

# **St. Stanislaus Catholic School Parent/Student Handbook 2019-2020**

The St. Stanislaus Catholic School Parent/Student Handbook is provided to answer any questions you may have regarding the general mission and philosophy of our school, as well as to acquaint you with the policies, rules and procedures that will be followed. **The regulations cited are general guidelines and are not all-inclusive. Changes and/or variations will need to be made periodically at the discretion of the administration.**

Each teacher will provide additional information regarding policies, rules and procedures specific to their grade level. Read all materials thoroughly and keep them handy throughout the year as a source for future reference. If you have any further questions, please feel free to call the school office.

## **St. Stanislaus Mission and Philosophy**

*Following Christ, Developing Minds, Building Community, Inspiring Service*

### **Mission Statement**

We, at St. Stanislaus Catholic Elementary School, are dedicated to nurturing our students to achieve academic excellence within a safe, faith-filled family environment. We work to create well-disciplined learning experiences using a variety of academic resources and technology. Our students are lead to Christ by deepening their faith, building their self-worth, and encouraging their service to the community. (Revised 7/2019)

### **Philosophy Statement**

We believe in:

- Integration of faith with academic learning
- Integration of technology in our academic program
- Strong standards based, academic program
- Values taught by and lived according to the Gospel
- Strong communities
- Diversity
- Keen awareness of global and justice issues
- Meaningful worship experienced
- Stewardship and service to our neighbor
- Opportunities which educate the whole child
- Intrinsic value of every person

## **Accreditation**

St. Stanislaus Catholic School is in full compliance with the State of Indiana regulations for non-public schools and with the Diocese of Gary mandates for school accreditation through the AdvancEd Accreditation process.

## **Agreement**

Parents and students are to sign a statement indicating that they have read and understand the policies, procedures, and requirements of the school, and will abide by such. This statement will be made available to parents in their Kick-Off to School packet at the start of each school year. The acknowledgement must be signed and returned to school by the date indicated on the agreement. Parents are asked to read the handbook with their children at home so as to familiarize them with the general rules and policies governing the school.

## **Amendments to the Handbook**

The Pastor and Principal retain the right to amend the handbook for just cause and parents will be given notification if changes are made. The guidelines set forth in the handbook are meant as general guidelines and are not all-inclusive. The school administration is the final arbiter in the interpretation and enforcement of all regulations.

## **Organization**

### **Pastor**

The chief administrator of the parish, the pastor is responsible for the establishment of the school as part of the educational ministry of the Church. The pastor, in collaboration with the school principal, is the final authority in all school matters.

### **Principal**

The liaison between the school and the parish and local community, the principal is responsible for all aspects of school administration. The principal upholds school policies, oversees the budget and the instructional program, communicates to parents, is responsible for the daily direction of the school, and supervises and evaluates faculty.

### **Teachers**

Those directly responsible for the actual work of teaching and learning, the teachers are responsible for student spiritual, academic, and physical growth. Teachers accomplish this through academic instruction, assessment of student achievement, development of student discipline, and the creation of an environment that encourages students to reach their full potential.

### **Staff**

Those responsible for the smooth operation of the school, the staff assist both teachers and the principal. The staff includes those who work with children in the classroom, assist students with health care, lunch, and playground safety, assist the principal with reports, accounts, record keeping, and communication, and keep the school clean and well-maintained.

### **Parents**

Those who are the prime educators, parents are responsible for the religious, moral, and social development of their children. In partnership with the school, parents provide the most important influences on a child's values and attitudes and work with teachers to reinforce at home what is taught in school. Parents assist the school by providing time, talent, and treasure to help ensure the success of the school and its educational programs.

## **Admission Procedures**

### **Statement of Non-Discrimination**

St. Stanislaus Catholic School is operated under the auspices of St. Stanislaus Parish of East Chicago, Indiana. St. Stanislaus Catholic School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. St. Stanislaus Catholic School does not discriminate on the basis of religion, sex, race, color, or national and ethnic origin in the administration of educational policies, athletics, or other school-administered programs.

## **General Registration Requirements**

Registration for St. Stanislaus Catholic School will take place in the late winter and early spring for returning students. At this time, a Non-Refundable Processing Fee per child will be charged.

Current parents have until the last day of March to reserve their child's place in a classroom before new students are accepted. Parents not registering by the end of March run the risk of having their child's class fill up and be closed to enrollment.

### **Pre-School Registration**

St. Stanislaus Catholic School offers a full day Pre-School program. All students seeking entry must provide the following information at the time of registration: (a) birth certificate (all students entering Pre-School must be 4 years of age by August 1), (b) baptismal certificate (if applicable), (c) documentation complying with current local and state health and immunization requirements, (d) a current physical completed by a doctor and (e) the child's social security card.

### **Kindergarten Registration**

St. Stanislaus Catholic School offers a full day Kindergarten program. All students seeking entry must provide the following information at the time of registration: (a) birth certificate (all students entering Kindergarten must be 5 years of age by August 1), (b) baptismal certificate (if applicable), (c) documentation complying with current local and state health and immunization requirements, (d) a current physical completed by a doctor and (e) the child's social security card. Students entering Kindergarten will be screened with a Kindergarten Screening instrument for proper skill placement in the program.

### **New Student Registration (All Grade Levels)**

New students will be admitted to St. Stanislaus School in the following way: 1) available seats will first be given to students who are registered parishioners of St. Stanislaus Parish 2) then students who have previously attended St. Stanislaus School, left in good standing, and are seeking re-admission will be selected 3) next students who are siblings of current students will be registered. Open registration will then follow on a first come, first serve basis. If the number of applicants at any grade level exceeds the number of seats available, a public lottery will be held on the first Friday of March at 3:00 PM in the school office to determine which students will be selected.

At the time of registration, families must present the following: (a) student records from school previously attended (report card and latest standardized test scores) and a signed form giving our school the authority to request records (b) an official copy of the student's birth certificate, (c) a Baptismal certificate (if applicable), (d) documentation complying with current local and state health and immunization requirements, (e) a current physical completed by a doctor, (f) social security card and (g) proof that there is no outstanding financial obligation from the previous school attended. Readiness tests will be administered to all new students entering grades K-8. Readiness test results will aid in the decision for acceptance. Students and parents will meet with the principal to determine if the student and St. Stanislaus School will be compatible.

### **New Transfer Students**

In addition to the Registration Requirements above, families must also provide a transfer slip from the school previously attended. Each transfer student and their family must meet with the Principal prior to admission in order to determine an appropriate educational program for each student. **All transfer students are admitted on a probationary basis for the first academic quarter of the school year.**

### **Student Transfers/Withdrawals**

It is the responsibility of the parent to notify the School Office when a transfer or withdrawal is to take place. An official transcript of records will be sent to the new school upon receipt of a Release of Records Form from the parent and provided all financial obligations have been met.

## Re-Enrollment of Students

Registration for all current students for the following school year takes place after January 15. The school is free to cancel, at its discretion, the agreement with parents or students who do not comply with the rules of the school. The achievement, attitude, and performance of all currently enrolled students will be reviewed at the end of the third academic quarter in order to determine eligibility for continued enrollment.

## Choice Scholarship Applicants

Families hoping to register their children under an Indiana Choice Scholarship must first be admitted to the school in the same way all students are admitted. (See New Student Registration above).

# School Tuition Policy

Families will receive their tuition notice upon registering for the school year.

Grade Level	Tuition	Books/Technology Fee	Registration Fee	Processing Fee
Pre-School ½ Day	\$1,750.00 per child	\$100.00 per child	\$100.00 per child	\$25.00 per child
Pre-School Full Day	\$3,500.00 per child	\$100.00 per child	\$100.00 per child	\$25.00 per child
Grades K – 8	\$4,800.00 per child	\$450.00 per child	\$100.00 per child	\$25.00 per child

## Diocesan Tuition Assistance

Diocesan Tuition Assistance is offered and available from the Diocese of Gary to all registered **Catholic** families who have children in grades K-12. Parents are required to submit a FACTS Mgt. Application online by late February and announcements of scholarships granted are made in April/May for the following school year.

## Indiana School Choice Scholarship Families

St. Stanislaus Catholic School welcomes families eligible to receive a voucher for school tuition under the Indiana School Choice Scholarship Program. These families must meet the school's admission requirements and the eligibility requirements of the scholarship program as outlined by the State of Indiana. If the tuition and fees as outlined above are not totally paid by the State of Indiana, School Choice scholarship families are responsible for paying any remaining balances. School Choice Scholarship families, like all school families, are responsible for fundraising obligations and for fulfilling their volunteer hours.

## FACTS Tuition Payment

St. Stanislaus Catholic School has contracted with a tuition collection firm to handle electronic tuition payments from parents. Upon registration, parents will be asked to complete a FACTS enrollment form, detailing the payment plan, and providing two options for payment, either automatic deduction or a mail-in option (whichever is preferred by the parent.)

There are three payment plan options that parents may choose:

- Plan 1: Full Payment by August
- Plan 2: Two Payments ( August and January )
- Plan 3: Ten month schedule (August through May )

Payments received after the designated monthly deadline date will be considered delinquent and will be assessed a \$30 late fee. Families may access their accounts online, make payments, and view their payment history at any time.

If a payment is returned, FACTS also charges a \$30 Returned Payment Fee. Fees charged by FACTS are subject to change.

For payments made to the school, including but not limited to fees, fundraising, uniforms, athletics etc., our banking institution charges a chargeback fee for any personal check returned. This fee will be added to the family's payment obligation. More than 1 (one) NSF check will result in a family being required to make all subsequent payments for the year in cash, cashier's check, money order, or credit card.

## **New Student Incentive Discount**

All families who bring in a new family to the school will receive a \$200 per child deduction (to a maximum of \$400) applied to their fundraising commitment. New students must remain in school for the entire school year. All deductions will be applied to accounts after May 15, 2020.

## **Delinquent Tuition Accounts**

Tuition accounts are evaluated on a regular basis and families are expected to keep their tuition payments up to date. Families who are delinquent in tuition payments will be notified through FACTS as well as through St. Stanislaus Catholic School. A student will be denied admission to school each quarter if there is an outstanding balance. Children will need to remain home from school until such time as payment can be made.

A student will not be re-admitted for the next school year unless all financial commitments from the previous year are met. Any outstanding obligation for the school year will result in withholding report cards, transcripts and diplomas. St. Stanislaus Catholic School will pursue delinquent tuition collection through a collection agency and take whatever legal means necessary to ensure that parents adhere to the financial obligations of their contract with the school.

## **Diocesan Policy on Unpaid Tuition and Fees**

The policy of the Diocese of Gary states that “If a family leaves a school and does not pay the balance of tuition, another Catholic school in the Diocese may not accept that student until the tuition is paid in full...If a family leaves a school and does not pay the balance of tuition, the school need only send the health records on to the next school. Grades and test scores do not have to be sent to the other school until the balance is paid. Verbal confirmation of grades may be given.”

## **Fee Payment**

The Processing Fee for the following school year is paid directly to the school in the late winter of each school year for the following school year. The Registration Fee may be paid at the Kick-Off Event or the amount will be added to the first tuition payment due in August. . Book/Technology Fees may also be paid at the Kick-Off to School event. If not paid at this time, the Book/Technology Fee will be added to tuition and paid on the same timetable as you have chosen for tuition. Throughout the year, field trip money, graduation fees, etc. are also paid directly to the school. These fees will have their own separate deadlines. Following May 1st, the school does not take check payments for any purpose. Parents will need to pay any remaining balances with cash, money order, cashier’s check, or credit card.

## **Tuition/Fees Refund Policy**

A prorated refund of tuition that had been paid in advance will be given to parents transferring their children from St. Stanislaus Catholic School. Calculations for prorated refunds will be based on months in attendance rather than individual attendance days. Students transferring after the 1<sup>st</sup> of the month will not receive a refund for that month.

Fees including registration, technology, books, summer school, and athletics are not refundable

## **Fundraising**

Tuition alone does not pay the full cost of a child’s education at St. Stanislaus Catholic School. Therefore, all families are required to generate \$400 in fundraising for the current school year. In order to eliminate repeatedly approaching parents to sell a wide variety of items, the school will limit itself to one fundraiser, a raffle, conducted twice a year in the fall and in the spring. Parents will receive 40 - \$5 raffle tickets in the fall and another 40- \$5 raffle tickets in the spring. Parents are asked to support the raffle. There are incentives available to families exceeding the required 80 tickets. Families are required to either sell the raffle tickets or pay the \$400 fundraising commitment. Families who do not wish to participate in the raffle will need to pay \$200 by the December deadline and another \$200 by the May fundraising deadline. Failure to pay by the designated dates will result in your child(ren) being excluded from school. You will be asked to keep the child(ren) home until the obligation is met. Dates will be posted on ParentsWeb and announced in weekly messages. This applies to ALL school families.

Please note that St. Stanislaus Catholic School will not accept personal checks from non-school families or individuals. Families are encouraged to accept cash only. If a family makes the decision to accept a personal check as payment, that check must be written to the family instead of to St. Stanislaus Catholic School. The family is then responsible for making payment to the school.

Organizations such as Home & School and Athletics, and individual classes in the school will still run social events and small fundraisers to raise money to promote their agendas and activities but participation in these events and fundraisers do not count toward fulfilling a family's school fundraising commitment.

### **Volunteer/Service Hours**

Every St. Stanislaus family is required to donate 30 volunteer hours to the school each year. These hours must be served by the parent or a member of the parent's immediate family. Volunteer hours are \$10 per hour for uncompleted hours. Outstanding balances are due by May 15th, 2020.

## **Spiritual Activities**

St. Stanislaus Catholic School's primary purpose is to provide a quality academic program within a Catholic setting. According to the mission of the school, students are taught to know Jesus and to grow as a faith-sharing community. In order to accomplish this purpose, the school provides many spiritual experiences which help our children nurture their faith development.

### **Mass**

All students will attend an all school Mass at St. Stanislaus Church each week. Students in all grades will have the opportunity to help prepare and take part in the celebration of the Mass. Masses and other liturgical services will be announced in the school calendar. Girls will wear their full mass uniform (jumper, skirt, or skort) and boys will wear their full mass uniform to all Masses for the entire year. Prior announcements will be made to students and parents if students, during warm weather, have permission to wear their summer uniforms to Mass. Families are always welcome to attend.

### **Religion Classes and Prayer**

Each school day begins with the students and faculty joining in prayer. Students are invited to write the names of those for whom they wish to pray in our Prayer Book of Intentions. Those listed in our prayer book are mentioned each day during Morning Prayer. Students also pray before lunch and to conclude the school day.

Religious instruction holds a prominent place in the daily schedule. The purpose of this instruction is to foster the knowledge and practice of our faith. Through religious experiences, it is hoped that students will come to a personal knowledge of Jesus and learn to actively participate in the faith that unites our community.

### **Sacraments**

Students have the opportunity to participate in the following sacramental preparation: **Reconciliation:** Students in grade 2 receive the sacrament of Reconciliation for the first time. Students in grades 3-8 are given the opportunity to receive this sacrament in school during Advent and Lent. **Holy Communion:** Students in grade 3 receive their First Holy Communion in the spring of each year. (Older students wishing to receive the sacrament can do so through their parish's religious education program. Or families are welcome to become members of St. Stanislaus Parish.) It is expected that parents of the communicants assist with their spiritual preparations at home. Parents of students preparing for this sacrament will be required to attend evening sessions for the sacramental preparation of their children. All other children in grades 3-8 have the opportunity each week to receive Communion at the all school Mass. Students who are not Catholic or who do not wish to receive communion on a particular day, are all invited to come up at that time for a blessing. **Confirmation:** Confirmation is a parish activity, involving 8<sup>th</sup> grade students. In preparation for this sacrament, families must present a Baptismal Certificate if they were baptized at a parish other than St. Stanislaus. Requirements for reception of this sacrament will be sent home prior to the sacramental preparation. At this time, Confirmation will be held every year in the parish. Sacrament Fees are charged to all students making a sacrament in the school year. Amounts and due dates will be given by the classroom teacher.

### **Other Spiritual Activities**

Students will participate in other spiritual devotions throughout the school year such as: during Advent to prepare for Christmas, during Lent to prepare for Easter, during May to honor the Blessed Mother through May Crowning and Rosary devotions and during Forty Hours to honor Jesus in the Blessed Sacrament.

## Altar Servers

All Catholic grade school children in grades 3-8 may be trained as altar servers. Once trained, students will be scheduled to serve on Sunday or Saturday night and during weekday Masses and other special occasions. New students may be trained at the end of **grade 3** after receiving their First Holy Communion.

# Academic Policies

## Curriculum

Curriculum at all grade levels is aligned to learning standards established by the State of Indiana and the Diocese of Gary and includes instruction in the areas of:

Religion	Social Studies
Reading/Literature	Physical Education/Health
Language Arts	Art
Mathematics	Music Appreciation
Science	Technology

The curriculum is designed to address the content and skills necessary at each grade level to develop proficiency within each student to problem solve, to think critically and to work cooperatively.

## Technology

Integration of technology within areas of the curriculum allows students to become creative thinkers and problem solvers, acquiring life-long learning skills so as to become responsible, contributing citizens in the Information Age.

To insure that school computers are used responsibly, all students and parents will be required to sign an **Acceptable Use Policy** for the school year. Students who do not have a signed policy on file will not be in compliance and will not be allowed access to computers at the school. A copy of this policy will be given to parents in their Kick-Off to School packet at the start of the school year.

## Grading Scale

The grading scale used at St. Stanislaus School is the scale established by the Diocese of Gary Catholic Schools Office. Where grades are given (in grades 1-8), the following academic assessment system is used:

A = 100-93	D = 74-70
B = 92-85	F = 69 or below
C = 84-75	

Students who have an IEP from a public school (Individual Education Plan) or an ISP (Instructional Service Plan) will have an \* next to their grade showing that accommodations have been made for them as they work toward success.

Letter grades are not used by the Diocese of Gary in Pre-School and in Kindergarten. Students will be assessed as to how well they have met expectations in each curricular area and according to standards met.

## Classwork and Homework

Class work and homework are integral parts of student life and are assigned as a means to help students reinforce, review, or enrich material presented during instruction. Students are required to come to class each day prepared with supplies, proper books and homework assignments. All assignments are expected to be neat and turned in on time. The level and quantity of work assigned will be dependent upon the needs and ability level of the student. On average, a student can be expected to receive the following amount of homework per night:

Grade	Anticipated time of homework assigned per night
Pre-School and Kindergarten	10 – 15 minutes
Grades 1 <sup>st</sup> and 2 <sup>nd</sup>	10 – 20 minutes

Grades 3 <sup>rd</sup> and 4 <sup>th</sup>	20 – 45 minutes
Grades 5 <sup>th</sup> and 6 <sup>th</sup>	60 – 90 minutes
Grades 7 <sup>th</sup> and 8 <sup>th</sup>	90 minutes and up

### Parental Involvement and Homework

Parental involvement is important to student achievement. Parents must do the following:

1. Know what homework is given every night(check teacher’s calendar/web page) or student planner
2. Listen to reading selections and practice oral reading
3. Ask questions about reading selections to check comprehension
4. Practice spelling and study vocabulary
5. Drill math facts
6. Assist with research and projects
7. Encourage to work ahead and stay on task
8. Provide a quiet time and space for doing homework each night
9. Refrain from giving answers and doing the work

All students in grades Kindergarten-8 will receive a student planner and are expected to use it to keep track of daily assignments.

Students are expected to complete homework every night and turn them in the next day to their teachers per their rules. All assignments are to be completed at home and not in school during other class periods. Students copying homework papers from another student will receive an automatic zero for the assignment. Furthermore, any student rendering a paper for purposes of copying will likewise receive a zero.

Students often will have time in class to begin homework assignments in order for teachers to offer guidance and support with the homework. Students are encouraged to use this time wisely and to ask questions freely. It is the responsibility of the student to return completed homework to the teacher. Late homework may receive a grade of a zero (per teacher discretion). Parents will be notified online about missing assignments. At the request of the teacher, parents are to review, sign and return any papers that are sent directly to their attention.

### Consequences for No Homework

Teachers wish to partner with parents to ensure that students are prepared for class and practicing what they are learning at home. In grades K-2, teachers will advise parents of the consequences for missing homework. In grades 3-8, the following policy will be followed by the classroom teachers:

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Verbal Warning, phone call/email to parent  |
| 2 <sup>nd</sup> Offense | Disciplinary write –up (referral)/student conference and after school detention with teacher (subject area) |
| 3 <sup>rd</sup> Offense | Parent conference to discuss homework issue   |

Parents must do the following to ensure that homework is being completed by their child(ren):

- Student planner must be checked every day to make sure that homework was written down by student
- Check and monitor ParentsWeb to view daily work assignments and notifications from teachers
- Email/ call or send a note to the teacher to check in on their child’s homework activity

Repeated failure to do homework is a serious issue. If students fail over time to show improvements in effort and homework AND parents fail to make themselves available to conference with the teacher and support their child’s homework efforts at home, parents will ultimately be asked to withdraw their child from St. Stanislaus Catholic School.

### Late Work

Acceptance of late work will be dependent upon the teacher and the grade level. It is the responsibility of the student to turn in all work on the day and time assigned. Late work may receive a grade of 0%.



## Cheating

Students found cheating on any classroom assignment/quiz/test may be subject to an automatic detention and will receive a 0% for the assignment/quiz/test. Parents will be notified that the incident occurred by the child's teacher.

## Online Access to Student Grades

Parents have access to their child's academic progress online at any time through ParentsWeb. This is the most important way that teachers will communicate to parents about grades, effort and behavior in school. Parents are asked to monitor their child's progress on ParentsWeb regularly and to communicate with teachers through the program's email capabilities. Valid parent email addresses are necessary to ensure the continued functioning of the program. Parents are responsible for updating any changes in email to the school in a timely manner.

## Report Cards

Parents are encouraged to monitor their child's process throughout the school year. Report cards are issued quarterly, approximately every 9 weeks, to indicate student progress in academic achievement and social areas. Parents are asked to discuss the progress report and report card carefully with their student and to work with your child's teacher to ensure that your child achieve to their highest potential.

Progress reports and Report cards may only be viewed online though ParentsWeb. In order to receive these reports, all parent financial obligations must be up to date. Families not having Internet access are able to use the school's computer labs to obtain this information or may send a note to your child's teacher requesting a hard copy of the report.

## Parent Teacher Communication/Conferences

St. Stanislaus Catholic School welcomes parent involvement and is interested in arranging formal and informal opportunities to communicate and conference with parents. Parents may phone the school office to leave a message for a teacher or e-mail teachers. Parents will receive a return call or e-mail within 24 hours. Communication with parents strengthens the support and direction students need in order to be successful academically and socially in school.

Formal Parent/Teacher Conferences will be held at the end of the first quarter grading period. We expect all parents to attend this first conference. Parents will be asked about preferred meeting times and schedules for the conferences will be sent home in advance so that arrangements can be made for parents to attend. An optional Parent/Teacher Conference may be scheduled at the end of the 2<sup>nd</sup> Quarter at the request of either teacher or parent. Additional conferences may be necessitated throughout the school year to apprise parents of their child's progress or may be requested by a parent to address a concern.

Parents are asked to maintain a partnership with the school to ensure that their child is successful. If issues arise, parents are asked to use the following to decide who to call:

Concerns Dealing With:	Should Initially Involve:	If not resolved, who to involve next:
Student's Performance	Student	His/her Teacher
Teacher	Involved Teacher	Principal
Unfair Discipline	Person who disciplined the child	That person's Supervisor
Classroom Assignments	Teacher	Principal
Advisory School Board Policy	Principal	School Board
Principal	Principal	Pastor
School Rules and Procedures	Principal	Advisory School Board /Pastor

The following guidelines are set forth for all conferences or meetings between parents and school personnel.

1. Any parent wishing to have a conference should make an appointment. NO conferences will take place without an appointment. When the need for a conference is initiated by a parent, it is necessary to either:
  - a. Call the school office to leave a message for the teacher **or**
  - b. Send a written note or email to the teacher requesting an appointment time **or**
  - c. Leave the teacher a voicemail message

2. The principal and teachers know that it is healthy to separate their professional career from their homes and families. We ask that parents please respect this privacy. Arrange so that all phone calls or scheduled meetings take place during school days and during normal hours of operation.
3. All conferences with teachers should be on school days, either before or after school hours. The meeting should take place in a private room, conducive to such a gathering.
4. All meetings with school/church personnel can take place at a mutually convenient time. The meeting should take place in a private room, conducive to such a gathering.
5. At the beginning of each conference, a mutually agreed upon agenda should be established. The focus of the discussion should remain faithful to the agenda.

When a problem or concern arises, the process of resolution should involve only those parties directly affected by the issue.

### **Promotion and Retention**

All students are expected to meet the minimum requirements for each grade level to merit promotion. Students completing a grade's work to the extent of their ability generally are to be promoted to the next grade level. To retain a child for another year, the teacher must demonstrate that such retention is warranted and would be beneficial.

When it is possible that a student will not be promoted: 1) the parent will be informed at the end of the first semester in order to allow ample time to remediate areas of weakness 2) a written record of notification will be kept on file 3) a meeting will be held with the teacher, parent, principle, and student (if applicable) to develop strategies that may help to make retention unnecessary.

If a parent refuses the school's recommendation for retention at the end of an academic year, the refusal must be in writing and the parent may be asked to consider placing their child into another school environment.

### **Special Needs**

St. Stanislaus Catholic School, in conjunction with guidelines provided by the State of Indiana, has an RTI (Response to Intervention) plan for our students. Students diagnosed with special needs and experiencing difficulty with the academic program will receive individual attention. Accommodations will be made in the classroom to better meet the individual needs of these students and school personnel, along with the parent, will review progress to date to develop a program to assist the student. At times, and dependent upon individual needs, some Special Education Services for evaluation, consultation and assistance may be available through the public school district in which the student attends. St. Stanislaus Catholic School has Title I math and reading services funded by the East Chicago Public Schools. Students who qualify are given additional resource help in math and reading during the school day.

### **Standardized Testing**

Standardized achievement tests are given to students as mandated by the State of Indiana and the Diocese of Gary. These tests focus on measuring reading, language, mathematics, science and social studies skills. Students in grades 3-8 take ILEARN (new this academic year) both applied skills and multiple choice in the spring of each year. Students in grade 3 take I-Read in March, and students in grades K-8 take NWEA three times a year in the fall, winter, and in the spring. Individual test results are made available to parents and are used to measure growth and to plan for instructional interventions.

### **Graduation**

Upon satisfactory completion of the required courses of study, each eighth grade student will receive a diploma, certifying graduation from St. Stanislaus Catholic School. Students maintaining a cumulative average below 70%, may be allowed to move into 9<sup>th</sup> grade. However, they will be issued a certificate of completion and not a diploma. All tuition and fees must be paid in full before receiving a certificate or diploma.

### **Record Rights and Policies**

St. Stanislaus Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. A parent or guardian may inspect all permanent and temporary records of their child upon request. Requests from a third party for a student's attendance or academic records will be considered, provided: 1) the request is made in writing from the attorney or agency, 2) the request contains the docket number or pertinent case number, and 3) a duplicate copy of the request is sent to the parent. In the absence of a court order to the contrary, the school will provide non-custodial parents with access to academic records and other school information. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. Never married parents should also have custody documents on file at the school as needed. This information will assist school officials in determining when, if ever, the child can be released to a non-custodial parent.

Records of students transferring to other schools will only be sent through the U.S. Mail or email. No records will be given to parents to transport to the new school. Students requesting records/transcripts/recommendations must make a five school day request to the office. All forms must be submitted to the school office for distribution.

NOTE: No official student records (exclusive of health records) will be released until all financial obligations to the school have been met.

## **Behavior Policies**

### **Expectations**

St. Stanislaus Catholic School expects each student to behave in a courteous, honest and respectful manner in order to maintain the Christian atmosphere of the school. The development and formation of loving, caring and self-disciplined individuals is a priority. All disciplinary actions are a means for holding students responsible for their actions and helping them to make just, moral, ethical and sound decisions. The emphasis on discipline is to guide students away from negative behavior, rather than to punish. Discipline issues will be handled equitably and in a timely manner. Students must respect one another as well as respect all teachers, staff, and other adults with whom they are in contact. Our discipline code is extremely important because it creates a safe environment for all students.

Teachers have the authority to demand proper demeanor of students in the classroom and on the school grounds and are to hold students accountable for violation of any school rules. Students also are accountable for acts committed on the way to and from school or for actions outside of school that reflect or discredit the image, reputation and sense of mission of St. Stanislaus School.

### **Classroom Behavior**

All students deserve the right to an environment conducive to learning. Therefore, students are to abide by the general rules of order established for the classroom by their teacher. Generally, teachers will handle disciplinary matters as they occur in a way they feel is effective for their particular grade. When students fail to respond to a warning given by the teacher to correct their behavior, consequences will be assigned appropriate to the offense and parents will be notified either in writing or by phone. Classroom rules and consequences will be discussed with parents at the Back to School Night held at the beginning of the school year.

Students are not permitted to chew gum in any classroom or anywhere else in the school building.

Students are reminded that they are never to engage in actions that can be harmful to the safety of others, such as running in the hallways, pushing or shoving, pulling chairs from under people, rough play on the playground, etc. "We were only playing", will not be accepted as an excuse for violating this safety policy and avoiding corrective consequences.

Students are not to bring items to school such as the following:

- Water pistols
- Fidget spinners
- Toy guns
- Paintball guns
- Paraphernalia
- Firecrackers
- Matches
- Pocket Knives
- Sharp Instruments
- Weapons or
- Anything that can be used or viewed as weapon by another person

In addition, the following are ONLY allowed with the permission of the teacher:

- Hand held music devices
- Hand held video games

## Playground Behavior

Recess time is provided for the students each day. All students are expected to participate. Children will be outdoors per discretion of Principal (during the winter season). Parents are responsible for seeing to it that their children are properly clothed for weather conditions. Students are expected to respect the limits set for them by the teacher or playground supervisors. For the sake of safety, it is essential that playground supervisors be obeyed and shown courtesy and respect at all times.

Teachers will review the following playground rules with their students at the beginning of the school year:

1. Students must respect the playground supervisors and follow their directives
2. Students are expected to respect each other. Name calling, bullying, fighting, inappropriate language, etc., will be subject to disciplinary actions
3. Play in which students end up on the ground is considered too rough and will result in students sitting out the rest of their play period
4. Food, candy and gum are never permitted outdoors during play times
5. Cellular Phones, headphones, airpods, hand held video games, music players, etc. are not permitted

All students are expected to be familiar with the playground rules and to follow them at all times. Teachers will review playground rules with their students at the beginning of the school year.

Games played are to provide social interaction and exercise and are not intended to be competitive. Rough play, fighting, arguing, using abusive language and cheating at games is not acceptable behavior. Students are never to pick up or throw sand, rocks, pebbles, snow, etc.

## Disciplinary Consequences

Peaceful resolution of conflicts is discussed and expected at each grade level. When students are unable to resolve conflicts peacefully among themselves, they are to notify a staff member or supervisor for assistance.

Depending upon the severity of an offense and taking into consideration the age of the child, any one of the following disciplinary actions may be taken by the teacher and the parent(s) will be informed about the actions taken: (by phone call, email, note, or disciplinary write-up)

The Student will move through the following steps:

- 1. Verbal Warning:** A student will be warned that a particular action is inappropriate.
- 2. Moving a Student's Desk in the Classroom:** A student's seat will be moved to try to prevent continued inappropriate behavior
- 3. Time Out:** A student will be separated from the other students, but still remain within the academic environment.
- 4. Suspension of Recess Privileges:** A student will not be allowed to go out for recess for a specified period of time and will report to the teacher that gave the referral.
- 5. Teacher/Student Conference:** Teachers will work with children one-on-one to change behavior patterns.
- 6. Detention:** Detention will be held on a day designated by the teacher. Parents will be notified in advance and given time to discuss the consequences with their child. Detentions are served for a one hour period at school with the teacher. Repeated detentions will result in the process below:

**If a student was not able to change his/her behavior and work with the teacher (see the above 6 Disciplinary Consequences); then the student will move through the following serious steps:**

- 1. Student/Principal Conference:** A student will be sent to the Principal's Office to discuss inappropriate behavior and to set goals for improving behavior.
- 2. Student/Parent/Teacher Conference:** A student and his/her parents meet with the teacher for the purpose of addressing inappropriate behavior and setting goals for improvement.

3. **Student/Parent/Principal Conference:** A student, along with the principal, teacher and parents with the goal of addressing and improving inappropriate behavior.
4. **Behavior Contract:** Determined and issued by Principal.
5. **Probation:** A student, along with the principal, teacher and parent work together during a specified period of time to help the student make a positive change before it becomes necessary for more serious disciplinary action to be taken. NOTE: Offenses occurring during a period of probation may immediately result in more serious disciplinary action.
6. **Suspension:** A student will be removed from the classroom for a period of time from one (1) to three (3) days depending on the severity of the offense. During this time, students who are suspended may only make up tests and assignments that significantly affect their grade. All other classwork will receive a 0%. A conference (phone or in-person) must be held between the Principal, the student and the parents before the student will be allowed to return to class. In addition, the student will not be allowed to participate or be present at any extra-curricular activities while on suspension. Furthermore, the student is also subject to being placed on probation for a period of time. During this time, behavior will be carefully monitored, documented and evaluated. If improvement is not made, further steps may need to be taken.
7. **Expulsion:** A student's right to attend St. Stanislaus Catholic School is terminated. The student will be suspended until such time as a conference can be held to discuss the offense. The final decision regarding the expulsion remains with the administration. If it is deemed appropriate by the administration, students subject to expulsion may be permitted to withdraw voluntarily. The following is a list of offenses which are considered serious in nature and warrant consideration for Behavior Contracts, Probation, Suspension and/or Expulsion. The list is not meant to be all-inclusive. The administration reserves the right to define individual situations and behaviors as possible expulsion offenses and to take appropriate action. Interpretation of school policies is exclusively within the domain of school administration.

- a. Incidents or threats of violence
- b. Gang Activity
- c. Written, verbal, or physical abuse of a member of the faculty
- d. Possession and/or use of illegal substances (drugs, alcohol, tobacco) or paraphernalia on school grounds or at school functions
- e. Repeated cases of lying, stealing, cheating, or forging a parent signature
- f. Possession of or use of guns, knives, other weapons or weapon like objects on school grounds or at school functions
- g. Damaging student, staff or school property/vandalism
- h. Sexual harassment of another student or school personnel
- i. Possession of paintball paraphernalia on school grounds or at school functions
- j. Downloading, displaying, disseminating unacceptable /offensive material
- k. Displaying any seriously objectionable off-campus behavior which places the reputation of the school in jeopardy (e.g. objectionable content on social websites, downloading, displaying, disseminating morally, sexually, religiously objectionable content/photos, fighting on the street or on the bus, off-campus theft etc.)
- l. Any action which the school administration determines to be in violation of the St. Stanislaus School mission, vision, or goals.

### **Explanation of Discipline Procedure**

When an offense is suspected which has the possible consequence of expulsion, the following procedure will apply:

1. The student shall be suspended immediately and the school will contact the parent(s)/guardian(s) of the offending student as soon as reasonably possible. The principal will have a meeting with the parent/guardian at the time of suspension to discuss the alleged violation. Any evidence, explanation, or other information regarding the incident should be presented to the school principal at the time of the meeting.
2. The student shall remain suspended pending the convening of a meeting with the St. Stanislaus School Review Board within five (5) school days. The Review Board shall consist of three (3) members of the St. Stanislaus faculty appointed by the principal. Any meetings conducted by the Review Board are private and all deliberations are confidential. No student has the right to review the statements of other students or to force any student publicly or privately to testify against, or on behalf of, the disciplined student. The school is never obligated to notify the student or the student's parents/guardian of the Review Board meeting. While the student is suspended, parents/guardians or representatives, including attorneys, shall have no right to appear before the Review Board. The Review Board will consider any written statements submitted on the student's behalf prior to their review.

3. The principal and the pastor will make a decision on the appropriate discipline after the Review Board meets. The Board's recommendations are advisory, and it is the principal and pastor who make the final decision. The parents/guardians will be notified of the decision by either phone or mail.
4. If a student's parents/guardians choose to appeal the school's disciplinary action, such appeal should be made as soon as reasonably possible but within fifteen (15) days of the principal's decision. Such appeal shall be in writing and directed to the Director of Schools, 9292 Broadway, Merrillville, IN 46410. Upon receipt of the appeal, it will be reviewed by the Superintendent along with any evidence or facts deemed appropriate for review by the Superintendent, including those things considered by the Review Board. The Superintendent will complete the investigation and communicate a decision in writing to the parent/guardian with 21 days.
5. No one who maintains civil litigation against the school is permitted to attend school and shall be considered suspended, while such litigation is ongoing.

### **Seclusion and Restraint**

St. Stanislaus Catholic School follows the guidelines of the State of Indiana governing the use of seclusion and restraint in schools. We do not use either seclusion or restraint as methods of discipline. In order to keep students safe, however, in an emergency situation, teachers are trained in the use of seclusion and restraint and follow the guidelines for documenting and reporting any incidents to parents and administration.

### **Incidents of Bullying or Threats of Violence**

The environment of a Catholic school should be one where respect for individuals prevails. Acts of violence, threats, harassment or bullying will be taken seriously. Any student, faculty member or administrator who becomes aware of an actual or perceived threat of harm by a student to themselves or another shall report it to the principal as soon as possible. The principal shall investigate the matter. This investigation will, at a minimum, include an interview of each person involved, the student making the alleged threat, and the person (s) reporting it.

The pastor of the parish and the parents of students directly involved in the incident are to be informed, as appropriate and as soon as circumstances allow. Teachers at St. Stanislaus School will keep a log of bullying incidents throughout the school year. The principal is required to file a report outlining the number and categories of the bullying incidents to the State of Indiana at the conclusion of the year and to provide opportunities for bullying prevention education to students throughout the year.

Students involved in bullying behavior may be placed on a Behavior Contract, be made part of a conference of families directly involved in the incident for the purpose of resolving the matter, be required to undergo evaluation by a certified therapist, or brought before the Discipline Review board for possible expulsion depending on the grade level of the student and the severity of the incidents.

Every effort shall be made to provide help for both the person being mistreated and those alleged to be mistreating someone.

The principal, along with the pastor, retains local decision making responsibility for the remedy and its implementation.

### **Student Pregnancy**

If the school becomes aware that a student is pregnant, it will be determined by the pastor and the principal what is the most appropriate course of action for the student and the school regarding the student remaining in school. The medical, psychological, spiritual, and educational well-being of the student shall always be the major consideration as well as the life of the unborn child.

### **Harassment**

St. Stanislaus Catholic School does not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. Actions constituting harassment include:

- Unwelcomed physical touching or contact
- Assault
- Deliberate or blocking movements
- Any intimidating interference with normal work or movement
- Derogatory comments, verbal, written or online
- Jokes or slurs
- Belligerent or threatening words spoken to another person, written to them or posted online
- Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, novelties and gestures

## **Drugs and Alcohol**

The use or possession of drugs, alcohol, tobacco, look a likes or such, or substances injurious to the health of the students is forbidden on St. Stanislaus Catholic School premises or at St. Stanislaus events, at home or away. A student found in possession of any of the above faces immediate suspension and possible expulsion from the school. A student who shows, through writing, drawing or in conversation, a fascination with drugs or alcohol will be warned and a parent conference will be initiated. Intervention with a substance abuse counselor can be required.

## **Gangs**

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign drawing, graffiti, tattoos, colors, or other things which may be viewed as evidence of membership or affiliation in any gang.
2. Commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, drawings, graffiti, or written communications, etc.) showing affiliation with a gang.
3. Use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to
  - a. Soliciting others for membership in any gang
  - b. Threatening or intimidating others
  - c. Inciting other students to act with physical violence upon any other person
  - d. Causing or inciting other students to cause damage to any school property
  - e. Use or have in his/her possession, any cellular communication device, pocket pager, or similar electronic paging device while in the school building or on any school property, during the regular school hours, or at any other time.

## **Off Campus Conduct**

The administration reserves the right to discipline students for off-campus conduct that is out of line with the behavior expectations of students during the course of the school day. This off-campus conduct includes, but is not limited to, cyber-bullying.

## **Cell Phones**

Students are permitted to bring a cell phone to school if it is needed after school because a child will be entering an empty house, attending sports practices, or will be going home with a friend. Phones may not be kept on the child's person but must be kept out of sight and on the off position or kept in the student's backpack on the off position. If a cell phone is in use or is visible during the school day, it will be confiscated and a fee of \$25 will be assessed to the parent to retrieve the phone. Families will need to retrieve phones from the school principal. Phones are available in every classroom and students, with teacher permission, have access to a phone to call home in an emergency during the school day. Students are not permitted to phone parents in order to bring forgotten assignments, band instruments, or gym clothes.

## **Texting**

Students should, at no time, have access to their cell phones in order to send text messages during the school day. Students involved in texting during the school day face automatic detention. Repeated offenses may merit more serious consequences.

## **Sexting**

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

## **Cyberbullying**

St. Stanislaus Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest online) face disciplinary consequences depending on the circumstances such as detention, suspension or expulsion

## **Social Networking**

Engagement in social networking sites such as, but not limited to, Facebook, Twitter, Snapchat and Instagram, may result in disciplinary action if the content of the student's posting includes defamatory, abusive, or morally objectionable comments about the school, the faculty, other students, or the parish. Parents are asked to model that behavior as well for their children.

## **Virtual Reality Sites**

Virtual Reality sites pose a developmental and moral risk to the life of the student. Parents are cautioned to be aware of the online sites their children visit and that predators can pose a real risk to students through the students' use of online sites.

## **Personal Belongings**

The school provides coat closets, cubbies and desks to accommodate the personal belongings of the students. St. Stanislaus Catholic School cannot be responsible for personal items, items of considerable worth or excessive amounts of money that are brought to school by the students. Parents are urged to monitor what their children bring to school with them. Students may not bring headphones, CD players, video games, I-Pods, etc. to school without the permission of the teachers.

With just cause, the Administration reserves the right to inspect all areas mentioned above, as well as student backpacks, at any time. Students are to keep their individual areas clean, neat, orderly and free of any types of graffiti. Damage to school property or the property of another person must be reimbursed by the parent(s) and the student(s) responsible will be subject to disciplinary action.

## **VIRTUS Training /Background Check Requirement**

All adults working with children are mandated by the Diocese of Gary to attend a VIRTUS Training Workshop. Volunteers must register online and list St. Stanislaus School (East Chicago) as a primary or secondary location. Volunteers must also complete a background check online through the VIRTUS website. The cost of the background check is \$15.00 and is payable at time of application. The processor of the service is FastraxOnline/Selection.com.

## **Parent Sex Offenders**

When the parent or guardian of a student is on the sex offender list, it is necessary to clearly outline the parameters of that parent's or guardian's presence on school property. These parameters will be formally written, reviewed, and agreed upon by the parent or guardian, the pastor, the principal, and the Diocesan attorney. The signatures of all parties will be necessary before the child will be permitted to continue in school. Failure to comply with the agreement may be cause for non-enrollment of the child in the school.

## **Extra-Curricular Activities**

St. Stanislaus Catholic School sponsors a number of extra-curricular activities which foster leadership, teamwork, discipline, sportsmanship, self-esteem, service and school spirit. Activities include:

- Altar Servers
- Athletics
- Student Council
- Garden Club
- Girls on the Run

Students must remain in good academic and behavioral standing to be eligible for extra-curricular activities.

Any student absent a half day or equivalent to three class periods may not participate in or attend any extra-curricular sponsored activities that day. Students absent on Friday will not be permitted to take part in athletic events over the weekend. All school rules apply at extra-curricular events. Faculty members, sponsors and chaperones with just cause, have full authority to admit, refuse admission to or dismiss any student from an event.

Activities taking place in individual homes, such as parties, are not school sponsored functions. Any problems arising at these events should be referred to individual parents and not to school authorities.



# Athletics

## Program

St. Stanislaus Catholic School students who choose to become involved in athletics will have the opportunity of joining the teams sanctioned by the CYO. Information regarding sports can be received by calling the school office or our Athletic Director.

## Diocese of Gary Sports Policy Requirements

- Students playing on a public school team are not eligible to play for CYO.
- If more than one team is necessary per grade level, the teams will have equitable division of talent at all times.
- Students must have a C average with no F's in all solid subjects (religion, reading, language arts, math, science, social studies)
- Students must not have disciplinary issues or infractions
- Students with special needs will be evaluated based on effort by the principal and teachers. Principal discretion will be used in evaluating these students.

## Diocese of Gary Parent Conduct Form

This form will be given to families at the time of registration for a particular sport. The form must be signed and returned to the school with the registration materials.

## Athletic Association

St. Stanislaus Catholic School has an Athletic Association. Families who have children participating in the CYO Sports Program are automatically members of this group. As members, the Association is responsible for the running of the concession stand during games held in the gym, the Annual Sports Banquet, and any other Fundraising necessary in order for the sports program to run effectively and efficiently.

The Athletic Association is responsible for making a donation to the school at the end of the year in order that all heating, lighting, and maintenance bills incurred by the sports program are covered.

# Uniform Dress Code

All students are to come to school daily in complete uniform. Parents are responsible for their children's compliance with the school dress code. The dress code includes that students be clean and well-groomed at school and while attending school functions.

All school and gym uniforms MUST be purchased from:

**Dennis Uniform**  
**8345 Indianapolis Boulevard**  
**Highland, IN 46322**  
**(219) 838-7120**

The 2019-2020 school year will be a transition year for the uniform. Students will be allowed to use last year's plaid shirt, skort or jumper, last year's embroidered vest or sweater and last year's complete gym uniform in last of the new respective garments. The following items MUST be the purchased new for Dennis this school year: khaki shorts, khaki pants, red polo, white blouse and/or white oxford shirt.

## Boys and Girls Summer Uniform **PreK – 8th** Grades (August, September, May, June)

- Khaki uniform shorts or long pants (Dennis Uniform) – worn at waist. (Girls may also choose to wear plaid skirt)
- Short sleeve red polo shirt with our school crest
- Black/Brown belt – worn with all pants/shorts that have loops
- White/Black/Brown crew or tube socks. Socks must be above ankles. (No ankle or “no show” socks permitted)
- Low heeled all black/dark brown dress shoes with a rubber sole. All black tennis shoes are not allowed (Vans, Converse, Tom's Shoes are not acceptable).

## Boys Winter and Year Around Mass Uniform **PreK – 8th** Grades (October through April)

- Khaki uniform pants (Dennis Uniform) – worn at waist
- Red pullover long sleeve or vest sweater with screen print crest (Grades K-4)
- Green pullover long sleeve or vest sweater with screen print crest (Grades 5-8)
- White oxford/dress shirt (no polo shirt) (Dennis Uniform)
- Black/Brown Belt – worn with all pants that have loops
- White/Brown/Black crew or tube socks – socks must be above ankle (No ankle or “no show” socks permitted)
- Low heeled all black/dark brown dress shoes. All black tennis shoes are not allowed
- Designated clip or regular school plaid tie
- Red polos with our school crest (not to be worn on Mass day)
- Pullover fleece sweater with our school crest (not to be worn on Mass days)

## Girls Winter Uniform and Year Around Mass Uniform **PreK – 8th** Grades (October through April)

- Khaki uniform pants (Dennis Uniform) – worn at waist
- Red pullover long sleeve or vest sweater with screen print crest (Grades K-4)
- Green pullover long sleeve or vest sweater with screen print crest (Grades 5-8)
- Designated plaid jumper/skirt/skort (Grades K-5) – Mandatory during Church services or when representing the school at any outside function or field trip
- Designated plaid skirt/skort (Grades 6-8) - Mandatory during Church services or when representing the school at any outside function or field trip
- White oxford dress shirt (Dennis Uniform) (no polo shirt)
- Black/Brown Belt – worn with all pants that have loops
- White/black/navy blue knee highs or non-patterned tights must be worn with jumper, skirt, and skort
- No leggings under jumper, skirt or skort
- White crew socks or knee high socks may only be worn with Khaki shorts or pants
- Low heeled all black/dark brown dress shoes. All black tennis shoes are not allowed (Vans, Converse, Tom's Shoes are not acceptable).
- Designated clip or regular school plaid tie

- Red polos with our school crest (not to be worn on Mass day)
- Pullover fleece sweater with our school crest (not to be worn on Mass days)

### Dress Code for Physical Education year around

- Gray T-shirt or Red sweatshirt with screened logo
- School screened logo- Red shorts(May be worn Aug., Sept., May, and June) or sweatpants(may be worn year round)
- White or black socks above the ankle (no ankle or “no show” socks permitted)
- Acceptable gym shoes with non-marring soles – no boot style gym shoes, casual gym shoes (ex. Van’s/Converse/Adidas) or regular shoes
- Gym sweatshirts are not permitted to be worn with the regular school uniform
- NO earrings are to be worn(girls or boys)
- All attire is to be purchased through Dennis Uniform

### Uniform Code Clarifications

The following policies will be enforced, an Out of Uniform Violation will be given if the below codes are not followed:

- Uniform blouses and shirts must always be tucked in, not rolled or bloused over
- Only plain, white undershirts, free of any writing or design may be worn under the uniform shirt or blouse
- Skirts, shorts, jumpers or skorts must be of modest length and not more than 5 inches above the knee when kneeling
- No make-up, nail polish or artificial nails are permitted.
- Belts must be worn with all pants that have loops for both boys and girls.
- No type of athletic shoes may be worn with the school dress uniform. All dress shoes must have backs and be solid black/brown.
- Socks must be visible above the shoe.
- In snowy or slushy weather conditions, boots may be worn to and from school, but appropriate shoes must be worn in the classroom.
- Girls may wear post earrings (single earring per ear worn on the lower lobe.) Dangling and hoop earrings are not allowed. Girls may also wear only one small religious medal or cross. No additional jewelry is permitted.
- Boys may not wear earrings. Boys may wear one small religious medal or cross.
- Body piercing (other than ear piercing for girls) is not allowed.
- Hair must be of a natural color and well groomed. No shaved, sculpted, or extreme styles are permitted.
- Boys’ hair should be short, neat and well groomed. Hair should not touch the uniform shirt. No attire that is associated with street gangs will be allowed in the building, on school grounds, or at school events. **The principal will be the final determiner of the appropriateness of hair, clothing shoes, or accessories.**
- Boys must be clean shaven at all times.
- The wearing of special athletic shoes is permitted for medical reasons but only upon the presentation of a note to the School Office from a medical doctor stating the necessity of the shoes. A parental note is not sufficient.
- No form of body decorating (tattoos, glitter, body writing) is allowed.
- No hats may be worn at any time for any reason in the school during the school day or at any school events.
- Only hair accessories available through Dennis Uniform will be permitted. No excessive bows or bands allowed.
- No athletic sweat shirts or jackets can be worn over uniform. If student tends to be cold, you are encouraged to purchase ¼ zip fleece sweater to wear over appropriate uniform.
- Spiritwear attire or athletic uniform tops are only to be worn on designated spirit wear days.

### Belts and Ties

Both belts and ties may be rented by the day in the school office for a charge of \$2 per day. Rented belts and ties are to be returned at the end of each school day. Charges for belts and ties will be posted to parents’ accounts.

### Dress Code for Eucharistic Celebrations and for Representing the School

Students representing St. Stanislaus Catholic School at any outside function or field trip are required to follow the winter uniform dress code unless the summer uniform has been specified. The teacher in charge will make the final determination about the appropriate dress code for the event.

Girls, out of respect for the Eucharist, are to wear their uniform jumper, skirt, or skort when attending Mass.

**Parents are asked to ensure that uniform shirts, pants, and shorts are well kept, clean, and not torn or frayed.** Students who are out of uniform will receive a uniform violation. Parents will receive an email or written notice informing them of the uniform infraction. Three uniform infractions will result in a student losing the privilege to participate in a subsequent Out of Uniform Day.

### **Dress Code Violations**

If a student is in violation of the dress code, the child will have the opportunity to phone home for the parents to bring the necessary clothing. If no parent is reached or a parent is unable to come, the school will attempt to supply the child with the needed uniform items if that is possible. Some of the most common uniform violations are belts, ties and vest/sweater. Therefore, these articles will be leased to children from the school office at a cost to parents of \$2/per day for each item. Students will be leased these items on a first come/first serve basis. The lease fee will be automatically added to the parent's account. In order to avoid charges for these items, parents are asked to send their child to school in full uniform.

Students violating the school dress code will receive an out of uniform violation even if an item is leased from the school office. Children who accumulate more than the three offenses will give up the privilege of participating in out of uniform days until they have demonstrated that they can arrive in proper uniform each day. That decision will be made by the teacher and the school principal.

### **Out of Uniform Dress Code**

Certain days throughout the school year will be designated as Out of Uniform Days. Some of these will be free of charge and others will be used as school fundraisers. The dress code for these days is as follows:

- A. Jeans (not be too tight or too baggy)
- B. Summer khaki uniform shorts (August, September, May, June)
- C. Gym shoes properly laced (No other types of shoes are permitted)
- D. Socks above the ankle
- E. T-Shirts, Sweatshirts, tops with no inappropriate pictures, words or advertisement. May not be too tight, low cut, or showing a bare midriff

It is the principal's discretion if a child violates the dress code. If a student is in violation of this Out of Uniform Dress Code, the student's family will be called to bring appropriate clothing and the student will lose the privilege of participating in the next Out of Uniform Day. All rules pertaining to jewelry, make-up, nail polish, artificial nails and all other items in the Uniform Clarifications section of this handbook also still apply to Out of Uniform Days.

## **Health Services**

### **Immunization Requirements**

Indiana State Law requires that all children entering school have up to date immunizations. Any student not in compliance must be excluded from school until proper immunizations and examinations have been completed. Proof of immunization is required BEFORE your child attends the first day of school.

Every student must present proof of immunity against:

**Pre-Kindergarten (3 to 5 yr. olds):** 4 DTaP, 3 Polio, 1 MMR, 3 Hepatitis B, 1 Varicella

**Kindergarten:** 5 DTaP, 4 Polio, 2 MMR, 3 Hepatitis B, 2 Hepatitis A, 2 Varicella

**Grades 1-5:** 5 DTaP, 4 Polio, 2 MMR, 3 Hepatitis B, 2 Varicella

**Grades 6-8:** 5 DPaT, 4 Polio, 2 MMR, 3 Hepatitis B, 2 Varicella, 1 Tdap, 1 MCV4, 2 Hepatitis A, 1 MCV4,

### **Vision/Hearing Requirements**

Vision/Hearing Screenings are provided for students during the school day on a schedule mandated by the State of Indiana.

## **Health Information**

Health information on students must be kept up to date. At the beginning of each year, parents are to provide the following:

- Information on any special medical conditions, allergies and/or medications that the child may be receiving.
- Home, cell and work numbers of parent(s).
- Three (3) emergency contacts, including names and phone numbers (in case parents cannot be reached)
- Name and phone number of the child's physician

It is imperative that any change in data should be reported immediately to the school office to insure the health and welfare of your child at all times.

## **Medication**

Indiana State Law forbids students from taking any type of medication during school hours without written authority and without adult supervision. Prescribed medications will be kept in the school office and administered by the nurse, secretary, office aide, teacher or administrator. If a child must take medication during school hours, the School Medication Permission Form must be completed by the parents and, in the case of prescription medication, authorized and signed by the physician. The medication must be sent to school in the labeled prescription bottle. All directions for administering the medication must be in writing or clearly written on the prescription bottle. Any medications for allergies should have written instructions as to amount and frequency of administration. All inhalers must be labeled with the student's name and in the original pharmacy packaging.

No student is allowed to carry any type of medication, nor are they to administer it to themselves during the school day. The only exception to this regulation is an inhaler which may be carried by a student under some circumstances with written permission from the parent and authorization from a physician.

## **Illness**

Students are not to be sent to school ill. If an illness does occur, temperature must be within normal limits for 24 hours prior to being sent back to school. Students must not be in school if:

- They are vomiting
- They have a fever
- Have diarrhea, or
- Have a rash of undetermined origin

Parents are asked to communicate any health issues to the school so that all children can be protected from contagious diseases.

In the event a student becomes ill at school or an accident happens, parents will be notified immediately according to the emergency information provided to the school at the start of the school year. A student cannot be released to anyone except a parent, guardian or an authorized designee.

If a student is ill for an extended period of time (3 consecutive days or more), a doctor's release is required and must be presented at the time of the student's return to school.

Students well enough to be in school generally are well enough to play outdoors at recess time. Due to supervision requirements, it is not always possible to keep children in the office for recess. The recess period is part of the whole school program. It is essential to the physical, social and mental being of each child to be out in the fresh air with classmates. Parents are asked to dress their children according to the weather. During inclement or severe cold weather, all students will remain indoors.

It is expected that any student who is too ill to attend classes is too ill to attend an extra-curricular event. Any student who has been absent a half day or the equivalent of three (3) class periods may not participate in or attend any extra-curricular activities that same day without the permission of the principal. Students who are ill on Fridays are not permitted to participate in sporting events or school sponsored events over the weekend.

## **Accidents**

If a minor accident occurs at school (scraped knee, bumps and bruises, bee stings, etc.), minimal first aid will be administered. In the event of a serious accident or health emergency, first aid will be administered and the parent will be contacted immediately. If parent(s) or an authorized designee cannot be reached immediately, paramedics will take the child to an emergency room and the family doctor will be contacted to insure the health and safety of the child.

## **Communicable Diseases**

Any student who contracts a communicable disease must remain home from school until such time as a physician approves re-entry to school. Parents will be immediately notified to pick their child up from school if the child presents symptoms which may need to be reviewed by a physician. Children are to be excluded from school according to the physician's recommendations for chicken pox, mumps, measles, untreated head lice, and German measles. Other contagious diseases such as strep throat, eye infections, skin conditions, and impetigo require a written release by a physician.

## **Child Abuse or Neglect**

By law, the State of Indiana requires all school personnel to report any allegations or suspicious of child abuse or neglect to the Department of Child Protective Services (D.C.P.S.) All adults working with children, including parents in contact with children, must undergo a Criminal Background Check and participate in a Protecting God's Children Workshop as mandated by the Diocese of Gary.

## **Guidance**

Guidance services are available to St. Stanislaus students through the counselors at Bishop Noll Institute. Services are available to students in emergency situations in order to help students resolve problems and concerns. Referrals for this assistance may be made by either teachers or parents.

## **Re-Admittance to School**

Students who have been out of school because of admittance to a behavioral unit or psychiatric facility may be readmitted to school in one of the following ways as deemed appropriate by the school administration: a) written correspondence to the school administration from the student's doctor, therapist, or case worker including a diagnosis and treatment b) a meeting with the school administrator, social worker or student's case worker to discuss diagnosis and treatment and/or c) a phone call to the school administrator from the student's doctor therapist, or case worker including a diagnosis and treatment.

# **General Policies**

## **State of Indiana Attendance Guidelines**

Effective July 1, 2013, the State of Indiana is defining habitual truancy as being absent ten (10) or more days within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10%) or more of a school year. Schools have the responsibility to report any child who is habitually absent from school in violation of this law to an intake officer of the juvenile court or to the Department of Child Services.

Excused absences are defined as absences that the school regards as legitimate reasons for being out of school including 1) illness verified by a note from the parent/guardian, 2) illness as verified by a doctor's note, 3) family funeral, 4) an educationally related non-school activity and 5) other trips, performances, activities etc. that have the approval of the school.

## **Diocesan Attendance Policy**

**Students at St. Stanislaus Catholic School follow the Attendance directives of the Diocese of Gary as stated below:**

**Number of days:** 10 days per semester (August-December) and (January –June) for students in grades 1-12 which equals no more than 20 days per school year.

**Calculating Absences:** According to the Indiana Code (IAC 1-3-3), a student in attendance during any part of the day up to and including one half of the day shall be counted as one half. A student in attendance for more than one half of the day should be counted as one full day. Note: Instructional time for grades 1-6 is 315 instructional minutes and for grades 7-8 is 379 instructional minutes.

**Conferences:** Parents must have a conference with the teacher and/or principal after a student is absent for 10 days.

## **Notification of Absence to the School**

Parents are required to phone St. Stanislaus School when a child is absent. For safety reasons, it is very important for the school to know that the parent is aware that their child is not here. If no phone call is received by 8:30 AM, the school office will phone the parent to notify them that their child is not in attendance. If the school office is unable to reach a parent by phone, we will notify parents via e-mail. **If the parent fails to communicate with the school, the child's absence will be unexcused.** Excused absences include illness, doctor/dentist appointments, funerals, court appointment, page (legislative), and principal's discretion. Unexcused absences include vacations, non-school related events, and personal business. The principal has final discretion in determining whether an absence is unexcused.

**Student Return to School:** When a student returns to school after an absence of three or more consecutive days, a note must be given to the classroom teacher. Parents are required to send the note even if they have phoned in the child's absence each day. If no note is received, the student will be sent to the school office to get an admission slip and the parent will be notified

**Absences Beyond the Maximum Days:** Being absent from school for more than 10 days shows up as a school warning on the State of Indiana attendance report. Students habitually absent will be reported to the Department of Child Services. Being absent more than 20 days may result in a child not being promoted to the next grade level. If a student exceeds the maximum number of days absent per quarter, the homeroom teacher will determine the student's grade and discuss with the principal the possibility of retention.

### **St. Stanislaus Catholic School Attendance Policy**

Regular attendance and punctuality are essential to ensure an effective learning environment and enable students to fully participate in the ongoing educational process. Punctuality forms life habits for work and family, which will benefit the student for years to come. St. Stanislaus Catholic School is accountable to the State of Indiana for daily attendance information and the failure to keep our attendance in the 90<sup>th</sup> percentile or better can result in St. Stanislaus losing its current full accreditation.

According to the Indiana Dept. of Education, students may not exceed 20 absent days per school year (10 per semester). **Students who exceed this number of days may be retained.**

#### **Please note the following:**

1. Parents are required to call the school office by 8:30 AM to report a student's absence for that day. The student's name, grade and reason for the absence is to be given. If no call is received, the child will receive an unexcused absence and students will receive a "0" for all work done on that day in class.
2. For safety reasons, office personnel will notify parents at home or at work if a child does not arrive at school and has not been called off by 9:00 AM.
3. Upon returning to school, children who have been absent 3 or more consecutive days must bring a written, dated and signed excuse from the parent. A doctor's release is required for an absence due to a communicable disease.
4. Students are marked tardy if they are not in their classroom when the bell rings at 7:45 AM. Students who ride the bus will not be considered tardy when the bus is late.
5. Students who are tardy must report, upon arrival, to the school office to obtain a tardy slip. No child will be admitted to class without a tardy slip after 7:45 AM. Students eating breakfast in the cafeteria must also report to class at 7:45 AM or receive a tardy slip.
6. Chronic tardiness will be handled through a conference with the Principal, student and parent in an attempt to uncover the reason for the tardiness and to establish a workable solution to the problem.
7. Tardiness will not be counted for medical appointments provided that a note from the doctor or dentist is presented when the student arrives in school.
8. Excused absences will be given for illness, funerals for family members, legislative page and court appointments.
9. Unexcused absences will be recorded for vacations taken during the school year. Vacations during school time greatly impact a child's education and the grades a child receives. Therefore, vacations are strongly discouraged. Teachers will not honor a request for homework prior to a vacation. Upon returning to school, deadlines will be set by the teacher for making up any missed work.
10. The parent is required to notify the school office and the classroom teacher in advance of any absence other than excused.
11. School personnel will not take requests for make-up homework for students in grades 6-8. It is the student's responsibility to request a list of missed work from the teacher upon returning to school.
12. Following an excused absence, a student in collaboration with the teacher will determine an appropriate deadline for completing missed work.

13. No student is ever to be removed from the school grounds without the knowledge of the teacher and office personnel. A written note by the parent must be provided to the homeroom teacher for early dismissals. This ensures that the student will be ready when the parent arrives and also causes less interruption to the class.

### **East Chicago Truancy Policy**

**St. Stanislaus School will follow the truancy policy in place with the School City of East Chicago. Full Policy forthcoming.**

### **New School Hours beginning 2019-2020 (all grades):**

**Monday 7:45 AM to 2:00PM**  
**Tuesday – Friday 7:45 AM to 3:00PM**

### **Arrival/Dismissal Procedures**

The St. Stanislaus Catholic School office hours are 7:30 AM – 3:15 PM each school day.

Parents who drive their children to school may drop them off between 7:15 AM and 7:45 AM in the parking lot parallel to the Church. The main entrance doors of the school are locked between 7:15 and 7:45 AM. Parents may not drop children off at the front entrance. Door C, next to the Church, is the morning drop off location. It will be staffed by school personnel. Door C is open beginning at 7:15 AM and will be locked at 7:45 AM. Classes begin at 7:45 AM and students must be in their classrooms at that time in order to avoid being tardy. Anyone late after 7:45 AM must come to the front doors of the school to be admitted and then must come to the office for a tardy slip. Anyone arriving through the front doors at Door A in the morning receives an automatic tardy.

Bus students are dropped off at the front door of the school and proceed downstairs to the cafeteria.

Teachers will meet their students in front of their classroom or at their assigned place in the gym or cafeteria each morning. No child is ever permitted to leave the school grounds for any reason once they have arrived in the morning.

At dismissal, children taking the bus will be called when their bus arrives. Children, in grades PK-8, not taking the bus will be picked up in the Car Line in front of the church and along Magoun Avenue. Children attending After Care will be escorted to the room for this service by an adult.

All walkers must have a signed walker release form on file before being permitted to walk home. Children walking home must cross at corners patrolled by crossing guards. Crossing guards have been instructed to report children who do not follow the guard's instructions about crossing.

All children not picked up at dismissal will be sent to the After School Care Program. Families are reminded that, at no time, should cars be parked in the yellow zone outside the school's front doors. This is a bus stop and parking there is a violation. Families are also not to use the Teacher parking lot for drop off or pick up. This is reserved solely for faculty and staff.

### **Emergency Delayed Start**

In cases of inclement weather or other emergencies, St. Stanislaus School may implement a delayed start. The delayed start will typically be students arriving at 9:30 AM and faculty and staff arriving at 9 AM. Delayed start times may be affected by the nature of the emergency.

### **Before/After School Care**

The Before/After School Care Program is held each day 6:00 AM – 7:15 AM and again from 3:00PM – 6:30 PM. A registration fee, as well as a signed contract, is required for all children using the program. Respective contracts for each service must be completed and registration fees paid. Any child brought to After-Care because no one was there to pick up at the regular dismissal will be charged. Specific cost and application information is available in the school office. Parents must keep their payments current for Before/After-Care. Accounts will be reviewed monthly and parents who accumulate outstanding balances will not be able to take advantage of these services. This year our After-Care program has been contracted out to the Whiting YMCA. Registration and billing will be processed by the YMCA.



## **Appointments**

Every attempt should be made to schedule medical and dental appointments after school hours. When this is not possible, a note must be presented to the school office and the classroom teacher stating the student's name, date and time of appointment and who will be picking up the student. No students will be allowed to leave the school alone for any reason during the school day. A parent who finds it necessary to pick up a student before dismissal must pick the child up in the school office and sign a release before leaving the premises. It is NOT recommended for any student to LEAVE school early for appointments. Students are responsible for making up all work that was missed during their absence.

## **Bus (When Available)**

The School City of East Chicago has made arrangements to transport St. Stanislaus students who live on or near an established public school bus route. Students riding the East Chicago buses must abide by the rules established by the public school system. Failure to adhere to these rules of behavior may make the student subject to suspension and/or removal from the bus program. In order for a student to be registered for bus service, a family must complete a Bus Waiver Form and submit it to the school office. The School City of East Chicago requires 3 (three) proofs of East Chicago residency to accompany waiver. Students assigned as bus riders must take the bus to and from school unless a note from the family is sent to the school office.

## **City Bus Regulations**

St. Stanislaus Catholic School students may have the privilege of using the transportation supplied by the cities of East Chicago, Hammond, and Gary. Rigid standards of conduct must be maintained at all times in order to ensure the safety of all students and to satisfy safety requirements. The driver of the bus is in full charge of the operation of the bus and the passengers (students) at all times. Moreover, students have an obligation to cooperate fully with the following expectations to help ensure their safety and the safety of all passengers. Students will:

1. Observe quiet conduct on the bus and engage in quiet conversation
2. Observe quiet while the bus is stopped at railroad crossings
3. Stay in their seats until it is appropriate to exit the bus
4. Maintain a safe and clean environment by a) not throwing paper on the bus floor b) not eating or drinking on the bus c) not defacing or vandalizing bus property
5. Keep their heads, arms, hands, legs, and feet entirely inside the bus at all times
6. Never be in possession of a laser pen
7. Never use a cell phone while on the bus
8. Use only the regular doors for leaving the bus in non-emergency situations

Failure to comply with these safety expectations and those requested by the bus driver may result in a loss of bus-riding privileges, the imposition of damage fines, and/or other disciplinary measures.

## **Communication to Parents**

A monthly calendar and current information about the school is available on ParentsWeb, Facebook- St. Stanislaus East Chicago or at [www.ststansec.org](http://www.ststansec.org). In addition, a weekly telephone call will be made to all parents each weekend highlighting the coming week's events. A copy of this phone message will be emailed to all families. Communication going home to parents in paper form will be sent with the youngest and only child of the family. If your child fails to bring this information home, please notify the school office for a replacement.

## **Crisis Management**

A Crisis Management Plan is on file at St. Stanislaus Catholic School for dealing with all categories of crisis including, but not limited to, natural disaster, environmental and building disaster and disruption of human life. At all times, the safety and security of students and staff is the primary concern.

## **Early Dismissal**

The school must be notified in writing by 9:00 AM on the day in which a parent will be picking a child up early. Students will receive an unexcused absence if parents pick a child up early without written notification. Parents who need to pick their child up early from school because of some emergency situation; doctor's appointment etc. must come into the school office and sign the child out. The school highly recommends that a student does not create a habit of leaving school early, this disrupts the learning environment. Students will not be released to any person other than the parent unless that parent has previously notified the school that another person is authorized to pick up the student. If the entire school has an early dismissal, the regular dismissal procedures outlined above will be followed.

## **Emergency Drills**

Fire, tornado, safety, and civil defense drills are held regularly to develop safety practices that will help students move quickly and in an orderly manner to pre-designated safety areas during an emergency. Rules of safety are reviewed regularly and posted in each classroom

## **Emergency School Closing**

Closings will also be posted on ParentsWeb, a text sent through ParentAlert, a message posted on our school's web page and on Facebook. Parents will also receive a computerized call from the ParentAlert communication system notifying them of any closure or emergency situation.

St. Stanislaus may find it necessary to close due to emergency situations that are not weather related the above procedure to notify parents will be followed.

## **Excessive Heat Policy**

Most of the school building at St. Stanislaus School is air conditioned. Window units are in all classrooms and the gym and cafeteria are air-conditioned as well. In the event that an air-conditioner is not working and the temperature humidity index is over 90 degrees, students will be re-located to an air-conditioned place in the building

## **Field Trips**

Field trips are valuable extensions of the St. Stanislaus curriculum and students are expected to attend. At various times during the school year, these trips will be planned, with final approval given by the principal.

- A notice will be sent home detailing the experience, along with a permission slip to be signed by the parents.
- No child will be allowed to go on a field trip without the written consent of the parent.
- Students who are not allowed to participate in the field trip will remain at home and will be listed as unexcused.
- In addition, they may be given a written assignment to complete, which will correlate with the educational experience provided by the field trip
- Field trip money constitutes a commitment on the part of the parent and student to pay their share of the cost of the field trip, and as such, cannot be refunded.
- Students who cannot behave responsibly will not be allowed to go on a field trip without a parent.
- Children who must take medication while on a field trip must have a written note from the parent and the medication sent to school in the original prescription bottle.
- Younger siblings are not permitted to attend field trips with older brothers and sisters due to liability and insurance reasons.
- When space is limited, only a certain number of parents will be able to attend as chaperones.
- All chaperones must have completed VIRTUS training and done a criminal history background check as mandated by the Diocese of Gary.
- A rotation system will be used so that all parents may get the opportunity to server as chaperones.
- A chaperone's purpose is to supervise the children to whom he/she is assigned.
- All guidelines set by the teacher are to be followed.

## **Forgotten Textbooks/Materials**

Students and their parents are not permitted in classrooms before or after school if the teacher is not present. Students have time at the end of the school day to assemble their take home work and must be responsible for packing their book bag with everything they need.

## **Gum Fine**

Students found chewing gum will be fined a fee of \$5.00 per event.

### **Home and School Association**

The Home School Association is comprised of dedicated and involved parents who have been elected to their positions. The organization has four (4) primary purposes:

1. To expand avenues of communication between the school and parents.
2. To sponsor educational and informative programs for the school community.
3. To provide volunteer and social assistance to the school.
4. To raise money for the programs of the school.

Parents are encouraged to participate in the activities planned by the Home and School Association, as they are designed to help our children to develop a sense of school spirit and community. Help is always needed and appreciated. Check the school calendar for the exact dates of meetings.

### **Library Use**

The library is available for use by students in order to provide for their personal growth and to promote an interest in and an appreciation of reading. Each student is responsible for books checked out in his or her name. A fine will be charged for lost or damaged books based on the replacement value. A bill will be sent home with the child for the amount charged.

### **Lost & Found**

A Lost & Found area is available in the school office. To assist in matching a student to a misplaced item, the student's name must be placed on all personal items and clothing. Items not claimed at the end of each semester will be donated or discarded.

### **Litigation**

If there is a disagreement or dispute between parent/guardian and the school on a policy matter and/or disciplinary matter, and the parent/guardian seeks civil litigation in the matter, the student in question will be suspended until the civil decision has been made. Thus, the school cannot be accused of being prejudicial toward the student during litigation.

### **Lunch**

A hot lunch program is available to students and orders are placed by teachers daily. Students may instead choose to bring a bag lunch to school each day. **Fast foods and soft drinks are not permitted at lunchtime and parents are asked to comply with that policy.** Students who are receiving a hot lunch may not bring additional food items or drinks to the cafeteria. Parents who wish their child to have chips, cookies, candy etc. should send them with a cold lunch and not order from the cafeteria.

As a participant in the National School Lunch Program (NSLP), we are required to adhere to the guidelines established by the USDA. Family lunch accounts are on a prepayment system, meaning money must be on deposit in your child's lunch account in order for your child to receive lunch for the day. We highly recommend that you make at minimum, weekly deposits into your child's lunch account. Please check the account on ParentsWeb weekly. Lunch accounts will be monitored daily by the school office. When an account becomes overdrawn, you will be notified and lunch services may be suspended. This applies to both fully paid lunches and reduced lunches.

Parents are reminded that students on free and reduced lunch are required under USDA guidelines to take the entire lunch in order to qualify for the program. Students may not choose milk only or lunch only. If students request milk only, that cost will be billed to the parent.

Any student requesting additional milk at lunch must pay for the additional milk at the time of request or your account will be billed

Students will be expected to clean up after themselves following lunch. Proper language, eating habits and table manners are expected at all times. For safety reasons, students are not permitted to exchange food.

## **Food Allergy Policy**

St. Stanislaus School maintains a school-wide procedure for addressing life-threatening allergic reactions and maintains an Emergency Action Plan for any student whose parent/guardian and physician have informed the school, in writing, that the student has a potentially life-threatening allergy.

The school will provide training and education for all school staff including teachers, aides, office staff, food service personnel, and maintenance workers. That training will include but will not be limited to 1) a description/definition of severe allergies and a discussion of the most common food, medication, latex, and stinging insect allergies 2) the signs and symptoms of anaphylaxis c) the correct use of an epinephrine auto-injector (EpiPen) 3) location of emergency Epi-Pen 4) specific steps to follow in the event of an emergency 5) activating emergency medical response – Dial 911 t) completion of an evaluation form by each employee after training.

Teachers will be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol in the Emergency Action Plan. This information will also be available in the substitute teacher folder. In the event that an incident occurs for which there is no known allergic history, emergency medical services will be called immediately.

A parent/guardian of a student with food allergies is responsible for providing all food for his/her child. Snacks will be kept in a separate box provided by the parent/guardian. The school will never provide snack food for children with known food allergies. If students have severe food allergies, special provisions will be made for these children in the cafeteria.

Desks and tables will be washed with soap and water following any activity with food held in the classroom Proper hand washing will be taught and encouraged before and after the handling/consumption of food.

## **Non-Catholic Students**

All students, including Non-Catholic students, who have chosen to attend St. Stanislaus Catholic School, must follow the school curriculum and be educated in an environment of Catholic tradition, including participation in prayer, liturgical experiences and religion classes.

## **Non-Custodial Parents**

St. Stanislaus Catholic 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, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. Self-addressed stamped envelopes provided by the non-custodial parent can expedite written communication. If there is a court order specifying that no information is to be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **School Advisory Board**

The St. Stanislaus Advisory School Board is a body whose members are selected to participate in decision making in specific and designated areas of responsibility. It is consultative in nature. A consultative board operates in the policy making process by formulating and adopting, but never enacting policy. The School Board:

1. Participates in and encourages strategic planning and helps develop goals, objectives, long and short range plans for the school,
2. Helps to formulate policies in accordance with Diocesan policies,
3. Assists in developing the school budget,
4. Serves as a public relations source.

For an issue or topic to be raised at a board meeting, it must be submitted in writing to the Board President or the principal at least five (5) days before a regularly scheduled meeting. If the issue falls within the scope of school board matter, the person will be placed on the agenda. Only those people who have been placed on the agenda will be permitted to address the board during the explicit time allocated for such communication. Those addressing the board should focus their presentation on only those issues approved prior to the meeting. Any presentation or expressed viewpoint that becomes or borders on a personal attack of a particular person or family or any communication which is not expressed in a calm, respectful manner will not be allowed.

At the board meeting, the board members will simply receive, without response or interaction, the comments of the person making the presentation. Possible follow up includes, but is not limited to:

1. Discussion at an executive meeting

2. New business item on the next board agenda
3. Information regarding issue included in the school communication
4. Personal contact regarding issue by letter, phone call or meeting
5. Referral to proper group or committee

Advisory Board Meetings are held bi-monthly.

### **School Supplies**

Supply lists for each grade level will be available prior to the start of the new school year.

- Students are required to come to school prepared with these materials on the first day of school and every day.
- All materials must be marked with student's name and grade.

### **Security**

It is essential that student and staff members know that the school is a place of safety and security. Therefore, security measures will be taken.

All doors to the school buildings will be locked during the school day and parents and visitors must ring the bell at the main doors for admittance to the school office.

For security reasons and to maintain an academic environment, no parents or visitors will be allowed access to classrooms during regular school hours without reporting to the office, signing in, and wearing a Visitor Badge.

### **Sending Money to School**

Students should only bring money to school that is needed on that day. Parents should put all money in an envelope that is clearly marked as to the purpose of the money, the student's name, and the amount enclosed. Money or valuables should never be left in desks or coat closets. St. Stanislaus Catholic School cannot be and is not responsible for lost or stolen items or money.

### **Supervision**

Students are to be supervised by a designated, responsible adult at all times. Thus, only students who are participating in a school sponsored event, scheduled meeting, or athletic event (such as sports practices) are to be in the building. Faculty are not available after 3:00 PM for supervision of students so students must have a tutor, club sponsor, coach etc. accompanying them when in the building after 3:00 PM. Students waiting for a coach, club sponsor, or tutor must do so in the After Care Room (After Care charges will apply.)

### **Substance Abuse/Violence Prevention Programs**

School community education and intervention programs geared toward substance abuse and violence prevention will be implemented at various grade levels with the assistance of local law enforcement agencies.

### **Textbooks**

Text books must be kept covered at all times. Texts may be covered with commercial book covers, paper bag material, wrapping paper or cloth cover book sox designed for textbooks.

NOTE: Contact paper should not be used as a book cover because it leaves an adhesive substance on the book when the cover is removed. Any book left in this condition at the end of the school year will need to be replaced at full cost by the parent.

It is the policy of St. Stanislaus Catholic School that students be held responsible for any lost or damaged textbooks. The full replacement cost of a textbook which is lost or damaged will be assessed against the parent and student. Final report cards and official student records will be withheld until financial arrangements have been made to cover the cost of the lost or damaged textbooks.

## **Vacations**

A school calendar is sent home early in the school term stating the days that school is not in session. It is strongly advised that family vacations be planned to coincide with these times so that students do not miss any instructional time.

Parents who choose to take their children out of school for family vacations are advised to closely monitor their child's progress online and with the teacher to determine what effect such an absence will have on the student's work.

**Teachers are not responsible for giving students a complete listing of their assignments before a student leaves for vacation. This task is completed more accurately after the student returns.**

It is the responsibility of the student to make up all assignments according to the timeline determined by the teacher.

## **Visiting the School**

Parents are strongly encouraged to visit the school during scheduled calendar events and at other times of the year. If a parent wishes to meet with a teacher or the principal, they are reminded that a note must be sent or a phone message left requesting an appointment time.

Any item being delivered to the school for a student must be left in the school office. School personnel will make sure that the student receives the item. Visiting classrooms during school hours is not permitted without the knowledge of office personnel and the permission of the teacher.

All parents and visitors must report to the office, sign in and obtain a Visitor's Badge before proceeding to a classroom during the school day. Upon leaving, visitors are to return to the school office to sign out and return their badge.

## **Volunteers/Service Hours**

Parents are an integral part of St. Stanislaus Catholic School being able to offer the enhancements to our curriculum and the after school activities we all enjoy. In order to accomplish this, parents are required to give 30 service hours per year for the many programs, activities and school sponsored functions that are a part of the school. Parents themselves or persons in their immediate family must serve these 30 hours. Please note that all volunteers will be required to attend the Diocesan VIRTUS training program as well as a completed approved background check if they will be supervising children. Parents are responsible for the recordkeeping of their volunteer hours as well as obtaining the appropriate signature for the time volunteered. Volunteer/Service Hours Sheets are due to the school office by May 1<sup>st</sup>. Volunteer Hours cannot be carried over year to year or transferred/donated to another family. If hours are not completed, a parent's account will be charged at a rate of \$10 per hour. All fees are due before final report cards are given. A list of volunteer opportunities can be found on ParentsWeb and they will update throughout the school year.

Parents are asked not to bring along small children when volunteering at school. Small children necessitate that the volunteer's focus be on them rather than on the task they have come to do.