



SJHC  
Parent/Student  
Handbook

St. Joseph Hessen Cassel  
School

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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 Hessen Cassel School. 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 and your children as parents and students at St. Joseph Hessen Cassel School intend to abide by the policies. The handbook has many updates so please be sure to read it.

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. Jeanine Skordos  
Principal

(revised 6-2022)

## ST. JOSEPH HESSEN CASSEL

### ST. JOSEPH HESSEN CASSEL 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 HESSEN CASSEL SCHOOL VISION STATEMENT

Learning for life and living the faith.

### ST. JOSEPH HESSEN CASSEL 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 Hessen Cassel 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 Hessen Cassel 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.



## 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 composed 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.

### 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.

## 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; 15+ students with an aid
- Kindergarten-8<sup>th</sup> grade - 25 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 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 a written request from the receiving school." (Policy 5140)

### **Tuition During Extended Learning**

In case of an extended learning period related to any public health and safety, or severe weather event, the school will provide continuous education services remotely for students. Tuition agreements, policies and practices, will remain in effect and binding.

### **Tuition Assistance**

Catholic education often requires financial sacrifice; however, the school and parish community is committed to ensuring that all active parishioners are able to attend our school. Any family who feels they may need tuition assistance should contact the school office and **must** fill out a FACTS Grant and 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.

### **Tuition**

Registration fee for Preschool: \$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 Hessen Cassel 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.

### **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 to apply for a Choice Scholarship the next school year if the family income falls within the state set guidelines. Contact the school office for more information regarding this program.

### **Financing of Activity Center and Sport Programs**

- The Activity Center budget is part of the school budget meaning that shortages in this budget result in higher tuition costs.
- 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.
- 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.

### **WITHDRAWAL POLICY**

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

## STEWARDSHIP AND FUNDRAISERS

"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 a requirement that all in our community 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 Record's Day 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 or volunteering to work events. As a small community, we need all hands on deck to provide the best environment possible for our students,

### 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

### SCHOOL FUNDRAISER OPPORTUNITIES

School fundraising is part of the school budget that helps to offset costs for 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 Hessen Cassel School offers each year include but are not limited to:

- Fall rummage sale
- Participating in the administration of the Scrip program
- Purchasing scrip (a quick and easy way to raise money for the school)
- Notre Dame Smoker (6 hours each for dad - last weekend in February)
- Monthly Bingos (Sunday Afternoons) and Purse Bingo
- Trivia Night

**Chairpersons are always needed for these events. Ideas for profitable fundraisers are always welcome. Contact the fundraising chair, church office, or school for more info.**

### **8<sup>TH</sup> GRADE WASHINGTON DC TRIP FUNDRAISER OPPORTUNITIES**

Starting in 5th grade, students will work designated class fundraisers. These fundraisers must take place during their scheduled times in order to not overlap other parish, school, or grade's fundraisers. In addition, per Diocesan guidelines on charity gaming, the Finance Council has advised that there are to be NO gaming events allowed for field trip fundraisers.

Each grade will be responsible for planning and running these designated fundraisers each year to raise money for the Washington D.C. trip. We strongly encourage everyone to participate in order to have a successful fundraiser.

- 5th and 6th Graders: Host the Rummage Sale in the Spring
- 7th Graders: Work at the St. Joseph Hessen Cassel Craft Bazaar in the Fall
- 8th Graders: Empty aluminum cans outside of parish all year (May to April), Work Hoagland Days Kettle Corn in June, Host the 8th Grade Carnival in March and The Craft Show in November

In addition to the designated fundraisers for each class, there are other ways to earn money for the Washington D.C. trip.

- Scrip Rebates (as long as there are no outstanding balances due to the school)

### **BACKGROUND SCREENING FOR VOLUNTEERS [Diocesan Policy P2430]**

As part of the Diocesan Safe Environment Program all volunteers to the school must complete the Safe Environment course 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."

## SCHOOL/DIOCESAN POLICIES

### ATTENDANCE

Parents are required to call school between 7:15 a.m.-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 Hessen Cassel 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 at their homeroom class after 7:45 a.m. Students arriving at 7:45am or after must first stop in the office to report in. 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 a tardy. Students who are here from morning bell to 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.**

In the event of an extended learning period arising out of any public health and safety, or severe weather, event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended learning periods, current attendance policies will remain in effect and enforceable.

In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on



various factors, including class size, grade level, staffing, financial concerns, etc.

### **SCHOOL HOURS**

School is in session from 7:45 a.m. through 2:30p.m with dismissal on Wednesdays at 2:00pm. 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 7:00 a.m. School doors will open at 7:00. 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:

\*1<sup>st</sup> call - Bus riders

\*Car riders are to wait in their rooms until their parents or guardian arrives.

Students' names will be called via the hand held radios. Students are to leave their classroom immediately once their name has been called.

Students participating in sports in the activities center right after school must stay in their classrooms until dismissed. A parent or coach must be present in the activity center before they are permitted to leave the classroom. 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, robotics, or Student Council must have both parental and principal/teacher permissions.

### **PUBLIC HEALTH AND SAFETY**

During public health and safety emergencies, our schools will follow Diocesan policies, directives from our Bishop, Governor, and the Indiana Department of Education; national, state, and local health department guidelines; Federal Emergency Management Agencies; and more. We count on the Indiana State Police, local and national news, and weather agencies to help us to properly respond to severe weather events.

As an example, the COVID-19 pandemic led to the closure of our Catholic Schools based on a directive from the Bishop, followed by the Governor's executive order to close all schools in the state. In rare cases like the pandemic, our schools can experience closures for an extended period of time. When this occurs, our schools will transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

Because of public and health emergencies, our Catholic schools create safety and health plans. They plan for a constant state of readiness by addressing four phases of emergency management that include mitigation, preparedness, response, and recovery. We will follow our plans to ensure the safety of all involved.

## **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)

## **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)

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

St. Joseph Hessen Cassel 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.

## **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. This includes cough drops.**

### **INTERNET POLICY**

Saint Joseph Hessen Cassel School shall follow the Diocesan Internet and Social Media Policy. A copy of this policy is available in the school office during business hours (Diocesan Policy P4620). Technology used at St. Joseph Hessen Cassel 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**

Saint Joseph Hessen Cassel 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 includes, 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."

In addition, parents are asked to refrain from posting on social media, pictures of students other than their own when attending school events including field trips.

**\*\*\*Note\*\*\* Faculty and staff may not be friends with current students on social networking sites.**

### **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.**

### **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 behavior 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 uncleanliness, 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.**"

## **ACADEMIC POLICIES**

### **STUDENT EVALUATION**

Midterm reports are issued mid-way through each quarter to students who have a D or F in any courses. 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 Saint Joseph Hessen Cassel 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.

## Academic and Behavioral Grading Scale

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

O	Outstanding
S	Satisfactory
U	Unsatisfactory
In	Incomplete
I	Improving
N	Needs Improvement

**Elementary Grades Only:** Conduct grades will be assigned according to the Positive Point System.

**School wide:** If a student's academic or conduct grade falls below 70% during any grading period, that student may not be allowed to participate in extracurricular activities and will be ineligible until a grade check is made in two weeks at which time the student may be reinstated if the grades are passing.

### Student Academic Honors

HIGH HONORS - students must meet the following criteria:

Must have A's 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-.

### Standardized Testing

As required by law, St. Joseph Hessen Cassel School follows all the regulations concerning ILEARN testing. St. Joseph Hessen Cassel School also participates in the Diocesan required NWEA testing three times a year.

### Parent-Teacher Conferences

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 you still have concerns, contact the principal for an appointment. Scheduling an appointment assures you an appointed time to discuss your concerns.

### 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 to 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 POLICY**

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, and scribbled on or any combination of the above.

#### **Elementary Homework Policy**

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- 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.

On Record's Day each teacher will explain his/her homework policy.

#### **Jr. High Homework/Saturday School Policy**

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 grade deduction. 1 day late = 10% off. 2 or more days late = 50% off. Every 2 weeks, grades will be checked and Saturday Schools will be issued to students with multiple missing assignments. Any outstanding missing work, for all students, that is not turned in the Monday after a Saturday School will then become zeros.

Saturday Schools will be held once a month in the office with Mrs. Skordos from 7am to 10am. Saturday Schools will be issued to students who have multiple missing assignments. Grade checks for Saturday Schools will happen every 4 weeks. Students and parents will be notified by a printed slip and an email from the homeroom teacher. If a student who has been issued a Saturday School does not attend, missing work will become zeros and will not be accepted.

### **PRAYERS**

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			
	Gr. 5		7 Sacraments
Our Father		Spontaneous Prayer	
Hail Mary		Glorious Mysteries & Apostles Creed	
Guardian Angel			
Prayer before meals	Gr. 6	Angelus	
Prayer after meals		Memorare	
Glory Be		Act of Faith, Hope, Love	
		Sorrowful Mysteries	

Gr. 2 Act of Contrition  
Gr. 3 Ten Commandments  
Gr. 4 Rosary  
2 Great Commandments  
Holy Days  
Personal Act of Contrition  
Beatitudes

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.

### **ACADEMIC INTEGRITY**

The school's expectations of all students' academic integrity and performance will be upheld and enforced within the classroom and during periods of extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. The school grading policies and practices will remain intact and continue during any extended learning period.

### **HARDBACK BOOKS**

1. No hardback books should ever be written in or on.
2. Hardback books are numbered and the teachers will keep track of which books are assigned to each student.
3. Students are responsible for maintaining their books in the condition in which they received.
4. Fines will be collected for damaged books.
5. A student who loses or destroys a hardback 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

### TEXT ALERTS

Text Alert is available for anyone to sign up to receive a text message about weather related school delays and cancellations or for general reminders. Please contact the office about getting signed up for text alerts.

### TV/RADIO LISTINGS FOR 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. We call our own delays/closures and do not follow any other districts or schools.

### NEWSLETTERS

A Digital newsletter from the school office goes home every month. Special announcements are made in the parish bulletin or by special notices sent home and through Reach Alert and email. Parents will be notified by phone or note in case of academic or behavior problems in school.

### TEACHER COMMUNICATION AND CONFERENCING

Each teacher has his/her school email address as a means of communicating with parents. **Parents wishing to meet with a teacher must arrange an appointment for the convenience of all parties involved. 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, email or conference. The school takes each concern seriously and will follow-up. **Parents and/or non-scheduled visitors 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.

### 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. 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 school office phone. **Students are not permitted to call home for missing homework, arrangements to go home with another student, or extra-curricular meetings (Student Council, athletics, Girl Scouts, etc.)**

If a student must bring their cell phone, smart watch, cameras or other items used to record, videotape or communicate with those outside of the school, they must be turned in to the office upon students' arrival and picked up after school. 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. **All communication between parents and students must go through the school office.**

### **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**

Each family receives a copy of our calendar at the beginning of the school year. The calendar may also be found on the website at <http://stjoehc.org/school/parents/monthly-calendars/>

### **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.

### **STUDENT SERVICES**

- Health services - St. Joseph Hessen Cassel 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 & summer tutoring through Title 1 funding

### **DISCIPLINE POLICY**

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, smart watches, cameras or other items used to record, videotape or communicate with others outside of school in their possession during school. This includes during after school activities. Violation of this policy will result in a detention for the student. If a student needs to bring these items to school, they must be dropped off in the office upon arrival and picked up when leaving the school. Violations of this will result in confiscation of the phone and parents will need to come and pick the phone up.**

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

## **ELEMENTARY DISCIPLINE POLICY**

### **Positive and Negative Conduct Point System**

The elementary grades follow a conduct point system where students have the potential to earn either a positive point or a negative point towards their conduct grade. Conduct Points are to encourage, reinforce and achieve appropriate behavior.

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, will be ineligible to participate in extracurricular activities.

### **Minor Infractions (1<sup>st</sup> Offense)**

1. Improper behavior in church/ 1<sup>st</sup> 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/ 1<sup>st</sup> offense

7. Eating food 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- 1<sup>st</sup> 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) Any forms of harassment including social media sites
2. Outward disrespect toward teachers and other authorities (parents, principal, teacher's aides, secretary, Noon watch)
3. Using profane or offensive language
4. Cheating (class work, test, quiz, or homework)
5. Misusing school or parish property (books, desks, equipment, facilities, etc.)
6. Stealing
7. 3 minor infractions in one day
8. Lying
9. Vandalism of school property
10. Repeated acts of class disruption
11. Insubordination (Not following directions of the administration, teachers, or staff members.)
12. Repeated violations of the dress code.
13. 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.

### **Point Deductions**

Warnings: 1 pt.

Out of school suspension: 20 pts.

Detention: 5 pts.

In-school suspension: 10 pts.

**\*\*Note\*\*** A student who loses 5 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.

### **Point Additions**

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

- Kindness
- School service
- Community service
- Volunteerism

## **JR. HIGH DISCIPLINE POLICY**

### **Tier Discipline System**

The Jr. high grades follow a tiered discipline system where infractions are ranked as either Tier 1, Tier 2, or Tier 3 depending on the severity of the offense. Tier 1 Infractions will result in a 15-minute morning detention in the office. Tier 2 Infractions will result in a 30-minute detention or some form of suspension. Tier 3 Infractions will result in some form of suspension or possible expulsion.

#### **Tier 1 Infractions (15-minute morning Detention)**

1. Leaving classroom without permission
2. Inappropriate verbal/body language
3. Unauthorized candy/gum/food
4. Unauthorized toys or electronic devices
5. Inappropriate behavior in classroom, hallways, bathroom, church, cafeteria, playground, etc.
6. Any other incidents

#### **Tier 2 Infractions (30-minute morning Detention or Suspension)**

1. Deliberate disobedience, defiance, or disrespect towards any person of authority (teachers, assistants, parents, office staff, volunteers, cafeteria and maintenance personnel)
2. 3<sup>RD</sup> Offense Dress code violation
3. Habitual disruptive behavior, such as inappropriately speaking out, excessive talking during class, deliberate distractions, and inappropriate behavior on parish and school grounds
4. Physical or verbal abuse, including bullying of others
5. Damage to parish/school/personal property, such as textbooks, equipment, furnishings, facilities, materials, etc.
6. Stealing, Lying, Cheating
7. Truancy or unauthorized leaving of school
8. Other - this includes any other incidents that requires parent notification

#### **Tier 3 Infractions (Discipline up to Suspension or Expulsion)**

1. Fighting with another student/aggressive behavior - hitting, kicking, scratching, etc.
2. Retaliation against another student for an aggressive action
3. Biting another person, spitting on another person
4. Bringing matches, lighters, firecrackers, or any other incendiary item such as shot gun shells
5. Actions that fall under the categories as listed in Diocesan Policy P4520, specifically

- stealing belongings from any other person, another student, school employee, or school
6. Racial or sexual statements directed towards another person
  7. Bringing to school or having on him/her: any item that could be deemed dangerous to another person or self
  8. Having medication of any kind on him/her in personal belongings
  9. Inappropriate text messages, social media posts, YouTube Videos, etc. involving school in a negative way or causes any disruption to the school
  10. Proven delinquency, incorrigible behavior, setting fires, stealing, carrying dangerous weapons, serious destruction of school property
  11. Possessing, selling, using, buying, transmitting, or secreting any illegal substances including alcohol
  12. Blatant disrespect toward any school authority
  13. Real or attempted physical assault upon any person

### **PROBLEM SOLVING PROCEDURE**

We commit ourselves to a notice and to a hearing in all disciplinary situations. This means the student is given the opportunity to be heard with parents/guardians present along 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 or morning detentions may be assigned by a teacher or the principal. Students will be notified at least a day before and told the length of time to serve. Students must make arrangements for transportation. 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 or major infractions (Elementary), Tier 1 and Tier 2 Infractions (Jr. High), 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, 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, or other offenses outlined in the Tier 2 or Tier 3 Infractions (Jr. High).

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.

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**

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 Hessen Cassel 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. Tier 3 Infractions (Jr. High)
6. 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 Hessen Cassel 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 Hessen Cassel 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 Hessen Cassel School shall follow Diocesan policy (Diocesan Policy P4550).

### **BUS BEHAVIOR**

Students living in Marion and Madison townships and the East Allen Academy or Heritage School districts may be eligible for 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 their bus route policy. Please contact the office to see if your child(ren) are on a scheduled route.

### **PLAYGROUND/RECESS REGULATIONS**

1. Obedience and respect are to be shown to anyone who is on recess duty.
2. Students are to remain in 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.

5. NO BALLS ARE TO BE USED IN THE SCHOOL DURING INSIDE RECESS.
6. No snow or snowballs are to be thrown on the school grounds.
7. 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.
8. A playground supervisor may break up any game that seems unfit or dangerous. Tackling or "piling on" are **never** allowed.
9. Fighting or failure to obey the Noon Watch will result in an immediate conference with the principal.
10. Students must take play equipment, hats, scarves, gloves, etc. with them when they go to lunch.
11. 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.
12. 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
13. No baseballs, baseball bats, or hockey sticks are allowed at school
14. No footballs are allowed in the gym during recess
15. Lunch recess ends at noon

### **EXTRACURRICULAR ACTIVITIES**

Students who participate in extracurricular activities 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 meeting, practice, game, or competition.
5. Students are to demonstrate good sportsmanship. They are to show respect to all officials and players.
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.
9. Clean gym shoes used only inside are to be worn. Black soled shoes that produce black marks on the floor are not permitted in the gym.
10. Students are to leave the building or classroom in good condition:
  - a. Lights off
  - b. Toilets flushed
  - c. Trash picked up/floor dust mopped



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 or competition. Only jerseys affiliated with the CYO or school may be worn. Jerseys of travel teams, clubs, or public schools may not be worn.

### **EXTRACURRICULAR CANCELLATIONS**

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

**WHEN SCHOOL IS CANCELED, DUE TO THE WEATHER, ALL EXTRACURRICULAR ACTIVITIES ARE CANCELED UNLESS FURTHER NOTIFIED.**

### **ATHLETICS**

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

#### **St. Joseph Hessen Cassel offers:**

Girls - Volleyball and Basketball

Boys - Basketball

#### **Sports paired with a neighboring school:**

Girls - Soccer, Cross Country, Track

Boys - Football, Soccer, Cross Country, Track

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

1. Pay a \$50 per sport fee
2. Fill out a CYO Consent form
3. Have a current physical form on file
4. Read and sign the athletic contract found at the back of the Athletic Handbook
5. Maintain passing grades (70% or above) in all academic courses, including conduct

### **Refund of Sports Fees**

Once the games/contests/matches begin there will be no refund of fees if a student/athlete quits the team.

### **Concessions/Gate**

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.

### **STUDENT COUNCIL**

St. Joseph Hessen Cassel 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
- maintain passing grades (70% or above) in all academic courses, including conduct

### **ROBOTICS**

St. Joseph Hessen Cassel School sponsors both a Jr. High and an Upper Elementary Robotics Team. The robotics team will compete in 2 local competitions and will have the possibility of competing in the state or world competition at the end of the season. Robotics will begin at the start of the school year and will run through February unless a team qualifies for state or worlds.

To be eligible to practice and compete on the team a student must first:

1. Pay a robotics participation fee determined by the school
2. Fill out a REC Foundation Consent Form prior to first competition
3. Maintain passing grades (70% or above) in all academic courses, including conduct

### **EXTRACURRICULAR ELIGIBILITY**

Participating in extracurricular activities 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 extracurricular activities are expected to:

- Maintain passing averages (70% or above) in all their subjects, including conduct
- Conduct themselves appropriately and represent St. Joseph Hessen Cassel at all times; on and off the court
- Attend school, practices, games, and meetings regularly

### **EXTRACURRICULAR INELIGIBILITY**

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

- The student has a D or an F on a midterm 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 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 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 team. However, the student may not participate in practices, games, or competitions and instead should wisely spend time in improving one's grades. A student 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 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 if the student athlete maintained conduct in keeping with St. Joseph Hessen Cassel Parent/Student Handbook and the teaching of the Catholic Church.

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

### **OTHER STUDENT ACTIVITIES**

Christmas Program: Grades Preschool-8

Spelling Bee: Grades 5-8

Geography Bee: Grades 4-8

History Bee: Grades 4-8

Science Bee: Grades 4-8

Band 5-8

Spring Music Program K-4

Spring Musical 5-8

### **DRESS CODE**

Students are expected to dress neatly, cleanly and modestly. Uniform shirts must be tucked in at all times. The following dress code is permitted for both 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.

### **SHIRTS**

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 at any store and brought to school to be embroidered at a cost of \$6.00/shirt. Orders taken for the coming school year must be dropped off at school before **June 30th** to ensure

delivery by the start of school. The purchased shirt must have the official Saint Joseph Hessen Cassel logo printed on them by Bears Den (order through school). The shirts may be short or long sleeved. Students may wear a long sleeve, plain white, red or navy T-shirt under their uniform shirt for added warmth in the colder months. Shirts must be of appropriate length to be tucked in at all times. Students may also wear St. Joseph Hessen Cassel fleece sweatshirts or crew neck sweatshirts which are available for purchase through spirit wear order forms. Spirit Wear shirts may be worn during summer dress months. Contact the school office for information on how to order Spirit Wear and/or fleece sweatshirts. **No hoodies are allowed during school hours.**

### **SKIRTS/JUMPERS**

Girls in grades kindergarten through 5th 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. Tights or leggings may be worn under jumpers and skirts. Leggings must be black or navy and tights must be a solid color of red, navy blue, white, tan, or black.

### **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.

### **SOCKS/SHOES/TIGHTS**

Socks must be visible and worn with shoes at all times. No sandals, Corcs, flip flops, and or clogs will be allowed. Shoes with laces must be tied at all times and should fit securely to prevent slippage and tripping. Students may 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. Tights or leggings may be worn under jumpers and skirts. Leggings must be black or navy. Tights must be a solid color of red, navy blue, white, tan, or black.

### **HAIR/MAKEUP/PIERCINGS/NAILS**

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 haircuts, styles, or colors are acceptable that interfere with the learning environment.** No mohawks **OR MULLET**s. Boys in the junior high should be clean shaven at all times. Makeup, in moderation, is allowed for Junior High girls only, grades 6-8. No excessive jewelry is permitted for boys and girls. 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. **NAIL EXTENSIONS ARE A DISTRACTION TO LEARNING AND ARE NOT PERMITTED.**

### **SUMMER DRESS CODE: (AUGUST, SEPTEMBER & MAY)**

Dress shorts or skorts (skorts for girls in grades K-5 only) in navy blue, black, or khaki/tan will be allowed when the summer dress code is in effect. 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. 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.

### **GYM UNIFORM GRADES 4-8**

Students in grades 4-8 are required to change for gym class. The required dress code for gym is Blue shorts (of appropriate length), dark red shirt and gym shoes with socks. The shorts and shirt can be purchased at any store. There should be no writing or logos on the clothing unless they are Saint Joseph spiritwear.

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

### **DRESS CODE VIOLATIONS PER QUARTER**

- 1<sup>st</sup> Offense: Warning
- 2<sup>nd</sup> Offense: Parent notification
- 3<sup>rd</sup> Offense: 5 point off of conduct (K-5), Tier 2 30-minute Detention (6-8)
- 4<sup>th</sup> 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 PROGRAM INFORMATION**

### **LUNCH PROGRAM**

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 sandwich or plain peanut butter sandwich, but this must be chosen on the monthly lunch menu when it is sent home. 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). Water is available to all students during lunch through the drinking fountain. **At this time (6/2022) the USDA has informed us that lunches will not be free to all students. Please be sure to complete the Free and reduced lunch form.**

### **FREE AND REDUCED LUNCH**

Applications for reduced/free lunches are sent home in the first family envelope. We STRONGLY encourage parents to take advantage of this program. 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 will be dismissed for recess by the adult noon watch. Each student is responsible for cleaning his/her area of the table and floor before leaving.
5. Each class will have assigned tables.

\*Students in grades 5-8 work in the cafeteria.

## LUNCH TIME VISITATION

- A student's parent/guardian must call the school office at least 24 hours in advance to schedule a lunch visit
- If the visitor is someone other than the parent/guardian, the request for a lunch time visit must come from the student's parent/guardian
- Prior to the visit the parent/guardian or approved visitor must pass a background check. A background check may take up to a week to complete.
- Visitors will be seated at a designated visitor lunch table with their student
- Visitors are not permitted on the playground during recess
- Upon arrival and departure, all visitors (including parents/guardians) must proceed immediately to the school office and check in and out with the principal or principal's designee

## FIELD TRIPS

### ELIGIBILITY

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. Students may lose the privilege of attending a field trip by the teacher or principal due to discipline issues.

The cost of any field trip is the responsibility of the parents and must be paid in advance of the trip. Students who do not accompany their class during trips that occur on school days 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.**

**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.**

### 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. Field trip drivers are required to keep a copy of the emergency forms for all children in their vehicle and return them to the office upon completion of the trip.

### VOLUNTEERS AND DRIVERS

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. Children under the age of Eight (8) years of age **MUST** be in a car seat during transportation to and from the field trip. The number of drivers and/or chaperones is designated by the classroom teacher and

approved by the principal.

### **8<sup>th</sup> GRADE WASHINGTON DC TRIP POLICY**

St. Joseph Hessen Cassel will be going to Washington D.C. as an 8th grade class trip starting in Spring of 2021. The tour company, Classic Tours Inc. out of Auburn, will arrange transportation, admissions, hotel accommodations, meal arrangements, and sightseeing itineraries for the trip. Dates for the trip will be set in the spring of 7th grade. There will be further paperwork through Classic Tours that each student and parent must complete for their records along with final costs for the trip in the fall of their 8th grade year.

### **Fundraising**

Starting in 5th grade, students will work designated class fundraisers. These fundraisers must take place during their scheduled times in order to not overlap other parish, school, or grades' fundraisers. In addition, per Diocesan guidelines on charity gaming, the Finance Council has advised that there are to be NO gaming events allowed for field trip fundraisers.

Each grade will be responsible for planning and running these designated fundraisers each year to raise money for the Washington D.C. Trip. We strongly encourage everyone to participate in order to have a successful fundraiser.

- 5th and 6th Graders
  - Host the Rummage Sale in the Spring
- 7th Graders
  -
- 8th Graders
  - Empty aluminum cans outside of parish all year (May to April)
  - Work Hoagland Days Kettle Corn in June
  - Work at the St. Joseph Hessen Cassel Craft Bazaar in the Fall
  - Host the 8th Grade Carnival during March

In addition to the designated fundraisers for each class, there are other ways to earn money for the Washington D.C. trip.

- Scrip Rebates
  - Anyone who does not need Scrip for tuition can use it towards the D.C. trip as long as there are no outstanding balances due to the school

**\*Money donated to a student for their class trip, outside of money raised through fundraisers, should NOT be deposited into the class trip account. Per Diocesan and non-profit regulations, once deposited to the group account, the money must go towards the trip expenses and cannot be withdrawn by the student for other reasons.\***

If the trip is not fully funded through the designated class fundraisers after multiple years, parents/guardians of the student will be expected to pay the difference when the final amount is due. If a student's account is short on funds when the final amount is due, the parent/guardian should contact the school office to speak with the principal.

### Individual Accounts

Each student has their own individual account that holds balances of their money raised towards their trip. The 8<sup>th</sup> grade homeroom teacher has the master spreadsheet of account balances and is in close contact with the church office secretary on debits and credits to class accounts after fundraisers are held. Following class fundraisers, balance statements will be sent home notifying parents and students of their individual account balance.

The funds that are in the student's individual account will be used solely for their trip to Washington D.C. No other school-related expenses are permitted to be taken out of the class trip account, such as for graduation or confirmation purposes.

According to Private Benefit, Inurement, UBIT - Federal IRS Code: Students, as a class, are the only ones who can benefit from the funds raised for Washington D.C. for a field trip. Parents cannot benefit from these funds raised through fundraising. Therefore, the funds allocated towards a students' Washington D.C. trip can only be used for students attending the field trip.

Due to these Diocesan and IRS non-profit regulations, money that is fundraised with the intent of the Washington D.C. trip must remain in the class trip account for that purpose only. Students will not get this money back in any form. If there are extra funds in a student's account after all class trip expenses have been paid, money may only be transferred to another student (i.e. younger sibling, a student in the same grade, a younger student in another grade) who will be going on the trip in the future.

### Opting out of the Trip

It is understood that every 8th grader will be attending the trip unless notification has been given to the principal *prior* to Records Day of the student's 8th grade year. This deadline was set and agreed upon by Father, administration, and the school board.

If a student opts out of attending the trip at any time, any money that was fundraised to that point for that student will be put into the general class trip account or can be passed down to a sibling. Again, according to Diocesan and IRS non-profit regulations, the student or parent/guardian will not get this money back in any form due to the fact that the money was raised with the intent of using it for the Washington D.C. trip. Also, students will not be allocated future splits of fundraised money once they are no longer planning on attending the trip.

The class trip is to Washington D.C. If a student chooses to not attend the trip, they will be expected to be at school the week that the class is on the trip, per the St. Joseph Hessen Cassel Handbook. Absences from school during this time will be unexcused.

### Parent Chaperones

We want to welcome and encourage parent attendance on the Washington D.C. trip, although this is not mandatory. All parents who are attending must pass a background check and complete Safe Environment training. Background checks and Safe Environment training must be completed at the start of their child's 8th grade year.

The parent price will be the same price of the student based on occupancy desired. Parents and students must follow and abide by the Diocesan Overnight Policy quoted below:



### A. Hotel Rooms

A typical hotel room is a room consisting of at least two beds with quad occupancy, but larger or smaller hotel rooms are common as well. No adult shall room with or occupy the same hotel room with a child except in the case of a parent and the parent's child(ren) only, or in the rare case where a child may need the presence of an adult for medical reasons. If unscheduled and unforeseen circumstances beyond the control of event participants occur, at least two adults should occupy the same hotel room with at least two children. A married couple may share the same hotel room, with or without their children, assuming appropriate facilities are available, but no other mixed gender hotel room arrangements are allowed. Adult participants should room in proximity to the rooms occupied by children, either by staggering rooms across from or next to those rooms occupied by children. Adults may conduct brief bed checks in pairs of two of hotel rooms occupied by children only at predetermined times or to deal with emergencies.

The full Diocesan Overnight Policy can be found online on the Diocese of Fort Wayne South Bend's website. The link is listed here: <http://www.diocesefwsb.org/Data/Accounts/Files/1/POLICY-YouthEventsInvolvingOvernightStayFinalCopy10-23-2018.pdf>

### Diocesan Required Forms and Documentation

1. A waiver of all claims against the diocese and/or the parish for injury, accident, illness, or death occurring during or by reason of the activity should be obtained from the parents/guardians of each participant. Use the PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER form in the Overnight Policy.
2. All adult group leaders and designated chaperones must complete a waiver of all claims which includes a medical release portion. Use the ADULT LIABILITY WAIVER form in the Overnight Policy.
3. All adult chaperones and group leaders must complete the Safe Environment Program requirements of the diocese prior to the trip. Parents must also complete a background check. This must be done during the child's 8th grade year, preferably at the beginning.
4. Chaperones, including group leaders, should review prior to the trip and must follow during the trip the GUIDELINE FOR CONDUCT WHEN INTERACTING WITH A CHILD OR YOUNG PERSON found in the employee or volunteer manual of the diocese.
5. Written behavior standards should be distributed to each participant requiring signatures to indicate the participants have read and understand what is expected of them.
6. Give all chaperones a copy of the CHAPERONE GUIDELINES found in the Overnight Policy.

### REFERENCED 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.

### **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 acknowledgement 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 or 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;

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, or 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 and 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 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 the 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 and electronic paging device or a hand-help 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 wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

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

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

#### **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.



**PARENT/STUDENT AGREEMENT FORM**

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 Signatures:**

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Please return this form to the school office. Thank you.