



SJHC
Parent/Student
Handbook
2015-2016

St. Joseph Hessen Cassel
School

11521 U.S. 27 South

Fort Wayne, IN 46816

Phone: (260) 639-3580

Fax: (260) 639-3675

www.stjoehc.org

Dear Parents and Students,

Welcome to St. Joseph Hessen Cassel School! In choosing St. Joseph School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Joseph School for the 2015-2016 school year. Please read this document carefully and sign the attached agreement that can be found at the back of the handbook. This agreement states that you intend to abide by the policies of St. Joseph School during the 2015-2016 school year.

The faculty and staff of St. Joseph Hessen Cassel School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God Bless,

Mrs. Rose Worman
Principal

ST. JOSEPH SCHOOL MISSION STATEMENT

We assist the Catholic Church in its mission of teaching the Gospel and support parents in their obligation as teachers of their children. We strive to prepare every child spiritually, academically, and physically by giving them the information, training and knowledge necessary to develop their talents to serve God and their Country.

ST. JOSEPH SCHOOL VISION STATEMENT

Learning for life and living the faith.

ST. JOSEPH SCHOOL PHILOSOPHY

We, the faculty of St. Joseph School, Hessen Cassel, take part in the teaching ministry of the Church. Thus, we are called to form our students into the life-giving presence of Christ in the world. As Catholic school teachers, we are called to develop in ourselves and in our school qualities and values of a special kind.

Through the ministry of education, with the help of God's graces, we seek to accept the call of Christ to love and serve God and one another through:

- appreciation of and respect for the uniqueness of each child, staff member and parent.
- love and concern for all, especially the poorest and most unlovable.
- willingness to be of service wherever there is a need.
- mercy and forgiveness.

St. Joseph School stresses living the Gospel and helping others evaluate their lives in its light. We work to develop:

- awareness of the Lord and living in a spirit of prayer.
- singleness of heart, making the Lord the center of our lives.
- a Spirit of Poverty by accepting the incompleteness of being human.
- trust in God to fill up what is lacking in our lives.
- conversion, the openness to the need to change and to the transforming power of the Word.
- a Spirit of Freedom enabling people to become their best selves.

St. Joseph School is a community of faith with the Eucharist as its life-giving center. Through the sacramental life and liturgical year we work to create an atmosphere in our school characterized by:

- prayer, especially of praise and gratitude.
- joy and hopefulness.
- spontaneity and freedom.
- courtesy, openness, listening and respect.
- leadership and service.
- discipline as discipleship and growth.
- love and concern for all.

RIGHTS AND RESPONSIBILITIES

PRINCIPAL/TEACHER RIGHTS

School authorities have the right to establish and enforce rules of conduct in order to maintain a proper atmosphere for learning. School regulations aim at controlling behavior that disrupts the classroom, interferes with discipline, or infringes on the rights of others. The school reserves the right to inspect all school and/or personal property at any time it is deemed necessary. All parents and students attending St. Joseph Hessen Cassel will respect and follow the guidelines established by the administrator.

STUDENT RIGHTS

Students will be dealt with fairly, with an adequate opportunity to present their version of a situation. Each student has the right:

- to an education.
- to an atmosphere conducive to learning.
- to fair treatment.
- to the consideration and concern of teachers and fellow students.

STUDENT RESPONSIBILITIES

1. To try to achieve to the level of his/her ability
2. To do the work assigned as best he/she can
3. To attend school regularly and on time
4. To behave in a way which will make school a pleasant place where all can learn
5. To use school property and furnishings properly and to protect school property
6. To follow all school regulations
7. To respect the rights of other students and school staff

PARENTAL RESPONSIBILITIES

1. Encourage students to appreciate and respect themselves and their education.
2. Support and respect the teachers and their decisions.
3. Pay school bills at the established times.
4. Contribute to the support of the Church.
5. Work with students to make sure homework is done properly.
6. Make sure their child is in compliance with the dress code before being sent to school.
7. Actively support the school through volunteerism.

PRINCIPAL'S RIGHT TO AMEND A HANDBOOK

The principal retains the right to amend the handbook for just cause with school board approval. Parents will be notified as soon as possible if changes are made.

ADMISSION POLICIES

St. Joseph School does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of educational programs, admission policies, scholarship and student aid programs, athletic and other school administered programs.

ORDER OF ACCEPTANCE

St. Joseph school does give preference for admission to students in this order:

1. Catholic students whose parents are active members of St. Joseph Church and who have older brothers/sisters registered in school
2. Catholic students whose parents are active members of St. Joseph Church. If necessary, acceptance will be based upon parish registration.
3. Catholics who are not active parishioners
4. Non-Catholics

Maximum openings for each grade:

- Preschool - 15 students; ages 4/5 years old without an aide
- Preschool - 10 students; ages 3/4 years old without an aide
- Kindergarten-8th grade - 30 students

A teacher's aide may be requested at the following class size:

- Kindergarten- 20
- Grades 1-8 - 25

A teacher may petition the Principal/School Board in writing for an aide if a situation other than class size arises.

REQUIREMENTS

The child must be of the correct age to register in the class he/she wishes to attend.

Preschool: student needs to be 3/4 years old BY AUGUST 1.

Kindergarten: student must be 5 years old BY AUGUST 1.

Health, immunization, and dental forms required by the state should be completed before the first day of school.

FINANCIAL RESPONSIBILITIES

The Diocese of Fort Wayne - South Bend requires all schools to have in place a mechanism for the collection of tuition. "Specific procedures for tuition collection should be determined by each school....The tuition collection mechanism shall have an enforcement feature such that continued enrollment is denied to any student who is delinquent in the payment of his/her tuition.... All previous tuition payments must be current for the student to be considered eligible for re-enrollment....The tuition mechanism shall have an enforcement feature such that the grade card or transcripts for a student will be withheld until all tuition and fee bills are paid in full. No official or unofficial transcript or diploma will be sent from any elementary or high school until all tuition and fees are paid in full.....However state law mandates that health records must be sent to the new school based on written request from the receiving school." (Policy 5140)

Tuition Assistance

Catholic education often requires financial sacrifice, however, the school and parish community is committed to ensuring that all active parishioners be able to attend our school. Therefore a tuition assistance program has been put into place to help families who show a need pay their tuition. Any family who feels it may need tuition assistance must fill out a FACTS financial aid application. FACTS, in turn, will provide the school with an objective evaluation of need based on the financial information families provide to FACTS. FACTS does NOT determine who gets financial assistance.

Tuition assistance monies cannot be used to pay registration, book fees or other fees. The following criteria must be satisfied in order to qualify for tuition assistance:

- Parents must be Active Registered Parishioners (see below).
- Parents must regularly participate in the Scrip program
- Any remaining tuition balance must be paid in full prior to the first day of the school, or paid through a no interest loan through FACTS Management Co.
- Parents must contribute to the tuition assistance second collection at Sunday Mass when they are able to do so.

Active/Non-Active Parishioners

Active Registered Parishioners (ARP) AS DEFINED BY Diocesan Policy are those who:

- are currently registered in the parish;
- participate regularly in parish activities, especially the weekly participation in Sunday Mass;
- contribute regularly to the financial support of parish expenses and programs, taking into account the diocesan endorsement of stewardship.
- An active registered parishioner form must be on file for active registered parishioners.

Note for families with children in school: "Any family that does not meet the definition of Active Registered Parishioner...shall be charged the full Cost Per Pupil as tuition." (Policy P5120)

Registration fee for Preschool - 8th grade: \$100.00 per child. The fee increases to \$125.00 after a designated date.

Families may pay tuition using one of the following methods of payment:

- A. Total year - due by the date determined by the administration. If the full amount of tuition is not paid by this set date, families will need to apply for a FACTS no interest loan before students will be allowed to attend classes.
- B. No interest loan through FACTS Management Co. - All families choosing this option must be enrolled in FACTS before the beginning of the school year in order for students to begin attending classes.

All checks are to be made payable to Saint Joseph School.

All fees and book bills are to be paid prior to the first day of school, or they may be paid with tuition through FACTS.

If a parent withdraws a child from school before the conclusion of the school year, after due consideration, the family ASSESSMENT cost MAY be returned on a prorated basis.

Indiana School Choice Scholarship Program

On July 1, 2011 the Indiana School Choice Scholarship Program went into effect. This law allows students from the public school system to attend the school of their choice, whether private or parochial, using state funding. Any student who qualifies in regards to income guidelines set forth by the state who transfers from a public school to a Catholic school in any grade K-12 is eligible for a scholarship. Any new incoming transfer student must complete testing before admittance to the school. Contact the school office for more information regarding this program.

Scholarship Granting Organization of Northeast Indiana

An SGO scholarship is available to students in grades Kindergarten through twelfth grade if families meet the eligibility requirements. Any student of modest family income is eligible. This SGO scholarship is funded by private donors whose sole purpose is to help students, who otherwise could not afford it, receive a Catholic education. Once a student receives an SGO scholarship he/she is eligible for a Choice Scholarship if family income falls within the state set guidelines. Contact the school office for more information regarding this program.

WITHDRAWAL POLICY

If it is necessary to withdraw your student from St. Joseph School, parents are required to notify the school office regarding reason and effective date. Non-permanent withdrawals for students are discouraged, since St. Joseph School and other schools work with an integrated curriculum. Individual concerns should be addressed and planned with the Principal.

Stewardship

"The promise of the practice of stewardship is important for the mission of the Church and for the spiritual well-being of each individual Christian. Everyone benefits from the sacrificial gift one makes of his time, talent, and treasure." - Pope Benedict XVI.

St. Joseph Hessen Cassel School offers many opportunities for parents and parishioners to get involved in the school community. It is through the efforts of our volunteers that St. Joseph School is able to further the mission of the Church and keep tuition costs low. Therefore, it is incumbent upon all in our community to make sure the school is successful by participating in some form of stewardship.

Families are strongly encouraged to review the upcoming event schedules and volunteer for those events which meet their own schedules and interests. These will become available on Back to School night and throughout the year.

Families are encouraged to volunteer for or chair fundraising events under the direction of the fundraising president. If you are uncomfortable chairing an event please prayerfully consider co-chairing.

SERVICE OPPORTUNITIES IN THE SCHOOL

- Building Maintenance
- Stripping and/or waxing the activity center, school or hall floors
- General cleaning of any of the three buildings
- Plumbing
- Electrical
- Heating/Cooling
- Computer and programming for the school
- Replacing light bulbs
- Attendance of building and grounds work days
- Helping with the installation of new equipment purchased by the school
- Other tasks as defined by the principal, the pastor or the building/grounds committee.
- Official head coach of any sport or after school activity
- Official assistant coach of any sport or after school activity

- Educational Assistance in the classroom
- Helping a teacher, lunch/recess supervision
- Become a teacher's aide
- Any activity approved by the principal pertaining to the educational needs of the Students
- Driving for field trips

Activity Center and Sport Facts:

- The activity center budget is part of the school budget meaning that shortages in this budget result in higher tuition costs.
- Sporting equipment costs come out of the Smoker Fund and the Booster Club and are not tied directly to tuition. These two funds, along with the \$50 per child per sport fee, finance the school's sports programs. The Activity Center is also used for gym classes and recess. For those parents who do not have children in any of the organized sports, their children still utilize the building as part of their school day. Since every child uses the Activity Center it needs to be all of our responsibilities to keep it in good condition.

Fundraiser Opportunities

Fundraising is part of the school budget that helps to pay for teachers, supplies, textbooks, technology, licensing, and all programs in the school as well as maintenance costs. Each year the school finance committee sets a fundraising goal that must be met in order for St. Joseph Hessen Cassel School to continue to offer a quality Catholic education to the students. Please prayerfully consider volunteering for several fundraisers during the school year. Fundraisers that St. Joseph School offers each year include but are not limited to:

- ND Smoker (6 hours each for dad - last weekend in February)
- Spring and Fall rummage sales
- Concession stand duty during sporting events
- Participating in the administration of the Scrip program
- Purchasing scrip (a quick and easy way to raise money for the school).
- Magazine sales
- Gold Canyon Candle sales

Chairpersons are always needed for these events. Ideas for profitable fundraisers are always welcome. Contact the fundraising president or school for more info.

BACKGROUND SCREENING [Diocesan Policy P2430]

As part of the Diocesan Safe Environment Program all volunteers to the school must fill out a volunteer application and submit to a background check.

The diocese defines volunteers as "individuals who provide services at a Diocesan elementary or high school on their own initiative for no compensation or payment of any kind. Volunteers assisting in a school or in any school-related or athletic-related activity may perform any number of suitable functions for which they are qualified based upon their training or background."

"Under Indiana law, the Diocesan schools have the right to obtain limited criminal history information about any volunteer who will have contact with, care of, or supervision over enrolled students. By agreeing to volunteer at a Diocesan school, a person acknowledges that he/she can be subject to such a criminal background check....It is the principal's responsibility to immediately discontinue the use of a volunteer's service at the school if the volunteer is no longer necessary, does not suitably perform assigned duties, or otherwise engages in behavior unacceptable in a Diocesan school."

ACADEMIC POLICIES

ATTENDANCE

Parents are required to call school between 7:15-7:45 a.m. if their child will be absent for the day or if, **for any reason**, the child will be tardy. St. Joseph School follows the Diocesan policy for Student Attendance. Please carefully read the procedure for reporting absences in the back of this handbook.

A student is tardy if he/she **arrives to their homeroom class after 7:45 a.m.** Students are not marked tardy if riding on a bus that is late.

Appointments for dentists or doctors should be outside school hours if possible. When this is not possible a note stating the reason for leaving and the time a child needs to leave must be given to the teacher. These are then sent to the office. No child will be excused from school during the day without a written or personal request from a parent or guardian. The school reserves the right to deny early or special dismissal to anyone other than the parent or guardian. The administration may request a doctor's note if there is excessive absenteeism.

Perfect attendance awards will be given out to students who are in attendance every day without any tardies. Students who are here from morning bell to the afternoon bell will be counted for perfect attendance. Students leaving early from dismissal or during the school day and returning to school will be counted as such and will not be counted for perfect attendance. Absences that will be counted as present can be found in the back of this handbook. With the exception of these absences, all others, whether excused or not, will affect Perfect Attendance Awards. This is a Diocesan Policy. By law the school is not authorized to approve absences such as travel and vacation trips and this is discouraged. **Teachers will not be expected to prepare the child's work ahead of time since lessons involve more than simply assigning pages to be done. Students are responsible for finding out what work they have missed when they have been absent and for making it up in the length of time set by the teacher. If a family is taking their child(ren) out of school a handwritten note to be turned in the office is required.**

SCHOOL HOURS

School is in session from 7:45 a.m. through **2:30** p.m. Students are allowed to go to their classrooms at 7:35 a.m. Walkers, bike riders, and car riders are to arrive at school between **7:15** - 7:40. DO not drop off children to school before 7:15 a.m. School doors will open at 7:15. All car riders are to be picked up by **2:50 p.m.** If you cannot pick up your children by that time, call the office to make special arrangements. **Students not picked up by 2:50 will be sent to After Care and fees will apply.** Students will not be allowed to stay after school to wait for practices or games. Changes may be made to accommodate East Allen County School's schedule.

DISMISSAL

The order for dismissal is as follows:

1st bell - Bus riders

2nd bell - Car riders are to wait in their rooms until their parent or guardian arrives. Students' names will be called via the P.A. Students are to leave their classroom immediately once their name has been called.

3rd bell - walkers, bike riders

Students participating in sports in the activities center right after school must stay in their classrooms until the last bell rings and then they may go to the activities center to change clothes if their coach is there to supervise them. Students should not be changing clothes and getting ready for their event prior to this time.

Students staying after school for anything other than sports or Student Council must have both parental and principal permission.

EMERGENCY CLOSINGS

In case of severe weather and the possibility of school being closed, listen to any of the local radio or TV stations **for St. Joseph Hessen Cassel**. If it becomes necessary to send students home on the bus early due to school closing be sure that students know what to do if no one is home.

SAFE AND SECURE SCHOOL

Because we are concerned with the safety and well-being of our students, our school and diocese have prepared a Safe and Secure Plan. This plan enables us to address various situations, which involve the students, faculty, and parents. This plan is a way to provide support to all involved at St. Joseph Hessen Cassel School.

SMOKE FREE ENVIRONMENT

Effective January 1, 1995, all facilities 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. (Diocesan Policy P5410)

STUDENT EVALUATION

Progress reports are issued mid-way through each quarter to all students. Parents are required to sign these and return them to the teachers.

Report cards are issued four times during the year. Final report cards will be mailed home at the end of the school year. All fees, tuition, lunch charges, and library fines must be paid in order to receive report cards. Grades are determined by daily assignments, tests, and participation in class as well as other teacher-set criteria.

The Diocese has implemented an online grading program known as Power School that St. Joseph School uses. Power School enables parents and students to access grades online using access codes specific to the student. Access to grades may be restricted two weeks before report cards are issued. Access codes will be made available as soon as possible at the beginning of each school year.

Grades are issued according to the following scale:

A+ = 100 Plus		
A = 100 - 96	C = 82 - 80	O = Outstanding
A- = 95 - 93	C- = 79 - 77	S = Satisfactory
B+ = 92 - 90	D+ = 76 - 75	U = Unsatisfactory
B = 89 - 87	D = 74 - 72	Inc = Incomplete
B- = 86 - 85	D- = 71 - 70	I = Improving
C+ = 84 - 83	F = 69 and below	N = Needs Improvement

Conduct grades will be assigned according to the Positive Plus Point System.

If a student's conduct grade falls below 70% during any grading period, that student may not be allowed to participate in extracurricular activities.

As required by law, St. Joseph School follows all the regulations concerning ISTEP testing.

Parent-teacher conferences are held at the end of the first quarter. Parents who wish to have other opportunities to discuss pupil progress, should contact the student's teacher first. If still have concerns, contact the principal for an appointment. Scheduling an appointment assures you an appointed time to discuss your concerns.

HONOR STUDENTS

HIGH HONORS - students must meet the following criteria:

An average grade of an A in all subjects, including conduct, graded with A-F and at least an S in other subjects.

HONORS - students must meet the following criteria:

A's or B's in all subjects, including conduct, graded with A-F and an S or S- in all other subjects. No grade should be lower than a B-.

PROMOTION/RETENTION

Students who exhibit a mastery of the material at their grade level will be promoted. For his/her own **well-being** a student may be retained in a grade due to lack of achievement, immaturity, lessening pressure, or any other reason deemed beneficial by the concerned parties of parents, teachers, principal, and child.

If parents wish their child be **placed in** the next grade over the advice of the professional staff, parents will be required to sign a statement to that effect. The child's record will then state he/she was assigned to the next grade, not promoted. Students who are placed in and not promoted to the next grade will be required to meet with the principal at the beginning of the school year to discuss an academic plan.

HOMEWORK

Homework is assigned as a means to help pupils review, comprehend and enrich subject matter taught in class. Work is to be completed neatly and on time and is to reflect the best of the student's ability. No written assignments will be accepted on paper that is torn, crumpled, mutilated, stained, scribbled on or any combination of the above.

If a student is absent he/she must complete the missed work within the same amount of time the student was absent (1 day absent-1 day to make up work, etc.). Failure to make up the work in the established time will result in a zero grade for the missing work. **Students with unexcused absences will not be allowed to make up the work.**

At Back to School Night each teacher will explain his/her homework policy.

PRAYER

While we encourage all forms of prayer for students, such as spontaneous and scriptural prayers, there are certain standard prayers all students are taught.

Kindergarten & Grade 1

Sign of the Cross

Our Father

Hail Mary

Guardian Angel

Prayer before meals

Prayer after meals

Glory Be

Gr. 2 Act of Contrition

Gr. 3 Ten Commandments

Gr. 4 Rosary

2 Great Commandments

Holy Days

Personal Act of Contrition

Beatitudes

Gr. 5 7 Sacraments

Spontaneous Prayer

Glorious Mysteries & Apostles Creed

Gr. 6 Angelus

Memorare

Act of Faith, Hope, Love

Sorrowful Mysteries

Gr. 7 Hail Holy Queen

Laws of the Church

Gr. 8 Gifts of the Holy Spirit

Spiritual Works of Mercy

Corporal Works of Mercy

Joyful Mysteries

Luminous Mysteries

At each grade level students are tested on all prayers previously learned as well as over the new ones introduced that year. Teachers attempt to vary the prayers used so that all prayers will become familiar.

RELIGIOUS ISSUES

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school (Diocesan Policy P4410). All students who attend St. Joseph School will receive Catholic catechesis and attend Mass weekly. Students may not opt out of any part of the curriculum.

MATH

Since a knowledge of math facts is essential to progress in arithmetic, the following minimum goals have been established:

- Grade 1 - all addition facts with sums up to 18
all subtraction facts involving taking away from 18 or less
- Grade 2 - all addition facts
all subtraction facts
- Grade 3 - multiplication up to 10x10 by end of year

Parents must supply their children with a set of addition, subtraction, multiplication, or division flash cards for each appropriate grade level.

**After grade 3 students must demonstrate near 100% accuracy to receive an A or B for math on their report cards.

This is not the final goal of the math program, but we feel quickness and accuracy in the basic facts are necessary for developing other basic concepts.

INTERNET POLICY

St. Joseph School shall follow the Diocesan Internet Policy. A copy of this policy is available in the school office during business hours (Diocesan Policy P4620). Technology used at St. Joseph School is for educational purposes only. Students may not be on Facebook, Twitter, Instagram or any other social media accounts while at school.

BLOGGING OR SOCIAL NETWORKING POLICY

St. Joseph School will follow Bishop Luers' policy regarding Internet use inside and outside of school. The policy states:

"What is posted on a student blog/web-page or on-line video, inside or outside of school, may result in disruption to normal operation and/or detrimentally impact a fellow student or staff member, the school and school's reputation. The school administration reserves the right to discipline students and pursue legal or civil avenues for on-campus or off-campus internet use that disrupts the learning environment or is contrary to the principles and teaching of the Catholic Church.

The school does not intend to police web-sites, blogs, text messages/e-mails, or social networking sites outside of school. However, if sites are brought to our attention by students, parents, or other individuals we reserve the right to address the behavior with diocesan and school policies as well as civil law.

A list of prohibited internet behaviors include, but is not limited to: threats, conspiring to commit violence, intimidation, humiliation, bullying, harassment, impersonation, mocking, endangering the safety of others, unauthorized use of names, logos, images, videos, and knowingly posting false information. Postings to such sites need not be recent to be considered inappropriate or warrant action on the part of the school."

*****Note*** Faculty may not be friends with students on social networking sites.**

RECORDS

Since the passage in 1975 of the Buckley Amendment, or Family Educational Rights and Privacy Act, parents have had the right to access their children's academic records. If a parent wishes to review a record he/she must make the request in writing and give it to the principal 24 hours before the time of the scheduled appointment. (Diocesan Policy 4170)

NON-CUSTODIAL PARENT

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

It is mandatory that divorced parents provide the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

EMERGENCY CARDS

An emergency card for each student is kept on file in the school office. In case of change of address or telephone number, please notify the school office promptly. Parents should make provisions to have children picked up in the event of illness.

HEALTH RECORDS

Health records are maintained by a volunteer Nurse from St. Joseph Hessen Cassel. During the school year, the following screening examinations will be done as part of the health services to the school children by a registered Nurse from our school, the ACNPSCA health services, or East Allen County schools special services:

1. Hearing screening - grades K, 1,4,7 and referrals from teacher.
2. Vision screening - grades K, 1,3,5,8, all new students and those referred.

St. Joseph's School is no longer required by the state to conduct scoliosis screening. Please contact your family physician regarding this examination.

As of 2010, state law requires parents to provide verification to the school that students' immunizations are current before the student will be allowed to attend school.

RENTAL BOOKS

1. All rental books are to be covered at all times. Do not tape the book cover to the book or use book covers that stick to the book itself.
2. No rental books should ever be written in or on.
3. Rental books are numbered and the teachers will keep track of which books are assigned to each student.
4. Students are responsible for maintaining their books in the condition in which they receive them.
5. Fines will be collected for damaged books.
6. A student who loses a rented book must pay the full price for a replacement book.

LIBRARY

All students have the opportunity to use the school library. Most books may be checked out for two weeks; however, this varies from grade to grade. The number of books allowed will be set by the teacher and the librarian. A \$.10 fine is charged per school day for overdue books. Any books lost or irreparably damaged by a student must be paid for by the student. When a book is overdue, lost, or a fine unpaid, the student responsible loses the privilege of checking out books until reparation is made. At the end of each quarter, students who have overdue books or unpaid fines will not receive their report cards. When fines are paid and books are recovered, report cards will be issued.

No student may take a reference book from the library without the permission of the principal or librarian. Courtesy requires that students are quiet in the library. It is the responsibility of the students to cooperate with the librarian and keep the library in order.

COMMUNICATION

Two newsletters from the school office go home every month. Special announcements are made in the parish bulletin or by special notices sent home. Parents will be notified by phone or note in case of academic or behavior problems in school.

Teachers may be phoned at school (639-3580) between 7:15-7:35 a.m. and 2:45-2:55 p.m. The school does not give out teachers' home phone numbers. Each teacher also has his/her school email address as another means of communicating with parents. It is recommended that a parent wishing to meet with a teacher arrange an appointment for the convenience of both. Parents should seek to resolve difficulties with a teacher before approaching the administrator. The administrator may be asked by either the parent or teacher to attend a conference. The principal welcomes parents' requests for conferences. Conferences should be scheduled ahead of time. The principal and teachers will respond to each concern. Parents may communicate their concern by letter, phone call, or conference. The school takes each concern seriously and will follow-up. Parents are not to go to a classroom during regular school hours, 7:45-2:30, without seeking approval from the administrator or school secretary first. This does not apply to parents working as regularly scheduled teacher helpers. Students will not be called to the phone except in case of emergency. Students are not usually allowed to call home for missing homework, arrangements to go home with another student, or extra-curricular meetings (Student Council, athletics, Girl Scouts), etc.

TELEPHONE

Permission must be obtained by a student to use the phone. The school secretary or principal will call if a child is sick and needs to go home. Usually permission will be refused concerning calls for forgotten items. Students should make arrangements for rides and to have other students come home with them before they come to school, not by using the phone. Students may not carry cell phones in school. **All communication between parents and students must go through the school office.** If a student is caught with a cell phone the cell phone will be confiscated and the parent will have to come to the office to pick it up. The student will then be issued a detention. If a student must bring their phone to school for parent contact after school, the phone must be checked in to the office upon students arrival and picked up after school.

ACCIDENTS

Accidents of any nature which may require completion of insurance forms must be reported to the office as soon as possible. Otherwise, the school will have difficulty verifying the claim. All students have insurance while at school, which is paid through their book bill **and fees.**

It should be noted that according to the policy of the diocese, the parents insurance is the primary pay in case of an accident at school.

If a child receives more than a minor injury at school, parents will be notified by phone as soon as possible. For any student that sustains an injury to the head during school hours, the injury will be documented and a phone call home will be made.

CALENDAR

We follow the East Allen County School Calendar with certain changes required by the diocese. Each family receives a copy of our calendar at the beginning of the school year.

LOST & FOUND

Students are responsible for all learning materials issued to them - texts, workbooks, library books, etc. Payment is to be made for lost or damaged items.

Unclaimed clothing is placed on a "Lost and Found" desk in the hallway. Valuable items are kept in the office until identified. Periodically unclaimed clothing is taken and given to the poor or put in our rummage sales. It is recommended that parents put identification on children's clothing.

MEDICATION

State law forbids a school from dispensing any medication. Since some children must receive their medication during the school day the following conditions are to be obeyed:

1. A **Diocesan medication administration form** signed by a parent/guardian stating:
 - a. the name of the medication
 - b. the exact dosage
 - c. the time it is to be given
 - d. permission to administer
2. The **form** and medication are brought to the office immediately upon the arrival of the student at school. It is the student's responsibility to return to the office at the proper time to take the medication and at the end of the day to pick it up to take it home.

****Note.... A student will not receive medication without the proper written authorization.**

SCHOOL BOARD

The School Board meets on the 3rd Wednesday of each month and is open to anyone to attend. Members are appointed by the pastor for a three year term. The Board consists of seven to eleven members. The School Board is comprised of the Pastor, Principal, and up to 9 board Members.

THE PASTOR

In the parish school, the pastor is an ex officio member of the board. Board members look to the pastor for spiritual leadership, affirm the members in their dignity and worth, and unite them into a Christian community. The pastor shares in decision-making with the board; but, as pastor, he represents the Bishop and diocesan church to the local community. He ratifies the board's decisions and directions in the name of the Bishop and the diocesan church. This authority to ratify brings with it much responsibility. The pastor is invited to attend all meetings of the board, keep the board informed on diocesan policy and regulation, and inform the board early of implications of a particular direction.

THE PRINCIPAL

The principal is an ex officio, non-voting member of the board. He/She is recognized as the administrator of the total educational program of the school and the educational leader of the school community. This leadership is exercised in part by providing the board with the direction it needs to develop good policy for the school and to be responsible for the implementation of board policies in the school program. The principal also gives life to concepts, goals, policies, and theories; therefore, in setting the tone, in creating the atmosphere, in nourishing the spirit, allows the faith dimension of the school to flourish. The principal must attend the board meetings. Major responsibilities to the school board are:

1. Agenda development
2. Information sharing
3. Policy recommendation
4. Policy implementation

It is the principal's responsibility to see that policy, once approved by the pastor, is fully implemented in the school.

BOARD MEMBERS

The responsibilities of the board include:

1. With the principal and the pastor, the board models faith community in a spirit of cooperation and interdependence.
2. The board provides a structured open forum for dialogue.
3. The board advises the pastor and principal and exercises a shared responsibility with both the pastor and principal.
4. The board provides support to the pastor, principal, and staff.
5. The board members support decisions of the board as a whole.
6. The board recognizes that teacher evaluation is one of the principal's most serious responsibilities and does not interfere in the exercise of this responsibility.

The board does not do the following:

1. The board does not attempt to administer the school. As stated above, the principal is the administrator of the school.
2. The board does not abuse its authority and does not take responsibility lightly.
3. The board does not represent its own special interests or that of a special group (parents, teachers, parishioners, etc.).
4. The board does not act as a grievance committee or solve problems for individuals.

AUTHORITY OF SCHOOL BOARDS

By definition, a board is one which operates in the policy-making process by proposing and recommending, but not enacting policy. Because the school board is responsible for developing policies which govern the school, it also must be given the authority to make these policies binding on all concerned- parents, teachers, and principal. There are, however, limitations on the board's authority:

1. The board is advisory to the pastor and principal.
2. Since the local board is part of the diocesan system, the authority of the school board is subject to that of the Diocesan School Board.
3. The role of the school board is to design policy and not administer the school.
4. Formulated and promulgated policies must be consonant with the school's stated vision and values and consistent with the teachings of the Church and with Christian formation of students. Before implementation, all recommended policies are submitted to the pastor for approval.
5. The elementary school board has authority to recommend allocation of the financial resources of the school to the Parish Finance Council but it has no authority over the general revenues of the parish.
6. Boards are part of the consultative process with the pastor and the Superintendent of Schools in the hiring, rehiring, and/or termination of the principal.
7. Each appointed member of the board has one vote.

THE BOARD'S SPECIFIC RESPONSIBILITIES

The following specific responsibilities are delegated to the elementary and secondary school boards by diocesan guidelines and School Board/Commission statute guidelines:

1. Hiring the principal
2. Evaluating the principal
3. Developing policies for the school
4. Implementing a public relations marketing strategy
5. Developing an annual school budget
6. Developing and implementing long-range planning for the school (Strategic Planning)
7. Evaluating the Board's activities

Board members as individuals have no power or authority. The power is vested in the board acting as a board. A single board member cannot represent the board in any statement. It is the principal's responsibility to solve problems within the school.

INDIVIDUALS WISHING TO ADDRESS THE BOARD

Individuals wishing to address the board about a particular matter must submit a written request specifying the reason why they want to be placed on the agenda at least two weeks prior to a scheduled meeting. The written request should be given to the principal.

DISCIPLINE CODE

DISCIPLINE

Certain rules and regulations have been made with the hope of leading each individual toward developing a greater sense of self-discipline and toward maintaining an atmosphere in which it is possible for all students to learn. **The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.**

1. A teacher/substitute/instructional aide has the right to correct any child.
2. Courtesy and respect shall be shown for all adults and children.
3. Children will respect all property- that of the school and that of the individuals in it.
4. Students may not bring dangerous items such as guns, knives, matches, or lighters on to the school premises.
5. Students may not bring iPods, MP3 players, Gameboys, PSPs, etc., to school. Any electronic device brought to school will be confiscated and the parent must come to school to pick up the device. The student will then be issued a detention.
6. Students may not leave the premises from the time of their arrival until the time of dismissal.
7. **Students are not allowed to have cell phones in their possession in school. Violation of this policy will result in a detention for the student.**

If a student breaks a rule, one or more of the following actions could occur:

- counsel, warning, verbal reprimand, **written referral**, **conference with principal**
- referral (teachers refer student to the principal)
- parent or guardian contacted
- pay for damages
- conference with **teacher, principal, pastor** and parents/guardians
- Detention
- Suspension or expulsion

St. Joseph School follows the Positive Plus/Negative Minus System to **encourage and** achieve appropriate behavior.

SAINT JOSEPH HESSEN CASSEL POSITIVE PLUS SYSTEM 2015-2016

MINOR INFRACTIONS: **FIRST OFFENSE**

1. Improper behavior in church/ 1st offense
2. Disrupting class (speaking out, bothering others, playing with toys)
3. Disturbing other's property (books, desks, clothing, etc.)

4. Breaking cafeteria and playground rules
5. Name calling and teasing (making fun of people)
6. Bus discipline problems/ 1st offense
7. Eating food, chewing gum, or drinking pop in class
8. Out of seat at end of day, unless doing classroom job
9. Not prepared for class (pencil, paper, homework)
10. Dress code violation- 1st offense
11. Running in class or hallway
12. Not paying attention in class
13. Passing notes
14. Pushing, shoving while in line
15. Gum chewing - Gum chewing is not allowed on school grounds during school hours because it constitutes a serious clean-up problem.
16. Unsigned detention slip or not returned the next day
17. Disruptive behavior in the library, restroom, hallway, cafeteria, etc...

Note... All minor infractions carry a one-point deduction from conduct grade. Minor infractions may warrant further consequence under the discretion of the principal.

After FIRST OFFENSE, a written referral is issued with possible consequence.

MAJOR INFRACTIONS

1. Any physical or verbal action that hurts another including but not limited to all forms of: (fighting, intimidating others, harassment)
2. Any forms of harassment including social media sites
3. Outward disrespect toward teachers and other authorities (parents, principal, teacher's aides, secretary, Noon watch)
4. Using profane or offensive language
5. Cheating (class work, test, quiz, or homework)
6. Misusing school or parish property (books, desks, equipment, facilities, etc.)
7. Stealing
8. 3 minor infractions in one day
9. Lying
10. Vandalism of school property
11. Repeated acts of class disruption
12. Insubordination (Not following directions of the administration, teachers, or staff members.)
13. Repeated violations of the dress code.
14. Repeated possession of cell phone.

Note...All major infractions carry consequences of but not limited to: points off conduct grade and applicable consequences. Consequences range from community service, detention, conference with pastor and principal, in school suspension, out of school suspension or expulsion.

POINTS ARE DEDUCTED FROM CONDUCT GRADE FOR THE FOLLOWING:

Warnings: 1 pt.	Out of school suspension: 20 pts.
Detention: 5 pts.	In-school suspension: 10 pts.

Expulsion: Violation of Diocesan Policy (P4520)

****Note**** A student who accumulates 5 negative minus points automatically receives a detention. A conference with parents, teacher, and administrator will be held with any student who accumulates 3 (three) detentions during the school year. **Conferences may be requested at any time throughout the year as needed.**

POINTS ADDED TO CONDUCT GRADE:

Points may be added to a students' conduct grade for the following unsolicited acts of:

- a. Kindness
- b. School service
- c. Community service
- d. Volunteerism

BEHAVIOR GRADES ARE ISSUED ACCORDING TO THE FOLLOWING SCALE:

A+= 100 PLUS POINTS	C+ = 84-83	F= 69 & BELOW
A= 100-96	C = 82-80	
A- = 95-93	C- = 79-77	
B+ = 92-90	D+ = 76-75	
B = 89-87	D= 74-72	
B- = 86-85	D- = 71-70	

SPECIAL NOTES TO POSITIVE PLUS SYSTEM

- 1. All students start with 100 points each grading period.
- 2. Teachers will notify parents when points are deducted from students conduct grade.
- 3. Teachers will document all infractions and warnings. When a disciplinary hearing takes place, documentation will be used.
- 4. Students whose conduct grade falls below 70% during a grading period, may be excluded from extracurricular activities.

PROBLEM SOLVING PROCEDURE

We commit ourselves to notice and a hearing in all disciplinary situations. This means the student is given the opportunity to be heard with parents/guardian present with the principal. A more detailed procedure is followed for suspension and expulsion proceedings.

According to Diocesan guidelines [Policy 2310] there is a grievance procedure to follow when parents have concerns about their students or a teacher:

- Step 1: Address the issue with the classroom teacher (Or the person with whom he or 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 should treat the faculty and staff with the same respect which the faculty and staff treat the students. The school is a partnership with the administration, faculty, staff, and parents all working together to make the Catholic learning experience for the students the best it can be.

In cases of suspension or expulsions, please refer to the Diocesan Policy 4530 which can be found at the back of this handbook.

DETENTION

Minor offenses will be handled by the classroom teacher. After school detention may be assigned by a teacher or the principal. Students will be notified at least a day before and told the length. Students must make arrangements for transportation home and leave immediately following the end of the detention. Sports practices or games are not acceptable reasons for deferring a detention. Failure to serve the detention on the assigned day without a written parental excuse to the teacher will result in a phone call home to parents.

Causes for detention include, but are not limited to: second minor infraction offenses, major infractions and/or actions deemed to carry the consequence of a detention.

Repeated detentions will be cause for a conference with student, parent/guardian and principal.

SUSPENSION

The principal of the school determines when it is necessary to exclude a student from school for disciplinary or other reasons. The student will be given an informal hearing before a suspension is imposed, except in cases of extreme emergency.

A student may be suspended for proven delinquency and immorality, damaging school property, fighting, truancy, incorrigible behavior which prevents the progress of other students, serious contempt for authority, having or using tobacco, alcohol, or drugs and similar cases. A student who is given an out of school suspension will have 20 points deducted from his/her conduct grade. Students who are suspended out of school will be given community service hours to complete, which do not count towards any school service hours given.

An alternative to out-of-school suspension that may be used is in-school suspension. The student is removed from the regular classroom setting, will attend morning mass with the principal and spends the day in the principal's office for the length of the school day. Academic work is given to the student to complete. 10 points are deducted from a student's conduct grade when given an in-school suspension.

Regular class work, assignments and tests given by the teacher to the rest of the class during a student's suspension is to be completed.

Parents are notified before the suspension and the course to be followed before the child will be readmitted into the school.

EXPULSION MIGHT RESULT FROM:

Expulsion from school is a serious matter and will be used only in extreme cases when absolutely necessary. The reasons for expulsion may be:

1. Proven delinquency and immorality which goes against the mission of St. Joseph School.
2. Incorrigible behavior, which prevents the progress of the other students.
3. Destructive behaviors, bringing a dangerous weapon to school, possession of drugs/alcohol, harming others, destroying school property.
4. Deliberate breaking of a rule whose sanction is expulsion; parents must know in writing that expulsion is the penalty.

5. Violation of Diocesan Policy [P4520]

The principal, in consultation with the pastor, has the right to expel a student from school.

REFUSAL TO PARTICIPATE IN DISCIPLINARY PROCEEDING

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. 31-6-4-3-(a)(7), and, in that case, the matter shall be referred to the Child Protective Services Division of the Department of Public Welfare (Diocesan Policy P4420).

SEXUAL & RACIAL HARASSMENT

It is the policy of St. Joseph School to maintain an environment that is free from sexual & racial harassment. It shall be a violation of this policy for any student to harass another student through conduct or communication of a sexual or racial nature (Diocesan Policy P4580).

GUN FREE SCHOOLS

Students are prohibited from bringing firearms to school or school functions. Further, students are prohibited from possessing firearms on route to or from school or school activities or on school property. A violation of this policy carries an automatic expulsion from school of not less than one calendar year. This penalty supersedes any penalty, which may be attributed by a local school discipline policy (Diocesan Policy P4560).

STUDENT LOCKER/DESKS INSPECTION

All students who enroll in a diocesan school consent to the search of their person and personal belongings, lockers, desks, etc., any time and for any reason consistent with diocesan policy (Diocesan Policy P4590).

SUBSTANCE ABUSE

St. Joseph School shall assist students experiencing substance abuse problems in accordance with diocesan policy (Diocesan Policy P4570).

NON-SCHOOL RELATED CRIMINAL ACT

When a student is accused of a non-school related criminal act, St. Joseph School shall follow Diocesan policy (Diocesan Policy P4550).

BUSING

Students living in Marion and Madison townships and the Harding High School area may ride East Allen County buses.

Bus riders are expected to obey the rules established by those in charge of transportation. If misconduct is reported by a driver our school will support the driver. The school reserves the right to deny the use of the bus to students whose conduct places the other riders in jeopardy.

East Allen does not allow students to ride buses other than their assigned one in order to go to other students' homes, meetings, sports events, etc. **ONLY IN AN EMERGENCY** is a student allowed to ride another bus and then he/she must have a written note from the principal. East Allen County School Transportation provides bus service to students in grades K-8 **according to the new bus route guidelines which are available in the school office.**

PLAYGROUND REGULATIONS

1. Obedience and respect are to be shown to anyone who is on playground duty.
2. Students are to remain on their assigned play areas.
3. No standing is allowed on any of the playground equipment.
4. When playing in school, no running, jumping or throwing of any object is permitted.
NO BALLS ARE TO BE USED IN THE SCHOOL DURING INSIDE RECESS.
5. No snow or snowballs are to be thrown on the school grounds.
6. Students may eat a **healthy snack** on the playground during the morning recess. It is their responsibility to take care of all trash. No food or drink may be eaten outside at the noon recess.
7. A playground supervisor may break up any game that seems unfit or dangerous. At no time is any tackling or "piling on" allowed.
8. Fighting or failure to obey the noon **will result in an immediate conference with the principal.**
9. Students must take play equipment, hats, scarves, gloves, etc. with them when they go to lunch.
10. No children are to remain inside the building during recess unless it is necessary because of recent illness **with accompanying parent/guardian/doctor note.** If students need to stay in they must bring a note each day from home.
11. If students are asked by a teacher to stay in for some reason they must enter the building with that teacher. If they are finished with lunch before the teacher they are to wait outside for the teacher.
12. No baseballs, baseball bats, or hockey sticks are allowed at school.
13. No footballs are allowed in the gym during recess.
14. At the second lunch recess bell, students in K-3 and junior high come in. They may use the restrooms and get a drink at this time. At the third bell, students in 4th and 5th grade come in.
15. When recess is in the gym, each grade is assigned to a specific area. Noon watch should come to the office first to find out where each grade is located.

EXTRA-CURRICULAR ACTIVITIES

St. Joseph School Booster Club sponsors the following activities according to the availability of eligible students.

Girls: Volleyball	Boys: Basketball
Basketball	Soccer
Softball	Football (at a neighboring school)
Cheerleading	Track
Soccer (at a neighboring school)	

WHEN SCHOOL IS CANCELLED, DUE TO THE WEATHER, ALL SPORTS ACTIVITIES ARE CANCELLED.

To be eligible to practice and/or play on a team a student must first:

- A. Pay a \$50 per sport fee
- B. Fill out a *CYO* Consent form
- C. Have a current physical form on file.

D. Read and sign the athletic contract found at the back of the Athletic Handbook.

E. Maintain passing grades in all academic courses.

It is the responsibility of parents to work the concession stand and/or gate during the competitive season. Parents should volunteer for games that best fit their schedule. Once the parent voluntarily signs up to work a game it becomes his/her responsibility to find a replacement should he/she not be able to make the game. Not finding a replacement puts an undue burden on those volunteers working the gate or concession stand.

Refund of Sports Fees

Once the games/contests/matches begin there will be no refund of fees if a student/athlete quits the team. Prior to the start of the playing of games/contests/matches all fees will be refunded if a student/athlete quits the team except for the \$10 CYO fee.

Family Sports Fee:

There is no longer a maximum family sports fee. Any student wishing to participate in a sport must pay the \$50 per sport fee. Please contact the athletic director or the administrator should you require assistance paying the fee.

STUDENT COUNCIL

St. Joseph School sponsors an active Student Council open to students in grades 6-8.

The Student Council meets regularly to actively share in the goals and activities of school life and to promote school spirit. The officers and representatives are elected to serve the interests and needs of the student body.

It is expected that Student Council members be:

- greatly interested in the school.
- respected by their classmates.
- interested in and have ideas for school improvement.
- able to communicate ideas to others.
- willing to assume responsibility.
- willing and able to attend meetings.
- sincere and honest.

EXTRA-CURRICULAR ACTIVITIES AND ELIGIBILITY

Playing on a school team or being on the Student Council is a privilege. While participation is highly encouraged, this should not interfere with nor take precedence over the main purpose and mission of our school: a Catholic education.

Students who participate in sports or Student Council are expected to maintain passing averages in all their subjects. Because they represent our school, they are also expected to conduct themselves well. Finally, they are expected to attend school, practices, games and meetings regularly. Student's represent St. Joseph Hessen Cassel at all times, on and off the court. A student must maintain a 70% conduct grade to be eligible for any extra-curricular activity.

Students will become ineligible for participation in all games, practices, meetings or contests if:

- The student has a failing grade on a progress report or report card.

- The principal, after consultation with the moderator, athletic director, or the coach of the sport involved, may declare ineligible a student guilty of serious misconduct unbecoming a student of our school even in cases where such misconduct was outside the school property.
 - Students who do not attend school at least one-half day, especially for reasons of health, may not participate in any practices, games or meetings on that day.
- A game played with an ineligible player, if won, will be forfeited.**

ACADEMIC PROBATION

A student athlete will be considered ON **ACADEMIC** PROBATION should their most recent academic report reflect a failing grade in any subject area and/or a conduct grade lower than 70%. Probation is one, two- week period during which a student athlete works to improve his/her grades and/or conduct. During this two- week period, a student is still considered a full, participating member of the athletic team. However, the student athlete may not participate in practices or games but should wisely spend time in improving one's grades. A student athlete is encouraged to seek extra help from those teachers in courses where he/she is struggling. St. Joseph faculty and staff are always willing to assist students in their academic studies.

Evaluating probationary improvement

A student athlete remains a full participating member of a team if his/her grades at the end of the two-week probationary period reflect a passing average or better in every class, and the student athlete maintained conduct in keeping with St. Joseph Hessen Cassel Parent/Student Handbook and the teaching of the Catholic Church.

A student athlete will be considered ineligible for athletics should there be no improvement after the two-week probationary period. Ineligibility means that the student athlete may not participate in athletics for the remainder of the season. This will result in the removal of the student from the team's roster. All athletes are allowed one (1) probationary period per school year. Should a student athlete fail to meet the academic and behavior standards outlined above more than once during a school year, he/she will be considered ineligible and will no longer be permitted to participate in athletics for the remainder of the school year.

Students who participate in sports have specific responsibilities they must follow:

1. Students are to respect and obey the coach's directives.
2. Students are to keep up their grades according to the extracurricular activities and eligibility policy.
3. Students are to be on time and attend all practices.
4. Students are to let their coaches know at least a day in advance when and why they will not be at a practice or game.
5. Students are to demonstrate good sportsmanship. They are to show respect to all officials.
6. Students are to act as a member of the team, not just as an individual.
7. Students are to take care of uniforms and turn them in at the assigned time in good condition.
8. If the team uses a gym, they are to follow the rules of that gym.
 - A. Clean gym shoes used only inside are to be worn. Black soled shoes that produce black marks on the floor are not permitted.
 - B. Students are to remain inside the gym.
 - C. Students are to leave the building in good condition:

- Lights off
- Toilets flushed
- Trash picked up/floor dust mopped

Note....Students playing on a St. Joseph Hessen Cassel sports team may wear their jerseys to school the day of or the Friday before a scheduled weekend game. Only jerseys affiliated with the CYO may be worn. Jerseys of travel teams, clubs, or public schools may not be worn. Students must wear a collared school shirt under their jerseys.

STUDENT ACTIVITIES

Students have the opportunity to participate in several activities:

Student Council - Grades 6-8

CYO Athletic program

Science Fair

Christmas Program - Grades Preschool-8

Spelling Bee- Grades 5-8

Girl Scouts & Boy Scouts

Geography Bee 5-8

History Bee 5-8

Spirit Club 4-8

EXTRA-CURRICULAR CANCELLATIONS

There will be no activities scheduled at St. Joseph Hessen Cassel on Holy Days and during scheduled Masses.

DRESS CODE

Students are expected to dress neatly, cleanly and modestly. Hair should be neat in appearance and must be respectable. Hair length for boys should not extend below the collar, below the midpoint of the ear, or over the eyes. No hair cuts, styles, or colors are acceptable that interfere with the learning environment. No mohawks. Uniform shirts must be tucked in at all times.

THE FOLLOWING DRESS CODE IS PERMITTED FOR BOYS AND GIRLS:

Pants

All pants worn by boys and girls will be a solid color **dress** pant such as Dockers, Bugle Boy, and French Toast. Carpenter **or cargo pants**, pants with loops on the side, pants with rivets on them, patch pockets, baggy pants, colored denim, or cargo pants **will not be allowed**. Pants should be at a length that they do not drag on the ground. Pants will not have stripes or slits down the side or any appliqué on them except for a small appliqué on hip advertising name brand. An appliqué is considered to be an extra design, color, or character added to the clothing. All pants must be in the solid colors of navy blue, black, or khaki/tan. The color of the pants should not be faded to where they appear to be gray. Polyester, knit, hip-hugger style pants, leggings **or skinny jean type pants** will not be allowed. A belt will be worn with all pants having belt loops. Cutting belt loops off pants to avoid wearing a belt is not permitted.

Shirt

Students are required to wear a uniform shirt which consists of the following: a red, white or navy blue polo shirt with the official Saint Joseph Hessen Cassel logo on it. Uniform shirts may be purchased by the parent from the store of their choice. The purchased shirt must have the official Saint Joseph Hessen Cassel logo printed on them by Black Rock Sports (order through school). If you purchase your polo shirts to be embroidered, they must be approved before being sent by the school to Black Rock. The shirts may be short or long sleeved. Students may wear a long sleeve, plain white T-shirt under their uniform shirt for added warmth in the colder months. Students may also wear fleece sweatshirts which are available for purchase through Black Rock. Contact the school office for information on how to order these sweatshirts. **Shirts must be of appropriate length to be tucked in at all times.**

Skirts/Jumpers

Girls in grades kindergarten through **3rd** grade may wear skirts or jumpers in the appropriate solid colors (navy blue, black, khaki/tan). The length of the skirt or jumper should not be any shorter than 4" above the knee **and may not be form fitting**. The material of the skirt or jumper should be of dress clothing quality and should not be corduroy or denim. A uniform shirt must be worn underneath the jumper.

Summer Dress Code

Dress shorts or skorts (girls in grades K-5) in navy blue, black, or khaki/tan will be allowed when the summer dress code is in effect. **Summer dress is code is permitted in the months of August, September and May.** The shorts must be a dress short such as Dockers, Bugle Boy, or French Toast. All shorts and skorts **must** be no shorter than halfway between the knee and thigh. Shorts worn will be a solid color dress short, **not form fitting or have** patch pockets, loops, stripes, or appliqués. A belt must be worn with shorts having belt loops. Cutting belt loops off shorts to avoid wearing a belt is not permitted. Spirit wear T-shirts may also be worn through the months of August, September and May **and must be tucked in at all times**. Capri pants will be allowed as part of the summer dress code.

Cardigans

Sweater material will only be allowed in a cardigan in navy blue, black, red, or white. A cardigan must be long sleeved and button up the front with no stripes, designs, embroidery, or appliqués. The cardigan must also have a uniform shirt underneath.

Saint Joseph Hessen Cassel hoodies may only be worn to and from the buildings and not in the classroom **or during mass**.

The Saint Joseph Hessen Cassel Striving for Excellence sweatshirts will be allowed at all times.

Socks must be visible and worn with shoes at all times. No sandals or Crocs will be allowed. Shoes with wheels on the bottom are not allowed at any time. Shoes with laces must be tied at all times. Shoes should fit securely to prevent slippage and tripping.

Students are encouraged to bring boots or a second pair of shoes for outside play in winter. They will not be allowed to remove their shoes and go about in their socks while waiting for shoes to dry. **Winter boots may not be worn all day. Flip flops and /or clogs are not to be worn at any time.**

Makeup, in moderation, is allowed only at the Junior High level. No excessive jewelry is permitted for boys and girls. Only small stud earrings may be worn by girls. Boys are not permitted to wear earrings. Body piercing is not allowed with the exception of earrings on girls. Boys in the junior high should be clean shaven at all times.

At any time, the principal has the right to amend the dress code.

DRESS CODE VIOLATIONS BY STUDENTS:

- 1st Offense: Warning with a one point deduction from conduct grade.
- 2nd Offense: 5 pts off conduct grade with detention and parent notification
- 3rd Offense: Referral to Principal

It is the responsibility of parents to make sure that their children conform to the dress code before leaving for school.

LUNCH

Students may bring their own lunches or they may buy hot lunches. The hot lunches may be purchased on a weekly or monthly basis. The menu is sent home monthly. Students may send back the money with the form for the week or the entire month. Students can replace the main meat dish with a Peanut Butter and Jelly or plain peanut butter sandwich. The price of lunches is determined at the start of each year in August. (This price includes milk regardless if the milk is not desired). Applications for reduced/free lunches are sent home in the first family envelope. We **STRONGLY** encourage parents to take advantage of this program. This money is YOUR tax money. **No one**, except for the principal and school secretary, knows who is on free or reduced lunch. This information is kept strictly confidential.

CAFETERIA RULES

1. Good manners are expected.
2. Loud talking and shouting are not allowed.
3. Running at any time is not permitted.
4. Students in grades PK-4 must raise their hand to be dismissed for recess. Each student is responsible for cleaning his/her area of the table and floor before leaving.
5. Each class will have assigned tables. When parents are visiting, students may eat with their families.

Students in grades 5-8 work in the cafeteria.

STUDENT SERVICES

- Health services - St. Joseph school nurse and the Allen County Non-Public School Association
- Speech & Hearing Therapy- East Allen County Schools Special Services
- School pictures
- Student insurance required by the Diocese (Included in fees)
- Bus service - Provided to those living in the appropriate boundaries stated by East Allen County School.
- Tutoring-SJHC teachers offer after school tutoring

FIELD TRIP POLICIES & FORMS

Field trips are educational opportunities provided for the students of St. Joseph Hessen Cassel School; they are not a right but a privilege. Students displaying conduct which does not prove them trustworthy on such occasions will not be allowed to go. Students with a conduct grade below 70% will not be allowed to go on field trips. Field trips are school days and students who do not accompany their class are expected to be in school. They will be given an alternate assignment for a learning experience.

A parent or guardian's signature on the standard school field trip permission form is required before a student will be allowed to go. **Verbal permission by phone or a handwritten note is never permitted.**

Parents volunteering to drive for a field trip must have adequate liability insurance. **Field trip drivers and chaperones** must have a completed background check, and need to watch the diocesan Safe Environment video. Seatbelts must be provided for all student passengers.

Because the diocese no longer supports overnight fieldtrips, all overnight field trips were discontinued after the 2008-2009 school year. **Field trips are designated and designed for the classroom students. Other students or siblings are not permitted to attend St. Joseph Hessen Cassel organized school field trips.**

FIELD TRIP PERMISSION FORM

St. Joseph Hessen Cassel will use the Diocesan Field Trip Permission Form. A medical consent form must be filled out at the beginning of the school year for each student in a family. This form will be kept on file for the entire school year and taken on field trips in the event of an emergency.

DIOCESAN POLICIES

Throughout this handbook several diocesan policies are mentioned. The following policies are written in their entirety:

- 1) Enrollment (P4010)
- 2) Attendance (P4040)
- 3) Grounds for Suspension or Expulsion of Students (P4520)
- 4) Disciplinary Review for Students (suspension or expulsion) (P4530)
- 5.) Elementary Tuition Collection (5140)

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 race, color, gender, or national origin, and reasonably accommodate the disabled in its educational programs.

III. School Entrance Requirements

A child can be enrolled by a person having the legal custody of the child. A certified copy of the student's birth certificate or 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 (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House on Missing Children (See P4030) 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 last attended, if any. The school shall request the records from the last school attended within fourteen (14) days of enrollment.

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

IV. Kindergarten Waiver

Any child who attains the age of 5 before Aug 1st of a school year will be eligible to enter the kindergarten program of the Catholic Schools of the Diocese of Ft. Wayne-South Bend. If the child is younger than 5 years of age and the child's birthday falls no later than Aug. 31 of the applicable school year, and the parent(s)/guardian(s) of the child wish to enroll the child in a diocesan kindergarten program, they may attempt to do so by making application to the local Catholic school. The appeal procedure will be handled in the following manner:

A. The custodial parent or legal guardian applying for a waiver to the Kindergarten Entrance Law, must complete a waiver form received from the local Catholic School. The parent/guardian must provide verification of the student's birth date and time. Questions for the Preschool teacher's letter of review will be distributed to the parents when they initiate the waiver process.

B. The completed form and letter of review by the child's preschool teacher will be submitted to the local Catholic School Office no later than May 15 of the school year prior to the school year of the date of requested entrance.

C. Determination of early entrance will be decided by the local school principal based on the following:

1. Whether or not space is available in the kindergarten program at the school, which the child will attend.
2. Any and all information submitted by the parent(s)/guardian(s) of the child with the application.
3. A recommendation of the preschool teacher for the child's entrance. In case of a child who did not attend a preschool, the principal may require a conference with the kindergarten teacher, parent/guardian about whether early entrance is in the best interest of the child.
4. Administration of the Gesell Assessment of Developmental Readiness is optional for determining eligibility for an entrance waiver to kindergarten. In no case may the Gesell Assessment for Development be used as the sole determining factor for a decision about a waiver. Financial responsibility for the assessment is a local school decision.

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. **Indiana state scholarship requirements be that a kindergarten student must be 5 years old before August 1 to be eligible for scholarship.**

V. First Grade Entrance Requirements

A child entering the first grade must be six years old on or before Aug. 1. The academic program of the Catholic schools is such that a waiver for age is not acceptable unless the child has demonstrated the successful completion of a kindergarten program.

Students enrolling in a diocesan school after successfully attending kindergarten in another accredited/recognized 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 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 the school personnel, would pose an undue hardship on the operation of the school, or poses a threat or harm to the student, other students, or school personnel.

VII. Students or Prospective Students with Communicable Diseases

Catholic school 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 meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable 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 communicable 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 the 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:

- A. the nature of the risk- how the disease is transmitted;
- B. the duration of the risk- how long the carrier is infectious;
- C. the severity of the risk- the potential harm to the third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. 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.

ELEMENTARY SCHOOL TUITION COLLECTION (5140)

I. Each school shall have a formal mechanism for the collection of tuition. Specific procedures for tuition collection should be determined by each school.

II. The tuition collection mechanism shall have an enforcement feature such that continued enrollment is denied to any student who is delinquent in the payment of his/her tuition. Parents should be given a specific grace period during which delinquent tuition or fees may be paid in order to avoid the enforcement penalties. All previous tuition payments must be current for the student to be considered eligible for enrollment.

III. The tuition collection mechanism shall have an enforcement feature such that the grade card or transcripts for a student will be withheld until all tuition and fee bills are paid in full. No official or unofficial transcript or diploma will be sent from any elementary or high school until all tuition and fees are paid in full. Verbal grades may be released to aid in placement. However state law mandates that health records must be sent to the new school based on written request from the receiving school.

IV. All tuition collection enforcement procedures shall be administered only by the Pastor or upon consultation with the Pastor.

STUDENT 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.

I. Parent/Legal Guardian Responsibility

Parent/legal guardians are responsible for having their children in public or private school from the age of seven (7) until the date on which the child:

A. Graduates

B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:

1. the student and the student's parent or guardian and the principal agree to the withdrawal; and
2. at the exit interview the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school.
3. reaches the age of eighteen (18) years.

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 in the Indiana General Assembly;
2. For student in grades 7 through 12, 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 appearance pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than ten (10) 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

B. Excused Absences

1. Illness of the student (with written statement by parent/guardian or doctor)
2. Funerals
 - a. for the death in the immediate family
 - b. for persons outside of the immediate family with parental permission
3. Out-of-School suspension.
4. Medical and legal appointments- such appointments should be scheduled after school hours when possible.
5. School/college visits (2)- parents need to check with the individual school's policy for arranging such visits;
6. Prearranged activity approved by the principal.

C. Unexcused Absences

1. No parent contact with the school giving an explanation for the absence on the day of the absence.
2. No physician note to excuse an absence once more than 5 days of absence have occurred (See frequent of prolonged Illness below).
3. Family Vacations
4. Absences other than those defined as excused or absences counted as present.
5. Students with unexcused absences will not be allowed to make-up assigned work.

III. Truancy

A student is truant when she/he 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 the applicable state law and following diocesan procedures.

Habitual Truancy may be evidenced by the following:

- A. Refusal to attend school in defiance of parent 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 (3) or more judicial findings of truancy.

IV. Reporting an Absence

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

A written explanation for any absence and signed by the custodial 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.

V. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contacted 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 6 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 by 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.

GROUND 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; or
 - D. At any other time when the principal determines that the student's conduct either causes him harm or could potentially cause harm to other students, school employees or property, or the reputation of the School or the Diocese.

II. The following types of student conduct constitute grounds for suspension or expulsion subject to the school's provision 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 the school officials, is contrary to the principles and teaching 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 purposes.
- F. Possessing, handling or transmitting a knife or any other object which under the circumstances and in the sole opinion of the school officials could be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by school officials is exempt from this rule so long as the knife is used as a part of or in accordance with the approved organization.
- G. Possessing, using, transmitting, or being under the influence of any controlled substance 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 in carrying out school purposes and/or education function.
- L. Possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or education 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 education function.

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

Any student accused of wrong doing 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.

HARASSMENT POLICY

The administration and staff of St. Joseph Hessen Cassel School believe that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. St. Joseph Hessen Cassel School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion. Examples of peer sexual harassment include, but are not limited to, verbal or written taunting; bullying; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, abuse or demean an individual or group.

BULLYING

St. Joseph Hessen Cassel School is an Anti-Bullying School. This school will not tolerate any bullying behaviors. All students are entitled to a bully free school and education in a safe environment. Any bullying type behaviors must be reported to the classroom teacher and the principal. Parents will be contacted in bullying situations.

INDIANA STATE LAW REGARDING UNCLEANLINESS

"It shall be the duty of all teachers to immediately send home any pupil who is ill in any way, or who is unclean and emits offensive bodily odors or who is infested with lice or other vermin; and the attendance officer shall **arrest and prosecute** parents or guardians who do not rid their children of vermin or lice and bodily uncleanness, when notified to do so. Refusal of parents or guardians to free their children or wards of vermin or lice or to bathe and cleanse them, making them fit to go to school, shall be punished by a fine not less **than five dollars and imprisonment of ten days or both.**"

PARENT/STUDENT AGREEMENT FOR THE 2015-2016 SCHOOL YEAR

By signing below we acknowledge that we have received a copy of the St. Joseph Hessen Cassel School Handbook. We understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne-South Bend.

We agree to follow all rules and guidelines imposed in the school by the school administration and/or the Diocese. If we have any questions about the content of the handbook, we understand that it is our obligation to ask questions for clarification. This acknowledgment is to be returned to the school after being signed and dated. However, the failure to read the handbook or to sign or return this acknowledgment shall not relieve us of the obligation to follow all rules and guides that the school and the Diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

Student Signatures

_____	_____
_____	_____
_____	_____
_____	_____

Parent Signature(s)

Date

