parents in grades K-8 are strongly encouraged to attend the individual grade level parent information nights that are held at the beginning of each school year. It is an opportunity to ask questions and a means of helping your child to achieve a positive start to the school year.

## **School Board**

The School Board is established by the Pastor in accordance with Diocesan policy to assist the Pastor and the Principal in the governments of Saint Joseph Grade School. School Board policies and decisions shall be binding upon acceptance, approval and distribution by the Pastor. The functions of the School Board are to provide planning and coordination with other organizations in the School and the Parish, develop and implement administrative policies for the School in conformity with Diocesan policy and Indiana State law, develop plans and means for the acquisition of funds in conjunction with the Parish, develop and assist in implementing a plan for presenting a positive image for the School and its mission, and evaluating the effectiveness of the

operation of the School.

## **LUNCH PROGRAM**

Saint Joseph Grade School has a limited lunch program, thus students must usually bring their own lunch. On many Mondays and Fridays, a special lunch is offered that you may purchase for your child. We encourage children to eat all that their parents provide and encourage parents to send a nutritionally balanced menu that follows the Four Food Groups. A healthy body makes a healthy mind.

### **Snacks**

Students are able to bring a morning snack that is eaten at the classroom teacher's direction. Morning snacks should consist of items that are healthy in nature. Cookies, chips, candy, etc. are NOT preferred items; save them for lunch time dessert.

## **ACADEMIC POLICIES**

The primary purpose for the existence of Saint Joseph Grade School is the Christian education of the child according to the student's own needs. Group, and when needed, individual instruction is provided for each child. Special considerations and modifications are made depending on the individual child and their curricular strengths. We strive to work with children and parents alike to provide an instructional base that will help each child achieve to their fullest potential.

### **Evaluation**

Saint Joseph Grade School believes that a child's emotional and social development is an integral component when looking at a child's academic achievement. For this reason we, as a staff, make every effort to help parents in making academic decisions that take into consideration the "whole" child.

In Kindergarten through third grade the evaluation of each child consists of a "standards based" report card that shows your child's progress toward mastery of state standards. No letter grades are given.

Grades Four through Eight utilize a report card that shows mastery toward standards as well as the application of those standards resulting in letter grades. The grading scale is as follows:

A+ = 97-100   A = 93-96   A- = 90-92   B+ = 87-89   B = 83-86   B- = 80-82  
C+ = 77-79   C = 73-76   C- = 70-72   D+ = 67-69   D = 63-66   D- = 60-62   F = 59-50

The administration reserves the right to make adjustments in the above based on the individual needs and assessment of individual students.

## **Parent Teacher Conferences**

Parent/teacher conferences are held every year in the fall and spring. Dates and times will be published in the school communications prior to conferences. All staff members will make every effort to keep you informed as concerns arise. Please be reminded that it is not necessary and preferable that parents not wait until the conference time if there is a concern. Make an appointment with your child's teacher as soon as possible when the need arises. Please remember that "catching" a teacher at arrival, dismissal, etc. are not the best times to conduct a conference. Both parties are usually unprepared and communication is easily misunderstood. The quiet atmosphere of the classroom, when both parties have had a chance to prepare, is much more conducive to meeting the needs of the students.

## **Honor Roll**

All students deserve to be recognized for their academic achievements regardless of their ability. Special efforts are made by all involved in the academic process to recognize successes by students no matter how big or small. Individual classroom teachers have developed their own system for student recognition and make every effort to consider the achievements of all children.

Honor Roll status can be achieved by achieving the following:

### ***High Honors***

"A" in all core academic subjects. Students may only receive one B in special areas: Music, Computers, Physical Education, and Art.

### ***Honors***

Letter grades of "A" and "B" in all graded subjects including Music, Computers, Physical Education, and Art.

### ***Honorable Mention***

Grades of "A", "B", and "C" in all graded core subject areas resulting in a B average, as well as a letter grades of A or B in Music, Computers, Physical Education, and Art.

## **HOMEWORK POLICIES**

Homework is an essential part of the educational process and an important support system for classroom instruction. At Saint Joseph Grade School, homework assignments are designed to meet the individual needs and capabilities of each student, homework will be a review of information given in class. It will always be checked and returned to the student within a day or two of the assigned date. Homework may be given over the weekend at the upper primary levels. If a student has been absent and has makeup work it also may be given as a weekend assignment.

It generally will not require more than 30 minutes to complete for grades 1-3 or more than 45 minutes for grades 4-5. The exception to this rule may be in the case of special projects that may take extra time. It is important that parents help their children structure their time so they learn how to use time wisely as well as providing a means of helping their child attain lifelong study habits that foster achievement.

### **Junior High/Homework**

Students in grades 6-8 can expect an hour to an hour and a half of homework per night. The time spent may fluctuate depending upon special projects and preparation for tests. Junior High staff will inform students as to their expectations in individual subject areas.

#### ***Reasons for Homework***

1. Work on a given skill begun in class under teacher supervision, but not completed, will be done at home to assure adequate practice.
2. When extra help or practice is needed by a student, homework will be given. Parent help will be requested in this type of homework. This will be especially true for students who, for one reason or another, have fallen behind in their studies.
3. Loss of time and practice because of illness may result in lessons being done at home, especially those not needing teacher assistance.
4. Absence due to family emergencies or trips require completion of work at home.
5. Enrichment interests, prompted by basic work in the curriculum of the school, may require that work be done at home.

#### ***How Parents Can Help***

1. Establish a study time without interference from TV.
2. Assist the child, if memory drills or reviews are involved.
3. Help the child find resource materials.
4. Suggest ideas for projects.
6. Set a regular schedule without interruptions from the telephone, etc.
7. Encourage the child's creativity and initiative instead of giving answers.
8. Sincerely praise the things done well. Use constructive criticism only when necessary.
9. Provide resource material including a dictionary.
10. Encourage the use of libraries to find additional information.

## **SURVEYS OF STUDENTS/PARENTAL REVIEW**

### **Survey of Students**

No student shall be required without prior written consent of the student's custodial parent(s) or guardian to submit to a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his/her family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationship;
6. legally recognized privileges and analogous relationships, such as those of lawyers, physicians, ministers, and priests; or
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **Parental Review of Instructional Materials**

The custodial parent/guardian of a student who is to take part in a survey described above shall be entitled to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation taken as a part of that program.

## **ACCESS TO OFFICIAL STUDENT RECORDS (P4170)**

### **General Statement**

In accordance with the Family Educational Rights and Privacy Act (“FERPA”) of 1975, any natural parent, guardian, or individual acting as a parent in the absence of a parent or guardian of a student has the right “to inspect and review” his/her minor student’s educational records, unless the school has been provided with a court order, State statute, or legally-binding documents that specifically precludes such inspection and review. In addition, a student who has reached 18 years of age or is attending an institution of post-secondary education will have all access rights that his/her parent or guardian would have had prior to that time. Absent such court order or legally-binding document, a non-custodial parent has the same right to inspect and review as a custodial parent.

Such natural parent, guardian, individual acting as a parent in the absence of a parent or a guardian of a student, or eligible student may request the amendment of his/her student’s (or his/her own) educational records if he/she believes that such records are inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the principal decides not to amend the record as requested, such natural parent/guardian/acting parent/eligible student is entitled to a hearing on his/her request. 20 U.S.C. 1232(g); 34C.F.R. Part 99.

A notice concerning parental access to educational records is available in the school office which any parent or eligible student may review during regular business hours.

## SCHOOL VISITORS

For purposes of safety and accountability, *we request all parents and visitors report to the school office upon entering the school building.*

Parents bringing lunch, gym clothes, homework assignments, etc. are asked to report directly to the school office. We will make sure that your child has the needed item. Just a reminder, students may not phone home for forgotten items other than lunches and/or medication. Please do not interrupt a class to deliver these items. If you need to speak to your child we will get them from their classroom. Remember: stopping in and interrupting your child's teacher is inappropriate and takes the teacher away from his/her duties. It also leaves the rest of the class unsupervised.

Parents are welcome to observe their child's class. Those who wish to observe in the classroom are asked to contact the classroom teacher or principal who will make the arrangements for a suitable time. The appropriateness of the observation day and the time will be at the discretion of the teacher.

## TEMPORARY GUARDIANSHIP

If parents or guardians are to be out of town and the student is in the care of a responsible adult, we ask that the parents notify the school office in writing of such an arrangement. Parents are urged to fill out a medical treatment permission form, available from local hospitals, for all children under the age of 18, should the child require medical attention during the parent's absence.

## EXTRACURRICULAR ACTIVITIES

### Field Trips

Field trips are privileges afforded to students, not absolute rights. Students can and will be denied participation if they fail to meet academic or behavior requirements.

Students must have written permission from their parents in order to go on a field trip. A form is provided for that purpose and will be kept on file along with a medical release for each student. Telephone calls to parents are not acceptable as permission. Students without written permission must remain at school. A written note other than the form designated by Diocesan Policy is not acceptable.

According to state guidelines, field trips must be educational in nature. All field trip permission slips will include some form of communication from the teacher with an explanation of the educational purpose of the field trip. Please remember that what is educational in nature for one grade level may not be acceptable for another. Every effort is made on the part of the staff to provide a variety of experiences from year to year that are not repetitive in nature.

Siblings cannot accompany adult helpers on field trips. All helpers' time and attention must be given to the children assigned to them. Please remember, helpers on field trips are not merely drivers; they need to watch and supervise the children in their group.

### **Classroom Parties**

Classroom parties may be scheduled on a limited basis by the classroom teacher. Room parents are helpful in planning and assisting the teacher and in making sure that they are age appropriate and handled in a manner that takes the needs of all involved into consideration.

### **Class Movies/Videos**

While viewing movies/videos in the classroom can be educational in nature and provide a support for curriculum it is important that good judgment be used in viewing them on a regular basis. Teachers make every attempt to limit the amount of viewing of this type of film "just for fun". Please respect all involved by not sending videos with your child expecting the teacher to take classroom time to share it with all of the students.

### **Children's Choir**

Saint Joseph has a Children's Choir under the direction of the Saint Joseph Church Music Director. Practices are held one time per week during lunch recess. Children are taken to and from choir by an adult. Children in the choir will often sing at the weekly Mass. All students are welcome; membership in Saint Joseph Parish is not a prerequisite.

## **HEALTH REQUIREMENTS**

(Please check the ISDH website for current information)

The health of the child has much to do with his/her progress in school. Our school system requires that each school child have two physical examinations during his school years, one before entering kindergarten and another before entering high school. Physical examinations should ordinarily be made in the office of the private physician. Students should also make twice a year visits to a family dentist; good dental hygiene is important in maintaining good dental health. Hearing and vision exams are administered at different grade levels throughout their grade school years. Please remember that these exams are preliminary exams that are utilized as a means of warning parents of potential problems.

Forms for the pre-kindergarten examination are available in the school office. The information from these forms is required by all schools in St. Joseph County and become part of the child's permanent school records.

State Health laws state that no child will be permitted to attend school beyond the first day of school without furnishing immunization records. The immunization law has been amended with changes becoming effective July 1, 1999. Immunization requirements are listed below.

Minimum Immunization Requirements for All Children Newly Enrolled in Kindergarten or

### Grade 1 and less than 7 Years of Age:

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) or 4 doses are acceptable if the fourth dose was administered on or after the fourth birthday;
- 4 doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV), in any combination or 3 doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday;
- 2 doses of measles (rubeola) vaccine, on or after the first birthday;
- 2 doses of rubella (German measles) vaccine, on or after the first birthday;
- 2 doses of mumps vaccine, on or after the first birthday;
- 3 doses hepatitis B vaccine /1 dose Chicken Pox/ages 3-5 or 2 doses K/1
- 2 doses hepatitis A

### Minimum Immunization Requirements for All Children Enrolled in Grade Two or Above or 7 Years of Age and older:

#### Grades 2-5

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or tetanus-diphtheria (Td) vaccine, or pediatric diphtheria-tetanus (DT) vaccine;
- 3 doses of either all oral polio vaccine (OPV) or all inactivated polio vaccine (IPV). If a combination of OPV and IPV is used, 4 doses are required.
- 2 measles, mumps, and rubella (MMR);
- 3 Hep B
- 2 varicella

#### Grades 6-8

3 Hep B	4 Polio	2 varicella	1 MCV (meningococcal)
5 DTaP	2 MMR	1 Tdap (tetanus & pertussis)	

### **Medication**

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her educational development. Only those medications which are prescribed as necessary by a physician, or for over-the-counter medications, as determined by the custodial parent or guardian as necessary to be administered during school hours will be administered on the school premises and only in accordance with the following procedures.

1. Written instructions, such as a medication authorization form is signed and completed by the physician of the student who is to receive prescription medication.
2. Medications prescribed for a student (legend drugs) are kept in the original container/package with pharmacy label and student's name affixed. The pharmacy label may serve as the written order of a physician.
3. All prescription medications shall be kept in a locked area in the school office.
4. When a medication is to be administered at school, the student's parents shall be requested to advise the principal of the purpose of the medication, side effects, dosage,

administration route and time of administration. This information shall be discussed with the student and the other staff who may be assigned to administer medication. Parents may come to school and medicate their children if they choose. Please follow procedures for school visitors in locating your child to administer medication.

5. All permission for long-term medication shall be renewed at least annually. Changes in medication shall be documented by written authorization from a licensed prescriber.
6. In specific cases, the school (at the discretion of the principal) may require the custodial parent(s) or guardian to come to the school to administer the medication for the student. The school may also work with the licensed prescriber and the custodial parent(s)/guardian to adjust administration time, if possible, to avoid the need for medications during the school hours.
7. For all medications administered, the school shall keep on file the written order of a practitioner for legend drugs.
8. A student may self-administer an inhaler if necessary. The physician's written order or prescription for the student's inhaler must be attached to an Inhaler Self-Administration form which is kept on file with the school. This form can be obtained in the office.

### **Over-the-Counter Medications**

Non-prescription medication may be given at school with the permission of a custodial parent/guardian.

1. The principal must be aware of the purpose for which a student is to receive the medication.
2. Over-the-counter medication shall be brought to the principal's office with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package. It will be stored in the principal's office and secured.
3. The custodial parent/guardian must provide the school with a written note giving authority to the school to administer the over-the-counter medication.
4. For all medications administered, the school shall keep on file the written permission of the student's custodial parent/guardian on file.

### **Qualified Immunity**

A school may not require a teacher or other school employee who is not employed as a school nurse or physician to administer medications, drugs, or tests such as injectable insulin, breathing treatment or a fingerstick for glucose. If a school employee is not a practitioner or a person licensed under IC~25-23 and the school employee is responsible for administering injectable insulin or a glucose test by finger prick, the employee must obtain from a practitioner the training that the practitioner determines is appropriate for providing the service. Before the school employee provides the service, the school must have on file a written statement from the practitioner that indicates the school employee has received the required training.

### **Discarding Medications**

The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for his/her child. If the parent does not pick

up the medication by the end of the school year, the principal will dispose of the medication in an appropriate manner and document that the medication was discarded.

### **SAINT JOSEPH GRADE UNIFORM POLICY**

*The administration and staff reserve the right to evaluate each uniform/grooming/accessory situation and choose the appropriate action for students not complying with the stated policy.*

#### **Clothing/Shoes/Physical Education Clothes**

##### ***Shirts:***

- Appropriate shirt colors are light blue, navy and white.
- Boys and Girls may wear plain, unadorned light blue, white or navy collared shirts.
- Boys and Girls may also wear uniform shirts with a St Joseph School emblem.
- Boys and Girls may wear the Blue Ribbon polo shirt.
- Boys and Girls may also wear a plain white turtleneck.
- No ruffles, piping, embroidery or emblems are allowed. Except for the authorized uniform shirt, all shirts must be plain and unadorned.
- Shirts must be tucked in at all times.
- If an undershirt is worn, it must be plain white.

##### ***Pants, Shorts, Belts:***

- Appropriate pant and short colors are navy blue or khaki tan.
- Appropriate pant and short materials are cotton or cotton blend. No knit, fleece, denim material. No lycra, stretchy fabric or stretchy fabric blends.
- Navy and tan corduroy pants are permitted.
- Pants must be plain front or pleated. No cargo pants or cargo shorts are permitted.
- All pants and shorts must be plain; no emblems, studs, embroidery, extra pockets or other embellishments are allowed.
- Girls' pants are to be worn no lower than 2 inches below the natural waist. No hip hugger, low riders, or slits on pant legs. No form fitting.
- Boys' pants must be worn at natural waist.
- Shorts may be worn from August until Thanksgiving break and from the day after the Feast of St. Joseph in March until the end of the school year.
- Shorts must be "Bermuda" style shorts.
- Skorts or culottes are considered skirts and should follow skirt guidelines for color. (Navy and Plaid)
- Boys and Girls in grades six through eight must wear solid color black or brown belts with pants or shorts. (If a belt is worn in a younger grade, it should follow belt guidelines.)

##### ***Skirts and Jumpers:***

- Girls may wear navy skirts or plaid skirts or plaid jumpers.
- The plaid skirt, plaid skort, and plaid jumper may only be ordered from Lands End in Navy/Evergreen.
- Skirts may not be shorter than two inches above the knee.

- Skirts may not be rolled.
- Solid navy and khaki jumpers are not permitted.

***Sweaters:***

- Appropriate sweater colors are hunter green or navy blue.
- Boys and Girls may wear cardigans, crew neck or v-neck sweaters or sweater vests.
- Sweaters must have an appropriate collared shirt underneath.
- Sweaters must be plain cotton or cotton-blend. No fleece or design permitted.

***Sweatshirts:***

- Boys and Girls may wear the crew neck or ¼ zip navy blue sweatshirt with Saint Joseph School emblem, which can be purchased on-line through Spirit Wear.
- Saint Joseph Spirit Wear, including the fleece sweatshirts, sport-wick jackets, wind pants, hooded sweatshirt, and other non-uniform articles of clothing, may not be worn in class.

***Shoes:***

- Girls may wear Mary Jane styles, loafers, or ballet flat dress shoes in any color.
- Boys may wear hiker shoes, loafers, deck shoes or dress shoe styles in any color.
- Boys and Girls may also wear lace up or Velcro athletic shoes. No slip-on rubber soled shoes are permitted.
- Heels may not exceed one inch.
- Sandals, open toe, or open back shoes are not permitted.
- No shoes with wheels, lights that flash, or boots for outdoor wear are permitted in school.

***Socks:***

- Socks or tights must be worn with all shoe wear and must be clearly visible.
- Girls may wear solid, matching white, tan, brown, black, navy or hunter green socks or tights. (leggings and footless tights are not permitted)
- Boys may wear solid, matching white, tan, brown, black, or navy socks with no stripe or emblem.

***Physical Education:***

- Students in grades four through eight will change for gym.
- The gym uniform is mandatory and no other gym clothes are permitted.
- Appropriate athletic shoes must be worn. No slip-on rubber soled shoes are permitted.
- Gym clothing is permitted during gym periods only.
- Students are responsible for bringing the gym uniform for gym; parents and guardians will NOT be called if your student is unprepared for gym.

**Grooming/Accessories**

***Jewelry:***

- No more than two ear piercings per ear for girls and no earrings for boys are permitted.
- Post earrings are preferred; dangling earrings must be a reasonable length. Boys' and Girls' jewelry must be appropriate for school and may not be distracting. Girls' and boys' jewelry must be limited to a maximum of two bracelets and one necklace.

***Hair:***

- Hair must be clean, combed and of an appropriate length above the eye.
- Hair must be the student's natural color unless supporting a Saint Joseph approved event.

**Other:**

- Cell Phones and Smart Watches must be turned off and remain in backpacks during school and school activities. They will be confiscated if used in class and must be picked up in the office by a parent.

## COMMUNICATION INFORMATION

### **School Communication**

The principal will publish and distribute weekly communication and a monthly calendar will be provided. The school website will be updated on a regular basis. Please also refer to the website for information and events. Communication will include such items as important dates for meetings, special happenings, and general information about the school. There will often be questionnaires, surveys, etc. that may require feedback from parents. It is important and parents are encouraged to read the communication to keep abreast of school events.

### **Teacher Communication**

Classroom teachers will also communicate with parents on a regular basis via their own published newsletter and/or communication folder. Frequency will depend on the grade level. Parents are strongly encouraged to ask children for communication from school and/or check backpacks regularly. Children often put communication from teachers in their backpack and there it stays. Encourage your child to keep a folder in their backpack for such information so that you can check on a regular basis.

### **Junior High Students**

Parents of Junior High students are strongly encouraged to attend the Parent Night that is always held in August. You will come away informed of what type of information to expect to come home with your student as well as added information concerning course requirements and expectations. Junior High staff makes every attempt to keep you informed, unfortunately sometimes that information is not a top priority with your adolescent. (See Discipline for information on Junior High weekly reports.)

### **Communication with the Principal**

The principal is always available to speak with parents and answer questions and concerns they might have. It is extremely important that an appointment is made ahead of time so that a sufficient amount of time can be scheduled. We do request that the time from 7:00am until 9:00am and 2:00pm until 3:00pm not be used for scheduled meetings. The principal is often

found outdoors, in classrooms, in staff meetings, and/or working with the children. Lunch recess times from 11:15am until 1:00pm are not conducive to scheduling meetings, but can be scheduled if necessary. The principal makes every attempt to be flexible when possible.

## **COMMUNITY RELATIONS**

### **Parent/Legal Guardian Concerns Procedure (P2310)**

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

Step 1: Address the issues with the classroom teacher (or the person with whom he/she has the problem).

Step 2: Address the issue with the Principal.

Step 3: Address the issue with the Pastor (elementary schools only).

Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).

Step 5: Contact the Catholic Schools Office.

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).

## **SCHOOL PARTNERSHIP**

Enrollment in Saint Joseph Grade School is subject to the approval of the Diocese and the Saint Joseph Grade School administration. In order to foster an environment, which promotes the optimum educational and spiritual development of the student, every parent/guardian of each student is expected to act as a cooperative partner with the Diocese and School and comply with all policies and rules which are established by the Diocese or School. The School retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation on the part of the student's parent/guardian and, as a result, the withdrawal of the student would be in the best interest of the student, the School, other students attending the school, or the fulfillment of the School's mission.

## **ATHLETICS**

Participation by elementary students in the athletic program is encouraged for all students. Helping to develop a sound soul, mind, and body is part of the total Catholic, Christian education of youth.

The athletic program is administered by the school Athletic Association which is comprised of the principal, coaches, and parent representatives. The pastor of the parish is an advisory member of this group. There is an appointed representative on the School Board.

Saint Joseph Grade School, through the Athletic Association, offers a wide variety of sports to assist in the social and physical development of our students. However, all participants and supporters of these programs should remember that the primary purpose of Saint Joseph School is the Academic and Spiritual development of each student.

Students at Saint Joseph may participate in the following sports and intramural programs at the grade levels designated in this handbook.

### **Intramural Basketball**

Girls and boys in grades two through four may participate in an intramural basketball program that is held during the second semester (see newsletter in January for additional information). The focus of this program is to help develop skills and learn the basic rules and regulations of team basketball.

### **Grades 5 and 6**

Students in grades 5 & 6 may participate in the following team sports. All teams compete with other Catholic Elementary Schools in the South Bend and Mishawaka area.

#### ***Boys***

Fall/Winter Sports: Football, Soccer, Basketball

Spring Sport: Baseball/LaCrosse/Tennis

#### ***Girls***

Fall/Winter Sports: Soccer, Volleyball, Basketball, Softball

Spring Sports: Track/LaCrosse/Tennis

### **Grades 7 and 8**

Seventh and eighth grade sports (except soccer) follow the guidelines of the ICCL. Students must be attending one of the Catholic elementary schools in the South Bend and Mishawaka area; games take place in area gyms that are available for our use. Students in grades 7 & 8 may participate in the following team sports.

#### ***Boys***

Fall/Winter Sports: Football, Soccer, Basketball

Spring Sport: Baseball/LaCrosse/Tennis

#### ***Girls***

Fall/Winter Sports: Softball, Soccer, Volleyball, Basketball

## Spring Sports: Track/LaCrosse/Tennis

Please see the Athletic Handbook for information regarding Saint Joseph Grade School athletic policies. All families will be provided access to this handbook.

### **DISCIPLINE**

A good school fosters a disciplined student body where appropriate educational opportunities and experiences are enjoyed by individual members. Conscientious teachers, supported by administrators, parents and parish members, are essential to good discipline in the school.

Discipline is an inner self-control that should inspire each child to conduct themselves in such a manner that they will be considerate of others and their rights at all times. Students must develop this self-control in order to promote an environment conducive to learning. Students do not have the right to interfere with the learning process of others. Those who do will follow the guidelines set down in this policy.

By enrolling in Saint Joseph Grade School students have contracted to know and follow the rules, guidelines and procedures that are presented in this handbook. In cases of misconduct, the administrator, faculty and staff members have the right and the responsibility to deal with a situation as it presents itself. Usually, a reminder of the rule is all that is necessary. The staff firmly believes in assisting students to develop a personal self-discipline. To further this aim, we will apply a uniform and consistent set of behavior expectations in the classrooms. These expectations will be gone over with students by the individual classroom teachers and sent home in written form with your child.

### **Saint Joseph School Discipline Policy**

Our goal at Saint Joseph Grade School is to provide a Christ-centered environment. The discipline code will maintain a safe environment, which will be conducive for learning, help the students grow in self-discipline, and provide the students with responsibilities as part of their education.

Any student who does not accept or conform to the philosophy of Saint Joseph's Grade School may forfeit his/her privilege of attending the school. Offenses committed away from school, which may affect the school's climate, may result in disciplinary action on the part of the school. If a violation of the state's Criminal Code occurs in or on school property, or near a school activity, the administration may turn investigation over to local police authorities.

### **God-lines Procedures for Creating Classrooms Where Students Respect Themselves, Others, and the Environment**

*God-lines*

Saint Joseph Grade School celebrates the fact that God resides in every student and every experience of each day.

For many years as each school year begins, students and teachers in each classroom at St. Joe have worked together to establish classroom rules and guidelines.

We have developed an approach to these classroom rules that integrates more explicitly the role our faith plays in growing and living as a classroom community. We're calling our new method of forming guidelines *God-lines*. Through *God-lines* we intend to help each member of the St. Joseph School community remember that all of our choices and our behaviors strengthen or weaken our relationship with God. Recognizing the significance of our relationship with God and the role our choices play in it, we believe that *God-lines* can inspire each student to respect self, others in the classroom community, and the entire school environment.

In the past, when a student failed to follow guidelines, teachers and staff have used consequences such as detentions, time outs, or card changing. Through implementing *God-lines*, SJGS takes the next step toward helping students create classrooms that facilitate spiritual growth as well as academic and behavioral learning, based on student reflection and action. *God-lines* recognize that classroom behavioral skills are learned in much the same ways as reading, writing, and arithmetic.

Our faith invites us to be rooted in God's love in all that we do. *God-lines* aspire to reflect this central essence of our Catholic Christian journey as our children grow in their communities of learning and faith.

*God-lines* that create a classroom environment that encourages the following:

1. Respect yourself
2. Respect others
3. Respect this environment

Classes are encouraged to be creative and to not only come up with lists of "rules" but also symbols, pictures, and posters that remind students to choose goodness.

While traditionally we create classroom guidelines so that students feel safe and productive, the shift we are making is that when we continually open ourselves to God's love and treat ourselves, others, and our environment with love and respect our many gifts can flourish. We want to emphasize that love is not a feeling but rather a skill that we as Christians commit to learning throughout our whole lives! ***Love Thinks!***

**Due to developmental differences, grades K-2 and 3-5 will follow Steps 1-3 a little differently.**

**When *God-lines* are not followed...**

**Step One**

Set stop sign on student's desk. Students will be taught that when this happens they are to reflect on what behavior they are currently doing that does not follow the classroom *God-lines*. They are expected to change their behavior immediately.

**Step Two**

Take student out to the hallway or meet at a more conducive time to do the *God-lines Reflection*.

**Step Three**

At teacher's discretion, meet privately with student for a *God-lines* tutorial. At this meeting, the student reflects on the *God-lines* reflection sheet and with the help of the teacher creates a more specific action plan. A copy of this sheet, along with a cover letter, is to be sent to the parent. The child is to bring this back on the next class day signed by the parent.

**Step Four**

Meet with parent and student.

Grades 6-8 will follow the Junior High Student Responsibility Contract

## Junior High Student Responsibilities JHSR

**I choose to Respect Myself.**

- I take pride in my work on every assignment.
- I am on task and focused in class.
- I do the right thing even when others may not.
- I am prepared and on time for class.
- I am in uniform and presentable every day.

**I choose to Respect Others**

- I listen while others are talking and value their ideas and opinions.
- I respect others and their personal items.
- I affirm my fellow classmates and treat them with kindness.
- I listen to adults and follow instructions the first time.

**I choose to Respect the Environment.**

- I am quiet in the hallways.
- I use school supplies as intended.
- I do my part to keep the classrooms, bathrooms, and school clean.
- I am a leader in the building.
- I make God known, loved, and served each day.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**The following applies to more serious offenses.**

**\* The administration and staff reserve the right to evaluate each situation and choose the appropriate disciplinary action according to the severity of the behavior.**

**I. Offenses Which Warrant Immediate Expulsion \***

\* Possession and/or use of tobacco, alcohol, or drugs at school or a school related function  
\*Arson

\* Possession and/or use of weapons or explosives at school or a school related function

**II. Offenses Which Warrant Immediate Suspension \***

*A 1/2 day to a 3 day suspension will be determined by the administration to be served at school or home.*

\*Causing false fire alarms  
\*Harassment of a student or adult  
\*Stealing  
\*Vandalism (students will be responsible for restitution)  
\* Plagiarism

\*Fighting or causing injury to another by failing to adhere to the school or classroom discipline policy.  
\*Cheating

**III. Bullying, as Defined in Indiana Code 20-33-8-0.2, Will Not be Tolerated**

This includes overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. *Offenses will result in disciplinary action up to and including suspension or expulsion.*

\*Any student who believes he has been or is currently the victim of bullying should immediately report the situation to a teacher, school counselor, or the building administration. The teacher or counselor are then responsible for notifying the building administration.

**HARASSMENT PROHIBITION (P4580)**

Harassment shall not be tolerated in the Catholic schools.

It is the policy of the school to maintain a learning and working environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and/or the teachings of the Catholic Church.

It shall be a violation of this policy for any employee of the Catholic schools to harass a student through conduct or communications of a sexual nature as defined in Section I of the Procedure to this policy or on any other impermissible grounds described in Section II of the Procedure to this policy. It shall also be a violation of this policy for any student to harass another student or employee, through conduct or communication of a sexual nature as defined in Section I of the Procedure and on any other impermissible grounds as described in Section II of this Procedure.

The use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities.

This policy and procedure covers situations in which a student claims to be the victim of harassment.

I. Sexual Harassment

- A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, or made by any student to another student.
- B. Conduct of a sexual nature may include verbal or physical sexual advances, looks, leers, gestures, comments, jokes, or other inappropriate conduct based on the victim’s sex.
- C. The Diocese forbids sexual harassment and retains the right to address sexual harassment or inappropriate conduct of a sexual nature in the schools through whatever means it determines are reasonable and appropriate.

II. Other Forms of Harassment

- A. Harassment may be based on any protected characteristic, including race, color, religion, national origin, age, disability, or other protected area. Harassment may consist of unwelcome, derogatory, and/or inappropriate verbal, or physical comments or conduct relating to the victim’s race, color, religion, national origin, age, disability, or other protected trait, made by any employee to a student, or made by any student to another student.
- B. Comments or conduct of an offensive or harassing nature may include verbal or written comments, jokes, or physical gestures regarding physical, personality, or other characteristics related to a person’s race, color, religion, national origin, age, disability, or other protected trait.
- C. The Diocese prohibits harassment and retains the right to address harassing conduct through whatever means it determines are reasonable and appropriate.

**ENVIRONMENTAL TOBACCO SMOKE (P5430)**

All facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in these buildings while such services are being provided to children.

## **GUN-FREE SCHOOLS (P4560)**

Students are prohibited from facilitation in any way the delivery of a firearm, destructive device, or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device, or deadly weapon while en route to or from school or school activities, or while on school property or at school activities. A violation of this policy carries an automatic expulsion from school. The term of expulsion shall be established by the principal after consultation with the Superintendent of Schools. Subject to modification by the Superintendent of Schools, a student expelled for bringing a firearm or destructive device to school or a school activity or for possessing a firearm or destructive device on school property or at a school activity may not return to the school until the first school semester after a one (1) year expulsion period. Exceptions may be made to this policy concerning antique or ornamental firearms or weapons that are transported or possessed for an authorized educational purpose, or firearms or weapons that are used as part of an authorized school program or activity. Any exception must be approved, in advance and in writing, by the principal. A violation of any limitation or requirement contained within a policy exception that is granted by the principal shall be considered a violation of this policy.

Principals will provide information to the Catholic Schools Office annually concerning the following:

- I. a description of circumstances surrounding any expulsions imposed under the policy;
- II. the number of students expelled from the school under the policy; and
- III. the types of instrument concerned.
- IV. for purposes of this policy, the term “firearm” means:
  - A. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
  - B. The frame or receiver of any such weapon;
  - C. Any firearm muffler or firearm silencer;
  - D. Any destructive device.
- V. for purposes of this policy, the term “destructive device” means:
  - A. an explosive, incendiary, or poison gas;
  - B. bomb;
  - C. grenade;
  - D. rocket having a propellant charge of more than four ounces;
  - E. missile having an explosive or incendiary charge of more than one-quarter ounce;
  - F. mine;
  - G. device similar to any of the devices described in clauses;
  - H. any type of weapon by whatever name known which will, or which may be

readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one half inch in diameter; or

- I. any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may readily be assembled.

- VI. For purposes of this policy, the term “deadly weapon” means any firearm, destructive device, weapon, taser, electronic stun weapon, equipment, chemical substance, or other item or material that in the manner it is used or could be used, or is intended to be used, is readily capable of causing serious bodily injury.

### **Playground Supervision**

The playground area is the blacktop space to the north of the Kindergarten classrooms, the parish green, and the small playground along Colfax. All parents who need to come to the school during school hours should park their car in a parish parking lot or on Saint Louis Blvd.

### **Supervision**

The playground is supervised each lunch recess by either the principal or assistant principal, teachers, staff, and/or volunteer parents.

The adult supervisors are responsible for correcting inappropriate behaviors. The usual procedure is time-out for at least five minutes as well as a discussion with student on why the exhibited behavior was inappropriate and what they can do to correct that behavior in the future. If this does not work, and negative behavior continues, the student will be brought to the office and the classroom teacher and/or the principal will take over.

### **Accidents**

I

If the injury is treatable by washing and a bandaid, the student is sent to the office. If it is felt the child should not be moved, an adult will send for someone from the office. An adult will stay with the student at all times. An accident report will be filled out if the injury is of a serious nature. Parents are reminded that if the injury requires your taking your child to a doctor, student insurance claims should be filed once your family insurance has paid whatever is eligible for reimbursement.

### **Morning and Afternoon Recesses**

Lower primary classes may be given a morning recess and/or an afternoon recess if the weather is suitable. These recess periods are monitored by the classroom teachers. We caution parents not to use these recess periods, as well as dismissal times, for a personal conference with your child's teacher. This inattention on the part of the teacher will leave the students unsupervised.

### **Playground Guidelines**

To promote good sportsmanship and safety, the following guidelines should be closely adhered to at all times. Staff members will go over the rules with the students on a regular basis and parents are encouraged to reinforce these same rules at home.

1. Playground equipment should be treated properly. It is extremely expensive to continue to purchase balls and jump ropes because of misuse by the students. Students at all grade levels are expected to respect all equipment and use it only for the purpose intended.
2. Students who purposely kick balls on the roof of the school and/or parish garage will be assessed a fee so the ball can be replaced.
3. Jump ropes are to be used for jumping only; they are not whips, horse halters, or ropes to tie up other children, etc.
4. Playground balls have a variety of uses and students will be shown which balls are used for what type of play. For example: four-square balls are not to be kicked; they are not constructed of a material conducive to kicking.
5. The climbing apparatus on the small playground is for climbing, not for students to jump from. The equipment is fun for the children but it needs to be used properly.
6. Football: no tackle football is allowed. Students may play touch football only. The playground supervisors have the final say on what constitutes a tackle. Also, children may not block by bumping, pushing, or running into others and they may not grab the football out of someone else's hands.
7. Soccer is not a contact sport. Again, students may not push or bump others out of the way to get to the ball.
8. When playing basketball, guarding others doesn't include pushing or grabbing the ball away from someone else. Students are also not to touch the rim.
9. Games are not permitted that have students purposely throwing balls at each other.
10. Throwing and kicking snow and ice, wrestling and other dangerous activities are not permitted at any time. Students who take part in these types of activities will be sent to the office immediately. Children may not hit, push, kick, etc., for any reason.
11. We ask that parents talk to their children about playing games where they are choosing teams, other than team sports. This often leads to someone being the "bad guy" and students forgetting Christ-like play. We also will not allow students to take part in games where they are utilizing any Karate type moves. Any type of "play" fighting is not permitted. This will often lead to students forgetting and hitting other students inappropriately.
12. Other children's clothing, such as gloves, hats, glasses, etc., are not to be taken and used for games or grabbed and pulled.
13. The use of inappropriate language will also be closely monitored at all times. Profanity, use of terminology such as "butt head", stupid, etc., are not permissible. Students will be quickly referred to the office for use of this kind of language.
14. Inappropriate touching of other students will also be cause for a student being sent directly to the office. Jumping on another child's back, kicking others, and carrying other students around will not be allowed.
15. Children are not to bring toys from home for use at recess. There is a danger that toys will get broken or lost and that makes for an upset child. We cannot be responsible for

toys from home, thus parents should help their children use good judgment and not bring toys from home at school.

Please remind your child/ren they need to follow the directions of the parents that come to help, as well as the teachers, and all adults are to be treated in a respectful manner.

Every attempt will be made on the part of all staff to make recess a safe and fun time for your child. Please help us by going over these rules with your child/children; it is by working together that we are the most successful. We realize this is not how many of the children are used to playing sports and some of the things we ask students not to do at school may be permissible at home where there are small groups and very close supervision. We ask your understanding in acknowledging the inappropriateness of that kind of play at school because rough play can easily lead to injuries and hurt feelings. There are many imaginative games and fun playground games for children. Please do your best to encourage that type of play at school and at home.

### **GROUNDS FOR SUSPENSION OR EXPULSION OF STUDENTS (P4520)**

- I. The grounds for suspension or expulsion below apply to student conduct which occurs:
  - A. On school grounds;
  - B. Off school grounds at a school activity, function, or event;
  - C. Traveling to or from school or a school activity, function, or event;
  - D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or the Diocese.
  
- II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530. This listing is not intended to be exhaustive of all types of conduct:
  - A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
  
  - B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
  
  - C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
  
  - D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
  
  - E. Threatening or intimidating any individual for whatever purpose.

- F. Violation of the diocese's Gun-Free School Policy.
- G. Possessing, using, transmitting, or being under the influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
- K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.
- L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
- M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or an educational function.

### **DISCIPLINARY REVIEW FOR STUDENTS (SUSPENSION OR EXPULSION) (P4530)**

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

### **Failure or Refusal of Parents/Guardians/Custodians to Participate in a Disciplinary Proceeding (P4420)**

The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C.31-34-1-7, and, in that case, the matter shall be referred to the Child Protective Services.

### **STUDENT ACCUSED OF A NON-SCHOOL RELATED CRIMINAL ACT (P4550)**

A student accused of a non-school related criminal act which does not subject the student to suspension or expulsion pursuant to Policy 4520 is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty or admits guilt through the civil law process.

Some circumstances, such as a need to protect the safety and/or privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil law process. In this case, the wishes of the student and/or custodial parents/legal guardians will be considered, but the final decision regarding removal is the principal's, after consultation with the pastor and/or Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student.

See P4520 – Grounds for Suspension or Expulsion of Students

### **SUBSTANCE ABUSE (P4570)**

The Diocese of Fort Wayne-South Bend recognizes that substance abuse (drugs and alcohol) is a disease and not a manifestation of character weakness. Persons afflicted with this disease are entitled to the same compassion and treatment as anyone afflicted with any other disease.

If a principal becomes aware of facts or circumstances which gives the principal reason to believe that a student is experiencing a substance abuse problem, the principal and/or the school's counselor shall meet with the student and arrange a conference with the student's parent(s)/legal guardian(s) at which time the underlying problem and treatment options will be explored, as appropriate. The principal reserves the right to require that a student see a substance abuse counselor for an evaluation at the parent/guardian('s) expense, and to require that recommendations for treatment be implemented and followed by the student as a condition for the student's continued enrollment in the school. Should the student or the student's parent(s)/legal guardian(s) refuse to cooperate, the principal may require the student to withdraw from school.

Notwithstanding the foregoing, the principal reserves the right to discipline a student, up to and including expulsion, for any violation of the school's policies or rules and regulations of student behavior, regardless of whether the violation involved was related to a substance abuse problem.

## **STUDENT LOCKER AND VEHICLE SEARCHES (P4590)**

All students who enroll in diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with this policy.

### **I. Persons and Personal Belongings**

The school reserves with right to examine the contents of the student's pockets, purses, back packs, book bags, or other personal belongings when an administrator has reason to suspect they may contain inappropriate or illegal materials or items. This right of inspection is effective at all times while the student is on school premises or at a school-sponsored event.

### **II. Student Lockers**

All lockers, school desks, cloak rooms, etc., ("lockers") made available for student use on the school premises, including but not limited to, lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, and art classrooms, are the property of the school. These lockers are made available for student use in storing personal effects such as clothing, coats, etc., school supplies, and personal items, necessary for use at school, but the lockers are not to be used to store items which cause or could cause an injury, an interference with school purposes or an educational function, or which are inappropriate or forbidden by federal or state law or diocesan or school policy or rules. The student's use of the locker does not diminish the school's ownership or control of the locker. A student may not expect to have privacy in a locker or its contents. The school retains the right to inspect the locker and its content to ensure that the locker is being used solely in accordance with its intended purposes.

### **III. Vehicles**

Parking facilities may be made available to students upon approval of the school administrators. The school, however, reserves the right to establish rules for the use of such parking facilities including the right to examine the contents of any vehicles while parked on school premises when an administrator has reason to suspect that the contents of such vehicle may include items or elements which are in violation of school or diocesan policy, inappropriate, illegal to possess, have been stolen or lost, or present a threat to the health, safety, or welfare of students or staff.

## **RELIGIOUS ISSUES (P4410)**

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.

### **I. Pregnancy - Elementary Student**

Every human being is created in the image and likeness of God and his or her life must be respected and protected from the moment of conception until natural death. When a student(s) becomes involved in a pregnancy, the Catholic school must act to provide assistance and support for the student and his or her family.

While the first responsibility for the pastoral, spiritual, and psychological care of the students involved in a pregnancy belongs to the parents/guardians of the student(s), the Church and the school also bear serious responsibility.

When a pastor/principal is made aware that a student(s) is involved in a pregnancy, the following action shall be taken:

- A. The pastor and principal should meet with both parties, the male and female, and their parents/guardians to investigate the situation and to assure them, if necessary, that the young people involved will be provided the opportunity to complete his/her education in the Catholic school without interruption.
- B. Both parties, the male and female, should then be referred for pastoral counseling given by a priest and a social worker or psychological counselor. This counseling must emphasize the teaching of the Catholic Church on the sanctity of human life from the first moment of conception.
- C. The pastor and principal must seek to assist the young people to ensure that the child is born, not aborted.
- D. The school's administration, after consultation with the school's pastor/designated priest, will decide whether any sanctions are to be imposed on the students. Because of the public nature of the situation and the Catholic identity of the school, the principal, in consultation with the pastor, reserves the right to undertake whatever additional action(s) seem appropriate for the well-being of the student(s) involved and the school as a whole.

## II. Abortion

Every human being is created in the image and likeness of God, and his or her life must be respected and protected from the moment of conception until natural death. The Church views abortion as a grave violation of this principle and the Catholic school must convey the seriousness of this act by its inclusion of this issue in its teaching at appropriate grade levels and of its policies.

Therefore, a student enrolled in a diocesan school who obtains a completed and verified abortion or who aids or induces another person in any manner whatsoever in procuring such an abortion shall be suspended immediately and may be denied the privilege of continuing his or her education in a diocesan school, as determined by the Bishop.

A confidential meeting shall be held with the student(s) and parent(s) involved, the

pastor, the school principal, and a person(s) designated by the Bishop, if so desired. The purpose of this meeting will be to ascertain the facts relevant to the commission of the abortion, to provide appropriate pastoral assistance, and to make a recommendation to the Bishop regarding the student's suspension or expulsion.

### **CHILD ABUSE REPORTING**

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons and other personnel, lay and religious, paid and volunteer, must adhere to the diocese's various policies, procedures and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons and other personnel, employee and volunteer, are subject to and obligated by this policy.

### **CRISIS INTERVENTION**

Because we are concerned with the safety and well-being of our students, our school and the diocese have prepared a Safe and Secure School Plan which addresses events which may threaten our students. During the school year, we will conduct drills for fire and severe weather as well as lockdown drills. In addition, the plan provides for responding to crisis situations, such as identifying evacuation sites and providing support for students, parents and staff, including counseling services provided through school counselors or counselors on the staff at Catholic Charities.

We have a counselor on staff three days per week. A student may talk with our counselor one time with verbal parental permission. Any further appointments require written parent/guardian permission.

### **DIOCESAN INTERNET ACCEPTABLE USE POLICY (P4620)**

The school shall follow the Diocesan Internet Policy. A copy of the policy follows and is available in the school office during business hours.

#### **Student Use of the Internet/Technology Outside of School**

St. Joseph School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications, and safety threats.

St. Joseph School does not, however, actively monitor student use of technology (Internet blogs, chat rooms, etc.). While our filtering system establishes some parameters for appropriate use

within our building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

### Student Use of the Internet/Technology Inside of School

#### **Computer use**

In using a computer supplied by the Diocese of Fort Wayne – South Bend or one of its entities, students must:

1. Respect the privacy of other users.
2. Respect and honor copyright and license agreements.
3. Safeguard their user identification (user ID) and private passwords.
4. Protect information from unauthorized use or disclosure.
5. Never use the computer for illegal purposes or in any way that violates any international, federal, state or local laws.
6. Never use the computer to harass, threaten, or transmit inappropriate material.
7. Never use diocesan computers for personal communication.
8. Never use diocesan computers for personal purchases.
9. Never send, trade, or store personal photos, videos, music, or other items on the network.
10. Use computers and the networks to which they are linked conscientiously so as not to drain or monopolize the system such that the work of others is impeded.
11. Never delete any computer files or download diocesan information without appropriate authorization.
12. The use of USB Devices and Portable Storage devices present a security risk because they might carry viruses or expose sensitive data if they are lost or stolen. All USB devices and portable storage media including cell phones, IPOD's, memory sticks, and CD's may not be connected to any Diocesan laptop, desktop, or any other computer without the express written approval of the supervisor. School purchased devices must be used.
13. Not use programs obtained from bulletin boards, home, friends, or other unauthorized sources on any diocesan equipment.

#### **Websites/internet access**

In accessing and using the internet, all students must adhere to the above mentioned items. Also, they must:

1. Never access, post or send immoral, obscene, illegal, threatening, abusive, defamatory, or profane material or pornography of any kind.
2. Never attempt to block, bypass, or remove filtering software.
3. Never use the internet for personal communication.
4. Never use the internet for personal purchases.
5. Use great care, and only with permission, when downloading files from the internet to the diocesan system.

#### **Electronic communication**

In using electronic devices to communicate, including but not limited to email messages, text

messages, tweets, websites, blogs, and social networking sites, students will:

1. Always use respectful language.
2. Maintain appropriate relational boundaries in all forms of communication.
3. Never access, post or send immoral, obscene, illegal, threatening, abusive, defamatory, or profane material or pornography of any kind to any person.
4. Never send anonymous messages.
5. All communications may be monitored. Students may not use his or her own personal communication device.
6. Treat all communication as if it were public. Communication via these forms of technology does not always remain private. It is like sending a postcard. Many people can and will read it. Some might even change it. Always use language and communicate as if you were face to face with the person.

### **PLAN FOR SECLUSION AND RESTRAINT IN SCHOOLS**

Saint Joseph Grade School in the Diocese of Fort Wayne/South Bend believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public, state law requires that our school have a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavior interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that comprise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration, and used only for the purposes of de-escalating the behavior.

## Parent and Student Sign Off

This is to verify that the following individuals have received and read the Saint Joseph Grade School Handbook.

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Student signature (grades 7 & 8)

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Date

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Parent signature

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Date

Please return this form to the school office as soon as possible.

Handbook Revised: August 2018