

# St. John's Catholic School

New Haven, IN

## Parent-Student Handbook 2024-2025 School Year



Pastor, Fr. Nathan Maskal

Principal, Mrs. Tina Voors

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**SCHOOL CONTACT INFORMATION**

St. John’s Catholic School  
204 S. Rufus Street  
New Haven, IN 46774  
Phone: 260-749-9903  
[www.sjnewhaven.org](http://www.sjnewhaven.org)

## **MISSION STATEMENT**

St. John's Catholic School exists to help each student become a life-long learner, be taught a Christ-centered, Catholic way of life, and achieve academic success.

## **SCHOOL HISTORY**

St. John's Catholic School (named with the parish for our patron Saint, Saint John the Baptist) dates back to 1859, when a single teacher began educating the children of St. John's Parish in a house on Powers Street. Several years later, in 1872, growing enrollment resulted in the construction of a new brick school building. The Sisters of St. Agnes began their dedicated tenure in 1873, were joined by regular lay faculty in 1955, and continued teaching service until 1990.

The original brick school building was replaced in 1949 with the construction of a new facility, consisting of the main floor and a basement. A second floor was added in 1957, and, to accommodate rising enrollments, the basement gym/cafeteria was converted into classrooms in 1984. The building continues today as St. John's primary educational facility. The Community Center, which houses the school's gym, cafeteria, and small rooms for other activities, such as our Childcare Ministry Program, was completed in 1988. Part of Rufus Street was closed by the City of New Haven that same year in order to provide safe crossing for the children to the church. The parish purchased a block of land and built a new grass playground area for students in 2009.

A uniform dress code was established in 1988. The first kindergarten class began in 1977, reading readiness was initiated in 1982, and pre-kindergarten enrolled its first children in 1984. Enrollment today in pre-kindergarten through eighth grade is approximately 250 students.

Within our current tuition structures (learn more under our Admissions tab), the parish supports our school by offering a subsidy for parish families. St. John's also offers aid from three programs: School Choice Scholarships, commonly called vouchers, Scholarship Granting Organization (SGO) Grants, and direct parish aid.

We currently employ 18 full-time teachers, several three part-time teachers, and in addition several instructional assistants. Administrative staff is composed of a Principal and an Assistant Principal, who is also a classroom teacher. Maintenance staff includes two full-time employees. Childcare is offered for students before and after school and full day childcare is available for children ages one and above.

Today, we remain more committed to our mission than ever: St. John's exists to help each student become a life-long learner, be taught a Christ-centered Catholic way of life, and achieve academic success. One way we seek to live this out is by expanding our Pre-K offerings to include full day or half day programs, with 5 day and 3 day options. Please see our Pre-K/Childcare tab for more information!

## **BELIEF STATEMENTS**

Our belief statements support and form our mission statement. St. John's Catholic School New Haven believes that:

1. Our school is an integral part of the Catholic Church's mission to proclaim the gospel, build a faith community, and serve others.
2. Our school, as an expression of the Church's beliefs, traditions, and sacramental life, serves as both an educational community and evangelizing community.
3. Each child is created in God's image; therefore we are committed to the concept that all children can learn.
4. Our school provides an atmosphere filled with the Holy Spirit that affirms the dignity of all persons.
5. Our school is committed to academic excellence, which fosters the intellectual development of our students and teachers.
6. Parents are the primary educators of their children and that our school assists parents in meeting their responsibility of educating their children in the lifestyle and teachings of the Catholic Church.
7. Our school is committed to maintaining close, positive communications and relations with our students, parents, and parish community.
8. Our school believes in the responsible use of technology. Students need clear guidance, through Christ, about how to best use this powerful force as a learning tool. With this, however, total technology use in the classroom setting must be limited and monitored. This will ensure that our children will engage in meaningful peer relationships, dialogue with their teachers, and truly appreciate the beauty of each person along with the world God has given them.

## **SCHOOL BOARD**

The School Board consists of nine members, and the pastor and principal as ex-officio members. Members serve a three-year term. The board is a consultative, advisory body to the pastor and principal. Duties and functions include the formulation, recommendation, and adoption of policies that are necessary in providing a quality Catholic education in our parish school and maintaining the school's Strategic Plan. Meetings are held once each month from August through May.

## **HOME AND SCHOOL ASSOCIATION (HASA)**

HASA consists of volunteer officers/committee heads. This association is designed to promote further communication between parents and faculty. HASA sponsors several activities and functions throughout the school year to promote community building. HASA is also in charge of Campbell labels, printer cartridge recycling, and Box Tops for Education, which enables the school to earn points toward equipment and supplies. Parental involvement is the key to HASA's success! Every parent is given the opportunity to participate.

## GENERAL DIOCESAN POLICIES

St. John's Catholic School is part of the Diocese of Fort Wayne-South Bend. As such, our policies are directed by our Diocese and implemented here at our school. Any policy referring to a number or to the Diocese refers to established Diocesan policies governing our schools. Other policies are adapted from the Diocesan protocols by us at the local level. Please direct any questions regarding policy origination/development to the administration/Principal of the school. The Principal reserves the right to amend the language in this Handbook at any time.

## GENERAL SCHOOL POLICIES

\*The principal/pastor reserves the right to amend this handbook at any time without advance notice. Parents shall be given prompt notice of amendments.

*Any Policy listed with P##### refers to a Policy of the Diocese of Fort Wayne - South Bend.*

## FACULTY/STAFF LIST FOR 2024-2025

<u>TEACHER</u>	<u>HOMEROOM/SUBJECT</u>	<u>EMAIL or CONTACT</u>
<u>HOMEROOM GRADES</u>		
Mrs. Jenny Pranger	Pre-K 3 year olds	<a href="mailto:jenny.pranger@sjnewhaven.org">jenny.pranger@sjnewhaven.org</a>
Mrs. Kristina Chambers	Pre-K 4 year olds	<a href="mailto:kristina.chambers@sjnewhaven.org">kristina.chambers@sjnewhaven.org</a>
Mrs. Niki Patton	Kindergarten	<a href="mailto:niki.patton@sjnewhaven.org">niki.patton@sjnewhaven.org</a>
Mrs. Becky Wiggins	Kindergarten	<a href="mailto:becky.wiggins@sjnewhaven.org">becky.wiggins@sjnewhaven.org</a>
Miss Gabrielle Moran	1 <sup>st</sup> Grade	<a href="mailto:gabrielle.moran@sjnewhaven.org">gabrielle.moran@sjnewhaven.org</a>
Mrs Tawnya McVicker	1 <sup>st</sup> Grade	<a href="mailto:tawnya.mcvicker@sjnewhaven.org">tawnya.mcvicker@sjnewhaven.org</a>
Mrs. Melissa Gabet	2 <sup>nd</sup> Grade	<a href="mailto:melissa.gabet@sjnewhaven.org">melissa.gabet@sjnewhaven.org</a>
Mrs. Tracy Miller	2 <sup>nd</sup> Grade	<a href="mailto:tracy.miller@sjnewhaven.org">tracy.miller@sjnewhaven.org</a>
Mrs. Sandy Weikel	3 <sup>rd</sup> Grade	<a href="mailto:sandy.weikel@sjnewhaven.org">sandy.weikel@sjnewhaven.org</a>
Miss Claire Castleman	3 <sup>rd</sup> Grade	<a href="mailto:claire.castleman@sjnewhaven.org">claire.castleman@sjnewhaven.org</a>
Mrs. Heidi Busch	4 <sup>th</sup> Grade	<a href="mailto:heidi.busch@sjnewhaven.org">heidi.busch@sjnewhaven.org</a>
Miss Abby Strack	5 <sup>th</sup> Grade	<a href="mailto:abby.strack@sjnewhaven.org">abby.strack@sjnewhaven.org</a>
Mr. Mike Snyder	6-8 <sup>th</sup> ELA	<a href="mailto:mike.snyder@sjnewhaven.org">mike.snyder@sjnewhaven.org</a>
Mr. Jay Crisp	6-8 <sup>th</sup> Religion, Social Studies	<a href="mailto:jay.crisp@sjnewhaven.org">jay.crisp@sjnewhaven.org</a>
Mr. Justin Pranger	AP., 6-8 <sup>th</sup> Math/Computers	<a href="mailto:justin.pranger@sjnewhaven.org">justin.pranger@sjnewhaven.org</a>
Mrs. Cortnie Woenker	6-8 Science	<a href="mailto:cortnie.woenker@sjnewhaven.org">cortnie.woenker@sjnewhaven.org</a>
Mrs. Peggy Beuchel	Resource Prg. Director	<a href="mailto:peggy.beuchel@sjnewhaven.org">peggy.beuchel@sjnewhaven.org</a>
<u>SPECIAL AREA SUBJECTS</u>		
Mrs. Casey Lee	Art	<a href="mailto:casey.lee@sjnewhaven.org">casey.lee@sjnewhaven.org</a>
Mr. Scott Macklin	Physical Education	<a href="mailto:scott.macklin@sjnewhaven.org">scott.macklin@sjnewhaven.org</a>
Mrs. Jamie Andorfer	Music Pk-8/Computers 1-5	<a href="mailto:jamie.andorfer@sjnewhaven.org">jamie.andorfer@sjnewhaven.org</a>
Mrs. Kristine Gibson	Librarian	<a href="mailto:kristine.gibson@sjnewhaven.org">kristine.gibson@sjnewhaven.org</a>
<u>INSTRUCTIONAL ASSISTANTS</u>		
Mrs. Sandie McClure	Aide Primary/Intermediate	<a href="mailto:sandie.mcclure@sjnewhaven.org">sandie.mcclure@sjnewhaven.org</a>

Mrs. Michelle Spychalski	Aide Resource program	<a href="mailto:michelle.spychalski@sjnewhaven.org">michelle.spychalski@sjnewhaven.org</a>
Mrs. Katie LaMee	Aide PreK program	<a href="mailto:katie.lamee@sjnewhaven.org">katie.lamee@sjnewhaven.org</a>
Mrs. Chelsey Frecker	Aide PreK program	<a href="mailto:chelsey.frecker@sjnewhaven.org">chelsey.frecker@sjnewhaven.org</a>
Mrs. Amber Hale	Aide Resource program	<a href="mailto:amber.hale@sjnewhaven.org">amber.hale@sjnewhaven.org</a>

### SCHOOL STAFF

Fr. Nathan Maskal	Pastor	<a href="mailto:fnathan@sjnewhaven.org">fnathan@sjnewhaven.org</a>
Mrs. Tina Voors	Principal	<a href="mailto:tina.voors@sjnewhaven.org">tina.voors@sjnewhaven.org</a>
Mrs. Ellen Wyss	Secretary	<a href="mailto:ellen.wyss@sjnewhaven.org">ellen.wyss@sjnewhaven.org</a>
Mrs. Caroline Matvya	Nurse	<a href="mailto:caroline.matvya@sjnewhaven.org">caroline.matvya@sjnewhaven.org</a>
Mr. Alan Parr	Director of Sacred Music	<a href="mailto:alan.parr@sjnewhaven.org">alan.parr@sjnewhaven.org</a>
Mr. Michael Weissert	Business Manager	<a href="mailto:michael.weissert@sjnewhaven.org">michael.weissert@sjnewhaven.org</a>
Mrs. Karen Fox	Child Care Director	<a href="mailto:karen.fox@sjnewhaven.org">karen.fox@sjnewhaven.org</a>
Mrs. Kelly Mouch	DRE/Lunch Program Coor	<a href="mailto:kelly.mouch@sjnewhaven.org">kelly.mouch@sjnewhaven.org</a>
Mr. Wade Heddens	Maintenance Director	260-749-9903
Mr. Ed Leist	Evening Maintenance .	260-749-9903

## GRADING/ACADEMIC POLICIES

### Grading System

St. John’s Catholic School utilizes PowerSchool, which is mandated by the Diocese of Fort Wayne-South Bend. PowerSchool is called a Student Information System, and it helps our school with a great number of items. The main benefit to parents is that teachers record all grades into PowerSchool, so the child’s current grade can be seen at any time just by logging into this system. As part of this service, reasonable time should be given to teachers between the administering of a graded assignment and its actual posted grade appearing in PowerSchool. In most assignments, teachers are asked to do this grading within one week of giving the assignment, though particularly large, longer-term assignments or those with a great deal of writing or mathematical analysis may require additional time.

Families new to PowerSchool or having trouble logging in should please contact Mr. Pranger, Assistant Principal/Maker Lab/Jr. High Math, at [justin.pranger@sjnewhaven.org](mailto:justin.pranger@sjnewhaven.org) or at 749-9903. Our school utilizes the following grading system, which is mandated for all schools by the Diocese of Fort Wayne-South Bend:

Letter Grades (Achievement)	Effort Grades (Special Areas or Younger Grades)
A+ 97-100	O (outstanding) 95-100
A 93-96	S+ (satisfactory) 87 – 94
A- 90-92	S (satisfactory) 80-86
B+ 87-89	S- (satisfactory) 70-79
B 83-86	N (needs improvement) 60-69
B- 80-82	U (unsatisfactory) 59 or below
C+ 77-79	
C 73-76	

- C- 70-72
- D+ 67-69
- D 63-66
- D- 60-62
- F 59 or below

### **Report Cards / Progress Reports**

Report cards are given on a quarterly basis (four reports per year). The **report cards** themselves do NOT need to be signed by the parents/guardians and returned, but the ENVELOPES do need returned to the homeroom teacher.

Parents/Guardians of students who are performing below passing / near failing (D+, D, or F) will also receive notification at midterm of each quarter. These reports MUST be signed by a parent/guardian and returned to the office. Student progress throughout the year may be checked at any time by parents via Powerschool. Teachers update grades regularly so parents can be aware of their child(ren)'s grades throughout the grading period.

### **Parent-Teacher Conferences**

Parent-teacher conferences are held towards the end of the first quarter grading period. Conference times of fifteen minutes are scheduled to provide convenient and sufficient time for both the parents and teachers to discuss each child's progress. These conferences are held with homeroom teachers. Parents are welcome to contact school any time to arrange additional conferences with a teacher in addition to and beyond the scheduled conference dates in the fall.

### **Honors for Grades 5-8**

Honors are determined by assessing the grades on the report card as follows:

#### HONOR ROLL

- all "A's" (A- or higher in core subjects and S+ or higher in Specials); No U or S- in conduct or effort.
- No "B+" or "S" or below on any subject/special classes, including Conduct or Effort are permitted.

### **Homework**

Studying and reading at home should be a daily part of each child's learning experience. A quiet time and place should routinely be set aside each night to foster strong study habits. Suggested amounts of time necessary for homework are:

- Grades 1-2     10-20 minutes
- Grades 3-5     30-50 minutes
- Grades 6-8     60-80 minutes

Parents, we treasure your interest in your child's work. Ask, check, review, quiz, praise, and pray with your child every evening. You know what quality work is and is not. If you take an interest in your child's study through the sharing of your time and attention, your child will reap benefits that will last a lifetime.

### **Achievement Testing**

Students in grades 3 through 8 will take the Indiana State Mandated ILEARN test. Students scoring below the state cutoff scores are required to undergo school-sponsored remediation in grades 3, 4, 5, 6, 7, & 8. Students in grades 2 and 3 will participate in IRead-3 testing. Students scoring below the cut score for passing are required to undergo remediation and retake the test in the summer.

Note: If a 2nd grader passes iRead-3, he or she is not required to retake the test as a 3rd grader. Other testing may be assigned in the calendar year, including the ARK test (a measure of Catholic catechetical knowledge), NWEA formative tests, or other formative measures.

### **Junior High/Elementary Late or Missing Classwork**

In grades 6 – 8, work is marked late if it is not turned in by or before the due date assigned by the teacher. If the student hands in the assignment the next school day, it will receive a 10% reduction in its achievement grade. If it is received 2 school days late or after, it will receive a 30% reduction in its achievement grade. However, if the calendar reaches two weeks or less before the quarter ends, the assignment will not be accepted and the recorded grade will be a zero (0). Teachers will communicate with parents regarding work that is past 2 school days due, in hopes of receiving it prior to the end of quarter deadline.

Grades 4 – 5 may use similar policies; late policies in those grades will be communicated by the teacher.

NOTE REGARDING ABSENCES: All students will be given the number of days absent - plus one day - to turn in missing classwork in order to receive full credit.

### **DRESS CODE**

Our dress code, while similar across the school, varies by grade level and can vary by gender. Unless otherwise noted, items can be purchased at your preferred retailer. This includes shirts, pants, shoes, socks, belts, and gym uniform items. However, there are **approved** uniform fleece options for grades K-8 (these include the St. John's logo) that can only be purchased through our provider, A-R Specialty Advertising.

Every Thursday is Spirit Wear day. Students in grades K-8 may wear either the regular uniform OR any St. John's t-shirt or crewneck sweatshirt. Many various spirit wear items are available through A-R Specialty Advertising. Hooded shirts/sweatshirts or any hoods are not allowed.

-A-R Specialty Advertising. Purchase online: via our school website under [Parent Resources](#) or you may call them at 260-373-1175. The owner, Mrs. Jamie McHenry, is your best contact there.

### **Pre-K**

No uniform dress code is imposed. We ask that children wear only closed toe sneakers/tennis shoes. Other clothes should be comfortable, manageable and modest (no bare shoulders) generally athletic style clothing is worn.

### **K-4<sup>th</sup> Grade Boys**



**-shirts:** plain (no print, logos, etc.), solid white or red polo shirts (dry-wick or traditional), or turtlenecks. Optionally, short sleeve, plain white t-shirts may be worn under the uniform shirts. All shirt(s) should be tucked in.

**-pants:** Pants should be navy dress pants in twill, cotton, or corduroy. No riveted slacks, jeans styles, stretch, leggings/Spandex-style, hipster, knit, cargo, or Capri pants are permitted. No zippered or cargo pockets, or ripped/torn/cut hems on slacks are permitted. (Patch style pockets with a clean, business-casual style are acceptable).

**-warmer layer:** Should families want a warmer layer, students may wear a uniform fleece or cardigan sweater. The uniform fleece has three options: a crew-neck sweatshirt, fleece, or dry wick, all of which require our school logo and may be ordered through A-R Specialty Advertising via [Parent Resources](#) on our school's website. The cardigan sweater can be solid red, white, or navy blue with no pattern, no logo. The style is open front/cardigan style.

-Shoes, socks, and gym uniforms are standard throughout the school, with that information appearing below.

**-Summer uniforms** are allowed from the start of school through Oct. 15 and from Apr. 15 to the close of school. These include the same uniform as above, except that navy dress (likely has front pockets) shorts (cotton or twill) may be worn instead of pants. Please follow the same pant restrictions described above when purchasing shorts (i.e., no cargo shorts, etc.). *Shorts MUST reach mid-thigh length and must not be form-fitting; loose-fitting is the modest choice.*

#### **K – 4<sup>th</sup> Grade Girls**

-All items are the same as K-4<sup>th</sup> Grade Boys

**-Girls** may optionally wear a NAVY jumper in grades K-4. Our plaid jumper design is NO LONGER available through the uniform company “French Toast.” The Plaid option is being phased out for new purchases - IF you already have a plaid jumper, it can be worn during the 2024-2025 school year. Leggings/tights (navy, red, black, tan, white) are required during winter months under jumpers.

**-Summer uniforms:** All items are the same as K-4<sup>th</sup> Grade Boys, except that instead of shorts, girls may optionally wear a navy blue, plain (non-patterned) jumper or skort. The skort may be purchased at your preferred retailer. For Modesty: “Biker-style” spandex shorts are recommended under jumpers.

#### **5<sup>th</sup> – 8<sup>th</sup> Grade Boys**

**-The main difference from K-4<sup>th</sup> is that students can, and typically do, wear khaki/tan pants and a navy polo shirt.**

**-shirts:** plain, solid white, red OR navy polo shirt (dry-wick or traditional) or turtleneck. Optionally, short sleeve, plain white t-shirts may be worn under the uniform shirts. All shirt(s) should be tucked in.

**-pants:** Pants should be navy OR khaki/tan dress pants in twill, cotton, or corduroy. No riveted slacks, jeans styles, stretch, leggings/Spandex-style, hipster, knit, cargo, or Capri pants are

permitted. No zippered or cargo pockets, or ripped/torn/cut hems on slacks are permitted. (Patch style pockets with a clean, business-casual style are acceptable).

**-warmer layer:** Should families want a warmer layer, students may wear a uniform fleece or cardigan sweater. The uniform fleece has three options: a crew-neck sweatshirt, fleece, or athletic fleece, all of which require our school logo and may be ordered through A-R Specialty Advertising. The cardigan sweater can be solid red, white, or navy blue with no pattern or logo on it. The style is open front/cardigan style.

-Shoes, socks, and gym uniforms are standard throughout the school, with that information appearing below.

**-Summer uniforms** are allowed from the start of school through Oct. 15 and from Apr. 15 to the close of school. These include the same uniform as above except that khaki/tan dress shorts (cotton or twill) may be worn instead of pants. Please follow the same pant restrictions described above when purchasing shorts (i.e., no cargo shorts, etc.). *Shorts MUST reach mid-thigh length and must not be form-fitting; loose-fitting is the modest choice.*

### **5<sup>th</sup> – 8<sup>th</sup> Grade Girls**

-All items are the same as 5<sup>th</sup>-8<sup>th</sup> Grade Boys, except that instead of pants, girls may optionally wear a NAVY or KHAKI skirt in grades 5-8. Our Plaid skirt design is NO LONGER available through the uniform company “French Toast.” The Plaid option is being phased out for new purchases - IF you already have a plaid skirt, it can be worn during the 2024-2025 school year. Leggings/tights (navy, red, black, tan, white) are required during winter months under skirts.

**-Summer uniforms:** All items are the same as 5<sup>th</sup>-8<sup>th</sup> Grade Boys, except that instead of shorts, girls may optionally wear a navy blue OR tan/khaki, plain (non-patterned) skort. The skort may be purchased at your preferred retailer.

For Modesty: “Biker-style” spandex shorts are recommended under skirts.

### **Gym Uniforms**

Students in K (kindergarten) do not wear gym uniforms, but go to gym in their regular school uniform. They must however bring a separate change of shoes.

For grades 1 – 8, students must bring a separate pair of shoes. These must be athletic shoes with non-marking soles. Additionally, students must bring a change of clothes to school for gym class: navy blue shorts and plain red t-shirts (traditional or dry-wick). No spandex, tight-fitting, or shorts less than mid-thigh in length are permitted. Socks must be red, white, or navy only. In cool/cold weather, solid navy sweatpants are permitted. No print or icons of any kind are permitted.

### **Other Uniform Requirements**

**-Belts:** If belts are worn, they must be simple and solid in these colors: black, navy, tan, or brown. No large belt buckles or ornately decorated belts are permitted.

**-Shoes:** All students Pre-K through 8<sup>th</sup> grade must wear shoes that have a closed heel and toe. No sandals, clogs, boots, heeled shoes, or high-heeled footwear are permitted. We allow gym shoes laced

or velcro at all times. “Dudes”-style shoes need to have a solid sole and should not slip off easily; they need to be secure and fit to the foot. No slides or slippers. All shoes are at the discretion of Administration.

**-Socks:** All types of socks, including tights, should be a solid red, white, tan, black, or navy color matching the school uniform. Print or icons of any kind are not permitted. Socks must be worn at all times.

**-Jewelry:** Girls may wear one pair of stud or post earrings. **No** dangling or hoop-style earrings are permitted. No earrings are permitted on boys. A religious necklace or medal may be worn. No other necklaces are permitted. Religious bracelets and/or wristbands are permitted, one per wrist. No other bracelets are permitted.

Medical alert jewelry for student safety are welcome in addition to religious ones.

Watches may be worn, but no smart watches. One ring per hand is allowed.

**-Hairstyles:** No streaked, highlighted, ribbons or the like, or dyed hair is permitted. Artificial color enhancement is not allowed. Extreme hairstyles, at the **discretion of administration**, are not allowed (i.e. mohawks, spiked hair). Long bangs on girls can be held back with barrettes, pins, clips, etc. Hair accessories should be simple. Boys’ hair naturally growing down should not cover more than ½ of the ear, and should not touch the shirt collar. Boys’ and girls’ hair naturally growing up may not extend more than 1 inch above the scalp line.

**-Make-up:** Make-up is not permitted. Light shades of fingernail polish for girls must be one single color on all fingernails.

**-Coats:** Coats/jackets should be worn in cool/cold weather. While we allow any style of jacket, hooded sweatshirts (“hoodies”) are not permitted at any time. Such outerwear is not permitted in the classroom - only uniform, approved fleece/dry-fit jackets are allowed during class time.

### **Out of Uniform Days – Requirements**

The School will occasionally offer students the opportunity to come to school out of uniform either as a fundraiser or as a general thank-you to our students. On such days, the administration will publish what the guidelines will be for specific clothing items. Please see the section above: Other Uniform Requirements that will still apply on these special occasions.

On these days, jeans (no rips, holes, slashes, etc.) or loose-fitting athletic pants may be allowed. Girls may be allowed to wear leggings as pants, **provided they wear a tunic-length shirt (this length must extend at least to mid-thigh in length).**

*Shorts MUST reach mid-thigh length and must not be form-fitting; loose-fitting is the modest choice.*

Hooded sweatshirts are not allowed.

Appropriate modesty should be followed in choosing clothing for school. Students’ shoulders should be covered. The School reserves the right to send a student home or require a change of clothes if he/she is not following these guidelines.

### **ACADEMIC DAY AND CHILDCARE**

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

### **School Time**

Grades PK-8 will begin class at **7:50 AM** and instruction ends at **2:35 PM**. All students will be allowed to enter their classrooms at 7:35 AM. Doors will NOT open until 7:35 AM. For students arriving earlier, Before-School Care is available.

Exception: PK3: Dismissal for the half-day program is 11:20

On 2-hour delay days it is up to the discretion of the parent if the am only student attends. AM PreK classes will still take place, 9:50-11:20. Please notify the school office if your child will not be in attendance.

Bus riders wait in the classroom after school until the bus is called. Grades K-8 walkers/car riders will be dismissed between 2:40-2:45 PM. On Wednesdays, instruction ends at 2:00 with dismissal beginning at 2:05. All children who are car riders must be picked up by 3:00 (or 2:30 on Wednesdays) or they will be sent to Child Care and parents will be billed for services.

### **Child Care Program**

Before and After School Care is provided by St. John's. Hours are 7-7:45 AM and 2:45-5:45 PM. This service is available to any student enrolled in our school. An extended care program is also available for PK3 half-day students during the school day. This service is from 11:20 AM to 2:45 PM. Please contact the director, Mrs. Karen Fox (749-9903 ex. 316), with any questions.

### **Teacher Selection Requests**

St. John's encourages supportive parent-teacher relationships and asks for the trust of our families for our teachers to make the best recommendations for homeroom assignments for our children. However, in the event a grade has two homerooms and a family wishes to request a teacher, these requests must be sent to the principal in writing by **May 1<sup>st</sup>** for the coming school year. Administration reserves the right to make the final determinations of placement for our students.

## **ATTENDANCE POLICIES**

### **Attendance ~ P4040**

Attendance IC § 20-33-2-6

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

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

Parent(s)/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

A. Graduates; or

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

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

## II. Absences from School

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

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

1. Serving as a page for or honoree of the Indiana General Assembly;
2. For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
3. Court appearances pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year, or participation in civil air patrol as a member of the Indiana wing of the civil air patrol for not more than five (5) days in a school year;
5. Placement in a short-term inpatient treatment program which provides an instructional program;
6. Homebound instruction;
7. Religious observances.
8. Approved, educationally related non classroom activity per I.C. 20-33-2-17.5.
9. Participation or exhibition in the Indiana state fair by the student or a member of the student's household if the student is in good academic standing but not to exceed five (5) instructional days in a school year.

### B. Excused Absences

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

### C. Unexcused Absences

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

2. No physician's note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
3. Family vacations.
4. Absences other than those defined as excused or absences counted as present.

### III. Truancy

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

The following may be evidence of habitual truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is students who have ten (10) unexcused absences in a school year.
- C. Three (3) or more judicial findings of truancy.

### IV. Reporting an Absence

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

A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

### V. Frequent or Prolonged Illness

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

### VI. Response to Irregular Attendance

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

- A. Call daily from school (secretary, principal, or attendance clerk), to the parent/guardian to verify absence and to determine reason.
- B. After a student is absent for six (6) days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- C. After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

### VII. Habitual Truancy Report to BMV

If the student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truant and reported to the bureau of motor vehicles as provided by State law.

Recommended: May 17, 2022 Diocesan School Board

Ratified: August 9, 2022 Diocesan Bishop

*For students/families who have violated attendance policies in previous years or are accruing unexcused absences:*

A. A meeting will be required with the Principal when a student reaches 6 **unexcused** absences in the year to establish an attendance contract and return the student to regular attendance.

B. If the principal is unable to successfully resolve the attendance problem, beginning on the 11<sup>th</sup> **unexcused** day out from school, which is the threshold set by the State, the family will be referred to DCS, who by State law is required to investigate for educational neglect at this point.

C. Half day **unexcused** absences are included in the above totals.

*Tardiness and Absence*

Please phone or email the school office by 9:00 AM to tell us if your child will be absent or tardy. Children coming into the building after school begins at 7:50 AM must first check in at the school office.

According to Indiana state law, students must also return to school with a note from the parents. The phone call does not replace the note – BOTH are required.

We encourage that doctor or dental appointments be made during vacation or after school if at all possible. Every absence for doctor or dental appointments will be marked either as tardy or absent if the time exceeds more than half of the morning or afternoon (2 hours).

Requests for early dismissal should also be written and given to the office. A valid reason should exist for the pupil to be released. Parents/guardians should pick up their child from the building and check out at the office.

Students who arrive after the beginning bell will be marked as tardy. Excessive tardiness may affect student grades and performance, and excessive tardiness may be referred to DCS in the manner described above (please see the previous section). Parents are responsible for ensuring the students arrive to school on time.

*Family Educational Rights and Privacy Act ~ P4170*

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

**SCHOOL DISCIPLINE POLICIES**

Discipline is an inner self-control that should inspire each child to conduct themselves in such a manner that they will be considerate of others and their rights at all times. Students do not have

the right to interfere with the learning process of others. Those who do will be subject to the disciplinary guidelines established by the school.

### **Religious Foundation/Principles ~ P4410**

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

### **School Partnership**

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

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

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

Recommended: May 17, 2022 Diocesan School Board

Ratified: August 9, 2022 Diocesan Bishop

### **Discipline Procedures ~ All Grades**

St. John's utilizes a progressive system of disciplinary procedures. In general, should a teacher or administration find a student to be in violation of our policies/expectations, a first referral would be the equivalent of a detention, which we call a DART (Disciplinary Action Referral Time). As DARTS accumulate, in-school or out-of-school suspensions may be used. Administration reserves the right to expel a student should circumstances and our policies warrant this need. In keeping with this protocol, administration further reserves the right to utilize more severe disciplinary measures (i.e. suspensions) for first violations should circumstances warrant this need.

#### **A. DISCIPLINARY ACTION REFERRAL TIME (grades K-8)**

1. When a student receives a DART, a form sent home with the student will inform the parents. This form is to be signed and returned the next school day. If the DART is not returned, parents will be called. DARTs will be in a designated classroom from 2:45-3:45 PM. Parents picking up their child from a DART need to come into school and sign the student out. Students not picked up on time (by 3:50 pm) will be sent to the school-sponsored childcare at the parents' expense.



2. Upon receiving the fourth (4th) DART, the student's parents will be notified of the situation via a letter. A conference may be requested.
3. As stated above, accumulated DARTS, or a single disciplinary infraction may warrant the need for an in-school or out-of-school suspension, or expulsion, as determined by Administration.

Any student receiving ONE DART in any quarter will receive an S- for Conduct. Any student receiving two or more DART's in any single quarter will earn a U in conduct on his/her report card. Participation in athletics will be affected immediately following the second DART with a one game/match/meet suspension. A student who accumulates further DARTS may be required to miss additional games/matches/meets at the discretion of School Administration.

Violating the above discipline protocols (see previous page) are some of the grounds for a DART to be assigned, as are other specific instances as determined by staff in the building in conjunction with Administration.

### **Grades K-5 Discipline Protocol**

Students will refrain from:

1. Breaking classroom, cafeteria, and/or playground rules;
2. Inappropriate behavior in Church;
3. Disrupting class (speaking out, bothering others, etc.);
4. Disturbing others' property (books, desks, clothing, etc.);
5. Insulting another student by any verbal or written action (teasing, put downs, bullying, etc.);
6. Disrespectful words or behavior toward any adult in charge.

### **Junior High Discipline Protocol**

When students reach the junior high level, an emphasis is placed on responsibility, self-control, and accountability. Simply put, teachers should expect, and do expect more independent and responsible behavior from junior high students than students in the primary grades.

A student in grades 6-8 is expected to know right from wrong, the truth from a lie, where they are supposed to be and when, what polite behavior is, what assignments are due and when they are due, how to conduct themselves properly in any social situation (Church, classroom, assembly, etc.), when to speak in class and when not to, what respect is and how to show it, and most importantly, he/she should have an understanding and a love of Jesus Christ, their Lord and Savior. Junior high rules include:

1. I will act as a young Christian adult. (No teasing, put downs, bullying, etc.)
2. I will respect teachers, all adults, and fellow classmates.
3. I will bring all needed materials to class.
4. I will speak in class only with the teacher's permission.
5. I will not disrupt class in any manner.
6. I will follow policy code regulations.

**Grounds for Suspension or Expulsion of Students ~ P4520**

I. The grounds for suspension or expulsion below apply to student conduct which occurs:

- A. On school grounds;
- B. Off school grounds at a school activity, function, or event;
- C. Traveling to or from school or a school activity, function, or event; or
- D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or Diocese.

II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.

- A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
- B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
- C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
- D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
- E. Threatening or intimidating any individual for whatever purpose.
- F. Violation of the diocese's Gun-Free School Policy, or possession of or control over a knife or other cutting type of device not used for school sanctioned purposes.
- G. Possessing, using, transmitting, or being under influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.
- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
- K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.
- L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.

M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational function.

**Disciplinary Review for Students (Suspension or Expulsion) ~P4530**

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

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either: the principal, his or her designee, or impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal. The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters, and the decision shall be final and binding on all parties.

**Parent/Legal Guardian Concerns Procedure ~ P2310**

Community Relations

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

- Step 1: Address the issue with the classroom teacher in a formal manner (face-to-face or in writing).
- Step 2: Address the issue with the department chair.
- Step 3: Address the issue with the Principal.
- Step 4: Address the issue with the Pastor (elementary schools only).
- Step 5: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).
- Step 6: Contact the Catholic Schools Office.

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

Recommended: February 12, 2020 Diocesan School Board

Ratified: May 13, 2020 Diocesan Bishop

**Suspension/Expulsion Procedures**

1. The principal may suspend a student for a period of up to five (5) full school days for conduct constituting grounds for expulsion or suspension.
2. Suspensions may be served out of school, or in school, at the discretion of the principal. In the case of out of school suspensions, the student will begin on the first school day following the date on which the conduct giving rise to the suspension occurred. The principal may, however, immediately suspend the student upon the occurrence of the

conduct that warranted the suspension. In such an event, a parent will be required to pick up the student from school.

3. Parents of any student who has been suspended will be notified of the conduct giving rise to the suspension and the length of the suspension. Prior to the readmission of the student, the student and at least one parent must participate in a conference with the principal.
4. When a student is suspended from school, any school work missed due to out of school suspension must be made up within two days of the suspension. Students serving in-school suspensions are required to turn in all assigned schoolwork the day after it is assigned. Students serving a suspension may not participate in sports or any other extracurricular activities during the period of suspension.
5. The principal may, in his/her discretion, recommend expulsion of the student based upon any of the grounds for expulsion or suspension. The principal may suspend a student pending a decision on expulsion.
6. The principal may, in lieu of suspension or expulsion, take such other disciplinary action, as he/she deems appropriate if the circumstances surrounding the conduct warrant a lesser response. In connection with such action or with any suspension under any other part of this disciplinary policy, the principal may place a student on probation on such terms, including restrictions on participation in field trips, sports, and extracurricular activities, as he or she deems appropriate.
7. The principal, in consultation with the pastor, shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.
8. A record of all suspensions and expulsions will be maintained for a year in the school office.

#### **In-School Suspension Rules**

1. Students serving an in-school suspension will report to school on time according to the regular school schedule.
2. Upon arriving at school, students will sign-in at the office and wait in the principal's office until escorted by the principal to the designated in-school suspension room.
3. All students serving in-school suspension will be monitored at all times by an adult.
4. Students serving an in-school suspension will not be allowed to talk at any time once they have entered the designated in-school suspension room in the morning, until the time that they are released from the room at the end of the day.
5. A morning and an afternoon restroom break will be given to students serving in-school suspension. Students will be escorted to the restroom individually by the room supervisor if only one student is serving in-school suspension, or by the principal, or a designee of the principal, if there are two or more students serving in-school suspension. Restroom breaks and school emergencies (fire, tornado, etc.) are the only times students serving in-school suspension will be allowed to leave the designated in-school suspension room.
6. Students will eat lunch in the designated in-school suspension room. Lunch will be eaten in silence.
7. Teachers of students serving in-school suspension will provide a list of the day's expected assignments. Students must complete expected assignments by the due date given by the

teacher. Full credit will be given for assignments done correctly and completed on time. Students serving in-school suspension may be penalized academically only for participation grades when applicable.

8. Sleeping, lying down, talking, laughing, or any other disturbance or defiance by students serving in-school suspension will result in the addition of more in-school suspension days. If the total of in-school suspension days exceeds five (5) days, the principal may move for expulsion of the student involved.

#### **Out-of-School Suspension Rules**

1. The student is not allowed to participate in any extra-curricular activities during the suspension.
2. When a student is suspended from school, any school work missed due to out of school suspension must be made up within the number of days suspended plus one. Work turned in later than this will not be counted.

#### **Student Accused of a Non-School Related Criminal Act ~ P4550**

When a student is accused of a non-school related criminal act, the school shall follow diocesan policy.

#### **Gun-free Schools ~ P4560**

Students are prohibited from bringing a “firearm, destructive device or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device or deadly weapon en route to or from school or school activities, or on school property or at school activities. A violation of this policy carries an automatic expulsion from school.” This penalty supersedes any penalty which may be attributed by a local school discipline policy.

#### **Substance Abuse ~ P4570**

The school shall assist students experiencing substance abuse problems in accordance with diocesan policy.

#### **Harassment Prohibition ~P4580**

The Diocese prohibits harassment and retains the right to address harassing behavior through whatever means it determines are reasonable and appropriate.

#### **Student Locker and Vehicle Inspection ~ P4590**

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

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

The school reserves the right to examine the contents of the student’s pockets, purses, backpacks, book bags, or other personal belongings when an administrator has reason to suspect they may

contain inappropriate or illegal materials or items. This right of inspection is effective at all times while the student is on school premises or at a school-sponsored event.

## II. Student Lockers

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

## III. Searches

Searches will be conducted by the administrator or administrator’s adult designee in the presence of a witness.

Recommended: May 17, 2022 Diocesan School Board

Ratified: August 9, 2022 Diocesan Bishop

### **Surveys, Analyses, Examinations ~ P4610**

Parents/guardians of diocesan students have the right, upon request, to inspect a survey created by a third party before the survey is administered or distributed to students. Requests to inspect a third party survey should be made in writing to the school principal.

### **Acceptable Use Policy - Internet ~ P4620**

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

### **Environmental Tobacco Smoke ~ P5000 Series**

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

### **Child Abuse Reporting**

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons and other personnel, lay and religious, paid and volunteer, must adhere to the diocese’s various

policies, procedures and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons and other personnel, employee and volunteer, are subject to and obligated by this policy.

### **Seclusion and Restraint Plan**

St. John's Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

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

St. John's Seclusion and Restraint Plan is available to view during school hours on premises upon request.

## **WEATHER/TRANSPORTATION POLICIES**

### **Emergency Weather Conditions**

St. John's follows the calls of East Allen County Schools, which may typically call for fog or snow/ice. Calls may include delays or the cancellation of school for the day. When a call is made, East Allen will broadcast this on the major TV networks.

Additionally, St. John's will broadcast an email and/or text message to all families who are registered on REACH Alert Communications software. Families must register themselves within the software and designate contacts intended to receive all messages.

The letter containing directions to register with REACH Alert is found on our school's website under [School>Parent Resources](#) and scroll down to the bottom.

### **Cars**

Parents dropping off or picking up children at school are asked to use the parking lot south of the church. Please enter the lot at the entrance off of Henry Street. **No left turns onto Seward Street are permitted when a public school bus is present.** Avoiding the Seward-Rufus intersection behind school minimizes the congestion with buses and increases the safety for the children. Buses require a fifty-foot easement by law. Drop off and Dismissal Procedures for car riders are on our [school website](#). Please consider the safety of the children as you drive in the school areas.

### *Buses*

Many students ride East Allen County buses. If a student is a bus rider, that student is expected to ride the bus all the time under normal circumstances. Please call East Allen County Schools Transportation (260-446-0159 x2024) early if your child will not be riding; this applies only when the driver need not make the usual stop. East Allen County Schools Transportation Department should be contacted directly for service or with any questions.

Bus riders are expected to be well behaved and courteous at all times. Improper behavior will result in not being allowed to ride the bus. East Allen County transportation will notify parents/guardians if misbehavior is a problem.

**When a student is not riding for any reason, written notice (email will suffice) must be given to the school office. Without written permission from a parent or guardian, students will be sent home on the school bus.**

### STUDENT PICK-UP/ RELEASE, COMMUNICATION

#### *Release of and Access to Students During the School Day P4050*

School officials may permit a student to be released during the school day only in limited circumstances. Such release shall be only to, or at the written request of, the student's custodial parent, legal guardian, or as otherwise provided by Diocesan policy or applicable law.

#### *Visitors to School*

During regular school hours, we have a "sign-in, sign-out" book near the office. We ask that ALL persons entering the building use the front entrance only, and please check in with the office first. Visitors wear a badge while here in the school building. If your child must leave school during school hours due to illness, appointments, etc., please come into the office to sign them out/in and pick them up. (These guidelines are in keeping with the Diocesan Safe Environment Policy.)

#### *Student Phone Calls*

Ordinarily during the school day, we do not allow the students to make phone calls. There are exceptions and emergencies, of course, but in an effort to foster responsible children and keep inconveniences for the parents and the office to a minimum, we discourage the common "I forgot..." type of phone calls.

Students who wish to carry a cell phone or similar device with them to school **must** keep the device in the student's locker and/or book bag AND TURNED OFF. If the device is found on the student's person, or outside of the locker/bookbag during school hours, the device will be confiscated and held in the office until the end of the school day.

Cell phones and similar electronic devices are not permitted in the classroom unless a teacher requests the use during classroom lessons and activities ahead of time. These items should be turned off and placed in the student's locker and/or bookbag during school hours. Any student found with a cell phone, iPod, smart watch, or similar electronic device in his/her possession



during the school day without teacher permission will receive a DART. The electronic device in question will be sent to the main office in keeping with this policy, and the student must pick it up at dismissal. Students who continue to violate this policy will face further disciplinary consequences.

## **LUNCH AND SNACK POLICIES**

### **Lunches**

Hot lunches are available to order or students may pack. Ordered lunches are prepared and served in our cafeteria. The state offers the families a free or reduced lunch program. If you feel you are eligible for a free or reduced-price lunch, please contact [Kelly Mouch](#) to begin the application process. These are strictly confidential and you do not have to participate in the lunch program if you qualify. Cartons of milk are available for purchase daily regardless of whether a student buys school lunch or packs.

### **Snacks**

Children in Pre-K through grade 2 may bring snacks for their daily morning breaks. Try to stay away from sweets and focus on fruit, carrots, celery, small sandwiches, cheese, popcorn, nuts, etc. Snacks that are not nutritious are strongly discouraged. Any special treats (example: Birthday) passed out during the school day must be for the entire class and with the permission of the teacher.

We recommend that all food items are prepackaged, store bought items. Student allergies must be considered when selecting snacks and treats. Please contact your child's teacher to learn if there are any food allergies present in the class.

## **FIELD TRIP POLICIES**

School-sponsored field trips shall be limited to activities which meet Diocesan policy and applicable law by promoting the educational philosophy and goals of the school and facilitate attainment of specific educational objectives in a particular course. Teacher requests must be submitted in writing and approved by a school administrator.

The following further guidelines apply:

- A. Field trips involving long distances shall follow diocesan guidelines (P4320) in addition to the following:
  1. Trips must first be cleared with the Pastor and school administrator.
  2. Students must follow the non-uniform dress code and school rules as stated in the School Handbook.
  3. Overnight field trips will not be considered.
  4. Fundraising for field trips must first be approved by the parish office and the school administration.
  5. School administration may select the dates for field trips, or teachers may gain approval for dates from the school office.
  6. Any student not going on an approved field trip is required to be in school during the time of the field trip.

B. Field trips can enrich classroom learning and open new areas of interest for the student. St. John's Catholic School encourages the use of the vast resources of the Diocesan area for one-day field trips, which meet the criteria established in the standards and objectives at each grade level.

C. Specific to the 8<sup>th</sup> Grade Class Trip:

1. School representative(s) and chaperones must be acquired and approved prior to finalization of the trip. This includes the decision on length of trip, dates, and destination.
2. Written votes must be taken of all 8<sup>th</sup> grade parents pertaining to the destination, length, and dates of scheduled trip. Majority voting rules apply. Parents have the option to not allow their student to participate on the trip and record an absence instead.
3. The 8<sup>th</sup> grade class trip committee must obtain written approval from the Pastor and school administration.
4. Overnight trips will not be considered.

Any student may become ineligible to participate due to failing grades and/or discipline issues and will remain in school during the class trip. A conference will be held with the student, and/or parents regarding the student's participation on the trip prior to any final decision.

Volunteer drivers for field trips **must** complete a background screening in order to drive. Please see page 52 for more details regarding volunteers.

## **SCHOOL/STUDENT HEALTH POLICIES**

**Physicals/Health Questionnaire:** All students **new** to our school are required to have a recent physical signed by their physician along with the "Health Questionnaire" form filled out by the parents/guardians. **These forms must be submitted to the school office no later than the first day of school.**

**CHIRP:** As required by IC 20-34-4-6, we report immunizations to the State Department of Health. This report is currently done online through CHIRP (Children and Hoosier Immunization Registry Program) and we will need a consent signed for each child in order to report this information to the state. **This form needs to be submitted to the school office no later than the first day of school.**

**Immunizations:** IC 20-34-4-2 requires that **ALL** students have the required immunizations **PRIOR** to, **and on file with, the school before the first day of school.** These immunizations need to be given according to the ACIP (Advisory Committee on Immunization Practices) and the Indiana State Department of Health, this includes proper intervals between each required dose.

The only exception to this rule is a signed "Medical Exemption" form filled out by your child's physician (IC 20-34-3-3), or a "Religious Objection" form signed by the parents/legal guardians (IC 20-34-3-2) stating that it is against your family's religious beliefs. Please contact the nurse if you need either of these forms.

**When your child is ill:** Children with fever, diarrhea, vomiting or other symptoms of illness should stay at home, and, if indicated, be evaluated by the doctor for diagnosis and appropriate treatment. Any fever of 100.4 degrees or above means that your child **must stay home for at least 24 hours** (free of fever **and** without the use of acetaminophen or ibuprofen).

This means that if your child was sent home from school the day before with a fever, they need to wait **at least** 24 hours before they will be admitted back to school. The school nurse will assess each student's symptoms at the time and on an individual basis to determine whether the child must be sent home.

**Medications:** We will only administer FDA approved over-the-counter (OTC) and prescription medications prescribed to your child. These medications need to be brought to school by an adult **in their original package** and accompanied by the medication consent form. Medication brought in to school will only be available during school hours. Our school policies are in accordance with IC 20-34-3-18. All medication will be kept in a locked cabinet with the nurse, or trained staff member dispensing according to the package instructions. Students are not to have medication with them at any time. The only exception to this is if your child needs emergency medication (ex. insulin, an inhaler or an epinephrine injection) **and the proper paperwork is filled out** and on file with the school. (Forms may be found in the school office.) If needed, this form requires a signature from your child's physician and is only for their EMERGENCY medication. These policies are in place to keep your child and others in the building as safe as they can be during the school day. A reminder that all cough drops are considered OTC medication and need to be kept in the school office for your child's use. Please read our full medication policy on the reverse side of the "Medication Consent" form.

**Please understand that NO medication can be sent home with your child.**

**HEARING SCREENING:** Hearing screenings will be conducted according to IC 20-34-3-14, on all students in grades **1-4-7, and 10** as mandated by the state. We will also check all students new to the school, and any others by special request.

**VISION SCREENING:** Both far and near vision screening will be conducted according to IC 20-31-3-12 for all students in grades **3-5-8**. We will also check all students by special request. Indiana Law also requires that **either K or grade 1** be examined by an eye professional, so we have decided to send all of our kindergarten students for the FREE exam that local eye Dr's have offered to us.

**PLEASE COMPLETE AND RETURN ALL REFERRAL FORMS TO THE ATTENTION OF THE SCHOOL NURSE.**

**Dental:** We require all incoming **Kindergarten** to have their Dental Examination completed prior to their first day of school with a submitted form.

(revised ACNPSA 2/24)

### **Medication Policies**

In order to protect the health and welfare of the students and school staff alike, Indiana laws require that parents/guardians consent, in writing, to the administration of medication. In order for the school nurse, volunteer school nurse, or a staff member to administer medications to your student, the medication form on the reverse side must be completed and signed. Please read carefully the school policies regarding medication administration during school hours.

1. The school must have on record a written order from the prescribing physician/practitioner and written consent from the parent/guardian for prescription medications. There must be a written request from the parent/guardian for Over-the-Counter (OTC) medications before they will be administered to a student at school. **(NOTE: The label on the prescription bottle/package will meet the requirement for physician's written order.)**
2. Medications prescribed and/or OTC meds should be kept in the original container with the pharmacy or brand label affixed. The label must include the following: Student's name, name of medication, dosage of medication, and prescribing physician/ practitioner (if applicable).
3. Herbal medications will not be given at school.
4. Medication brought to the school must be checked in at the nurse's office and kept in a locked cabinet.
5. Only a one-week supply of medication is to be brought to the school.
6. The parent/guardian shall accept the legal responsibility for the safe arrival of his/her child's medication to the school.
7. The school nurse/assigned staff member must be aware of the purpose for which the student is receiving the medication.
8. In specific cases, the school nurse/assigned staff member may require the parent/guardian to come to the school to administer the medication.
9. No school employee, other than the school nurse, will give injections, unless appropriate training has been given.
10. All prescribed medication will be administered strictly in accordance with the written order of the physician/practitioner. The dosage may be changed only if the school is provided with the written order of the physician/practitioner authorizing the change. The school secretary/staff cannot take a physician order over the phone.
11. Over-the-Counter medication will not be administered in any manner inconsistent with the instructions on the brand label, unless the school receives a written order of a physician/practitioner authorizing such administration.

**IC 20-34-3-18 Indiana State Code** reads that a school corporation MAY NOT send home with a student medication that is possessed by a school for administration during school hours or at school functions. Medication that is possessed by a school for administration during school hours or at school functions for a student in grades kindergarten through grade 8 may be released only to the student's parent/guardian OR an individual who is at least 18 years of age **and**, designated, **in writing**, by the student's parent/guardian to receive the medication.

**Student Medication Information and Consent Form (Sample)**

I have read and understand the medication policies as indicated above.

**Prescription Medication(s)**

Please administer to my child \_\_\_\_\_, the medication as prescribed below by my child’s healthcare provider. The label affixed to the medication bottle/package will meet the requirement for the physician’s written order.

AND / OR

**Over-The-Counter Medication(s)**

Please administer to my child \_\_\_\_\_, the medication as described below.

**(REMINDER: Prescription and over-the-counter medications must be kept in the original container with the pharmacy or brand label affixed. Medications will only be given as either prescribed by the practitioner or the FDA instructions that are found on the OTC medication label.**

**NO MODIFICATIONS OF DOSAGE OR FREQUENCY WITHOUT THE WRITTEN CONSENT BY THE CHILD’S HEALTHCARE PROVIDER.**

MEDICATION	Dosage mg. and # of tabs	Time to Be given	Time medication is to be discontinued	Reason for medication	Precautions/ Side Effects
1.					
2.					
3.					

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Date

**Indiana State Mandates**

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall be required. This includes any further requirements set out by our Diocese or Indiana State or Allen County that may be set forth throughout the academic year.

### **Physical Education Participation**

1st Grade through 8th Grade Students must dress for every physical education class unless a doctor's note is turned in. A doctor's note excuses the student from any participation. (Example- "recovering from asthma, no strenuous exercises, but may practice serving a volleyball") If a student fails to have the required clothes and shoes, that student will receive a 70% for the day. If a student fails to have the proper attire three times in a quarter his/her grade may be affected. Physical Education is an important component of the curriculum.

### **Head Lice**

*Head lice policies have been updated by public health agencies a great deal in recent years. St. John's consults the Indiana State Dept. of Health regulations for communicable diseases, American Academy of Pediatrics, and the National Association of School Nursing for guidance on head lice. All resources concur in recommending schools to not exclude students due to lice. However, St. John's recognizes preconceptions about head lice do exist. Therefore, if we encounter live head lice in school, we will ask the child to be picked up and given appropriate treatment that day. Students may not return to school with live head lice.*

When parents do head checks at home and determine no live lice are present, the student may return. The student may return if nits are present as long as treatment has been given and parents are working diligently to remove them. Our Nurse will conduct lice checks for that student for the following days to determine the full removal of nits and no return of live lice. In the event nits persist for several days, administration may require the student to remain home until further treatment can be administered.

## **PUBLIC HEALTH AND SAFETY**

### **General Statement – Public Health and Safety**

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

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

## **SCHOOL SAFETY**

Students will participate in all drills and practices required by the state and diocese for a safe environment. These may include fire, tornado, and lockdown drills as well as safe environment concepts taught in the classroom. Diocesan scripts and teaching materials are available upon request.

*Diocesan Safe Environment:*

The Bishops' Charter for the Safety of all Children requires all schools and parishes to educate young people on concepts for maintaining a safe environment.

In addition, ***all volunteers*** seeking to help our community are most welcome, and we are grateful for that help! As part of Diocesan policy for a safe environment, ***all volunteers*** must be background screened in this process prior to working with children. Please refer to the final section of this handbook, "Volunteering Policies," , Page 52, for more information.

### **SAFE ENVIRONMENT LETTER**

From: Diocese of Fort Wayne-South Bend, St. John's Catholic School

RE: Diocesan required annual safe environment training for students.

Dear St. John's Families,

As part of its effort to protect all children from harm as well as to create safe environments in which children can learn and grow in faith, the Diocese of Fort Wayne-South Bend has provided annual safe environment training to all children enrolled in diocesan Catholic Schools. In age appropriate lessons, the children will learn about God's love for them; personal space; treating ourselves & others with respect & care and how to get help from a trusted adult if needed. The lessons will be taught every year in the fall.

Students in grade Pre-K through 6<sup>th</sup> grade will follow the script and/or lesson plans designed by the Diocese. Young people in grades seven and eight will receive lessons on developing good boundaries for life as God designed.

The subjects covered in these 7<sup>th</sup> and 8<sup>th</sup> grade lessons include:

- Grade 7-Boundaries for Good Relationships in God's Plan
- Grade 7- Rules for Good Boundaries
- Grade 8- How People Violate Boundaries
- Grade 8- Grooming & Tactics
- Grade 8- Friendships for Life

If parents/guardians would like to review any of these lesson plan materials, they are available on the Diocesan website [here](#). If you have concerns or questions about this training, please contact School Administration.

Respectfully,

St. John's Catholic School New Haven Administration

### **TECHNOLOGY ACCEPTABLE USE POLICY ~ P4620**

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

St. John's Catholic School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, defamatory use of school name, defamatory remarks directed to or about teachers, offensive communications, and safety threats. St. John's School does not, however, actively monitor student use of technology outside of school times (Internet blogs, chat rooms, etc.). While our filtering system establishes parameters for appropriate use within our building, **students and parents are primarily responsible for the appropriate and ethical use of technology outside of school, especially in the home.**

### **Handbook Statement for Internet Use Outside of School**

The school reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. All e-mail communication between teachers and students must be strictly limited to email accounts supported by the school. Teachers are not to establish electronic communications with students beyond teaching and learning matters, or using other email accounts, or using other electronic means except as provided in this Policy. Texting is allowed for classroom or co-curricular instruction purposes but must be strictly limited to issues related to instruction, and all text communication with students is required to be copied to parents and the principal. Thus, inappropriate use of technology (for example, on a home computer,) may subject the teacher to consequences. Inappropriate use includes harassment, derogatory use of the school name, offensive or immoral communications and safety threats. The school does not, however, actively monitor teacher use of technology (Internet blogs, chat rooms, etc.). While the school filtering system establishes some parameters for appropriate use within the building, teachers are responsible for their own appropriate and ethical use of technology, especially in the home.

Recommended: May 6, 2021 Diocesan School Board

Ratified: November 25, 2021 Diocesan Bishop

### **Technology code of ethics**

#### **Students have a right to:**

- Use hardware and software provided and permitted by St. John's Catholic School;
- Access the Internet to receive information.

It is the responsibility of the Student:

- To utilize information technology only for educational purposes, to fulfill goals and objectives specified in the curriculum as defined by the teaching staff,
- To use hardware and software in a manner responsibly and respectfully;
- To adhere to the rules, including, but not limited to, those posted in the classroom and/or computer lab;



- To obtain permission from a school staff member before bringing in personal software to use on school computers.
- To respect the school's hardware and software by not relocating, modifying, or removing it from the school premises without permission;
- To accept responsibility for keeping the following materials from entering the school: all obscene, inappropriate text files, or files that are damaging to the school's equipment and/or software. This includes all material received from sources outside the school, including the Internet.

**Disciplinary action that will be taken if the rules have not been followed:**

- Disciplinary action deemed appropriate in keeping with St. John's Student Handbook;
- Banning the usage of the computer in the school;
- Repayment or compensation for any unauthorized expenses incurred or any damage caused by inappropriate usage.

**Internet: User and Parent/Guardian Permission Agreement**

Internet access is available daily to students and teachers at St. John's Catholic School. We are very pleased to bring this access to our school and believe that the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to students and teachers is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives, purpose and Christian mission of the Catholic Schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

As a condition of being allowed the privilege to use the St. John's Catholic School computer network, I hereby agree to comply with all Diocesan and school policies regarding Internet use, and the rules, terms, and conditions of the User Agreement and to honor all relevant laws and restrictions. I understand that my use of the Internet connection in the school is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. The school administration determines appropriate use and their decision is final. Further disciplinary action may follow as indicated in the school handbook. I understand that I am expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

**Network Etiquette**

1. Be polite. Do not send immoral or abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Illegal activities are strictly forbidden.
4. **Keep your name, school name, personal address and phone number private; do not reveal the names, addresses, or phone numbers of others.**
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
6. Use the network in such a way that will not disrupt other network users.

7. Note that all communications and information accessible via the network should be assumed to be private property.
8. Inform the technology facilitator of any security problem immediately.
9. Inform the technology facilitator of any unsolicited on-line contact immediately.

***Understand that the following are not permitted:***

1. Accessing, uploading, downloading, or distributing unchristian, immoral, pornographic, obscene, or sexually explicit materials.
2. Sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
3. Using immoral, violent, abusive, obscene or sexually explicit language.
4. Sending unchristian, harassing, insulting, or threatening messages.
5. Damaging computers, computer systems, or computer networks or attempting to harm or
6. destroy data of another user.
7. Violating copyright laws.
- 8. Unauthorized use of another's password.**
9. Trespassing in others' folders, work or files.
10. Intentionally wasting resources.
11. Employing the network for commercial purposes.
12. Transmission of any material in violation of any federal, state or local law.
13. Obtaining software or data fraudulently or illegally.
- 14. Revealing one's own or another's name, personal address or phone number.**
- 15. Using social media (Facebook, Instagram, SnapChat, Twitter, Pinterest, LinkedIn, etc.) via school computers or anytime during the school day.**
- 16. For Students: email is prohibited during the school day except as directly related to school work and in accordance with technology safety guidelines in accordance with teacher direction.**

***Internet Usage: Acceptance of Parent/Guardian***

As the parent or legal guardian of the minor student signing below, I grant permission for my son or daughter to access networked computer services and the Internet consistent with the above terms and conditions. St. John's Catholic School has taken precautions to eliminate access to inappropriate materials on the networked computer services; however, I also recognize that it is impossible to restrict access to all controversial materials, and I will not hold St. John's Catholic School responsible for materials accessed on the Internet.

I furthermore accept full responsibility for supervision if and when my student's use is not in a school setting. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, setting and conveying standards for my child to follow when

selecting, sharing or exploring information and media. The school is not held responsible for the accuracy or quality of information obtained through the Internet services. I accept responsibility for any financial obligation incurred by my minor child through the use of the Internet and related technologies that is not previously specifically approved by the school as part of the assigned fees. I hereby release and agree to indemnify the Diocese of Fort Wayne - South Bend and St. John's Catholic School and agree to hold them harmless from any unauthorized financial responsibilities or liabilities my student incurs through use of the Internet and related technologies and thus accept responsibility if such financial commitments or liabilities are incurred.

I understand that my personal social media accounts and related communications can have direct impacts on the reputation and perception of St. John's Catholic School and agree to positively represent and promote the mission, values and purpose of St. John's Catholic School.

**Parent/Student signatures of the Parent/Student Handbook Acknowledgement form expresses my agreement and consent with these policies.**

### **NON-DISCRIMINATORY POLICY**

The Diocese of Fort Wayne-South Bend, Inc., admits to the schools over which it retains supervisory authority, students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students in the schools.

The Diocese does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions, scholarship and student aid programs, and athletic and other school-administered programs.

#### **Anti-Bullying Policy**

St. John's Catholic School is committed to providing a safe, positive, productive, and Christian environment for all of its students. The school encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward anyone (student, teacher, staff, and third parties) is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Bullying disrupts a person’s ability to learn and work, and our school’s ability to educate students in accordance with our mission and vision. The school will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds; when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or school activity; or using property or equipment provided by the school.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. All reports will be handled confidentially. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action.

**PARENT CONTACT IN CASE OF EMERGENCY**

Student release will be communicated via REACH Alert through email AND/OR texting. Depending upon the circumstances of the situation, administration will decide upon the method used to dismiss/release the student to the parents/ guardians. Please ensure that all emergency contact information and the student’s mode of transportation is up to date and on file in the school office.

**TUITION AND FEES**

Choice Income Guidelines	
Household Size	400% of Free/Reduced Price Lunch Eligibility Annual Household Income Limit <sup>1</sup>
1	\$111,444.00
2	\$151,256.00
3	\$191,068.00
4	\$230,880.00
5	\$270,692.00
6	\$310,504.00
7	\$350,316.00
8	\$390,128.00
9	\$429,940.00
10	\$469,752.00

<sup>1</sup>Add \$39,812 for each additional family member.

**Household Size and Adjusted Gross Income**

Please refer to the chart on the left for Indiana School Choice (*Voucher*) and SGO Income Eligibility Limits for the 2024-2025 school year.

These numbers are based on your 2023 federal income tax Adjusted Gross Income (AGI). **If your AGI is at or below the listed value for your Household Size, EACH child qualifies for a School Choice Scholarship AND/OR an SGO grant toward tuition!**

**NOTE:** *If you had or adopted a child since your tax return was completed, please add that child to your Household Size.*

**Pre-Kindergarten Cost**

<b>3 Year Olds</b>	<b><i>Your child must be 3 years old by October 1, 2024 and fully "day nap and potty"-trained.</i></b>	<b>Tuition per Child</b>	<b>FACTS Payments 10 or 12 Months</b>
Option 1	5 Full Days- (same schedule as K-8)	\$4,300 *	\$430 / \$358.33
Option 2	3 Full Days: Tue., Wed., Thur. (same schedule as K-8)	\$2,900 *	\$290 / \$241.66
Option 3	5 Half Days (Mornings Only, Dismissal 11:20)	\$2,900 *	\$290 / \$241.66
<b>4 Year Olds</b>	<b><i>Your child must be 4 years old by October 1, 2024 and fully "day nap and potty"-trained.</i></b>	<b>Tuition per Child</b>	<b>FACTS Payments 10 or 12 Months</b>
Option 1	5 Full Days- (same schedule as K-8)	\$4,300 *	\$430 / \$358.33
Option 2	3 Full Days: Tue., Wed., Thur. (same schedule as K-8)	\$2,900 *	\$290 / \$241.66

**Special Note: If you would like to explore a different schedule other than the ones listed, please contact Mrs. Voors so that we can work together to find what works best!**

#### **Kindergarten\*-8th Cost or Tuition**

Total Cost to Educate per Child (Non-Parish Member Cost)	\$8,200 *	\$820 / \$683.33
Tuition per Active Registered Parishioner Child	\$6,950 *	\$695 / \$579.17

**\* The incoming Kindergarten child must be 5 years old by October 1, 2024.**

**\*There will be an additional registration fee of \$50 for every child. The registration fee is refundable if your child does not enroll in St. John's for the 24-25 school year. Please contact Fr. Nathan if you have multiple children and need financial assistance with registration fees.**

#### **TEXTBOOK RENTALS**

All books at St. John's are on a rental system, as the cost of books are included with tuition rates (shown above). All students/families are asked that students be very careful with this expensive investment. Books should be covered at all times. Each child should have a book bag to carry his/her books home. Damage to books, school furniture, or other school property, whether due to carelessness, accident, or malice, does require reimbursement from the family. In most cases, this usually means the full cost of the book so the school can buy a replacement copy.

#### **Fines, All Grades**

Overdue library books will be subject to fines established by the librarian. These must be paid in full prior to re-enrollment becoming binding or, in the case of a withdrawal, any records being forwarded.

## **ENROLLMENT POLICIES ~ P4010**

Update, September 13, 2024:: **POLICIES FOR DIOCESAN PARISHES, SCHOOLS, AND INSTITUTIONS**

Please see the following link for the full document as published by Bishop Rhoades.

**[Gender Incongruence and Same-Sex Attraction Document](#)**

### I. School Admission Policy

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

### II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, sex, or national origin, and reasonably accommodate students with disabilities in its educational programs. By way of example, and not exclusion, reasonable accommodation may include allowing access by a service animal as required by law.

III. All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal or designee is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Catholic Schools Office. Requests for waivers or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students. Upon review of test data and other relevant information, the principal will make a determination regarding the schools' ability to meet the needs of the student tested.

### IV. School Entrance Requirements

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody must also be required in cases where a child does not reside with both natural parents. If these required documents are not provided to the school within thirty (30 days) of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana ClearingHouse for Information of Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing. The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days. Written proof that the child meets State and county health requirements (immunization record) for enrollment shall be required.

### V. Kindergarten Age Requirement

Schools shall follow state law guidelines in enrolling Kindergarten students. A child entering kindergarten must be five years old prior to October 1, or date set by the State. A school should administer a developmental assessment for determining proper placement in kindergarten.

#### VI. First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier. Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

#### VII. Children with Exceptional Educational Needs

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

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

#### VIII. Students or Prospective Students with Diseases

Catholic schools shall comply with all applicable State law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease. Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable State law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease. However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued

presence in school would expose others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk – how the disease is transmitted;
- B. the duration of the risk – how long the carrier is infectious;
- C. the severity of the risk – the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/or is required.

The review must also take into consideration the scope of the problem, education related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Secretary for Catholic Education, and diocesan attorney. In the event it is determined that a child is unable to regularly attend a Catholic school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction.

See "Special Needs Students – Release of Information" form in the School Administrative Handbook and "Special Needs Students – Admission Form" in the School Administrative Handbook.

Recommended: May 17, 2022 Diocesan School Board

Ratified: August 9, 2022 Diocesan Bishop

### **ATTENDANCE IN RELIGION PROGRAM ~ P4060**

In keeping with the philosophy and mission of the Catholic schools, it is the policy of the diocese that all students enrolled in the Catholic schools shall participate in the complete religion program, including religion classes, and attend liturgical functions.

Recommended: May 17, 2022 Diocesan School Board

Ratified: August 9, 2022 Diocesan Bishop

### **ENROLLMENT PROCEDURES**

Registration is through the Powerschool Enrollment website. Three forms of financial aid exist (see [Enrollment Process](#) on our school's website for more details). Applications for any source are the same and require the family to submit a portion of the most recent federal tax return (1040 form).

Classroom placement for the upcoming school year is decided by the current classroom teacher(s) after much prayer, deliberation, and discussion. It is an ongoing process throughout the school year. If parents are concerned about where their child(ren) are to be placed, a written request must be submitted to the office for a conference with the child's current classroom



teacher to discuss options for placement before May 1<sup>st</sup> of the current school year. School personnel will make all final decisions.

Kindergarten requirements are in conformance with Indiana state laws. The child must be at least 5 years old by October 1. A readiness test may be given to determine whether it is in the best interest of the child to enter Kindergarten or to remain home or in our pre-kindergarten program for another year.

To enroll in Pre-Kindergarten, students must be 3 or 4 years of age by the first day of October. St. John's School is not equipped to handle children who are unable to take care of personal hygiene needs on their own, particularly regarding potty training, etc. (Our childcare program does serve children aged 1-2 – they do provide a full range of needed services, including diapering, etc.) A 3 year old child could, should a space open up and after consultation with the Principal, begin the year in childcare and then transfer into the Pre-K 3 year old class upon successful potty training.

If a student presently enrolled is determined to have an exceptional educational need met by the local public school multi-disciplinary team, the school will review his/her enrollment.

#### **Indiana School Choice Lottery process/Admissions Priority Policy**

If St. John's Catholic School were to receive a number of Choice Scholarship applicants that exceeds the possible number of Choice Scholarship places that St. John's can successfully accommodate, then St. John's would conduct a random lottery drawing of eligible Choice Scholarship students who meet admission standards for our school. The lottery would take place at a public meeting. The Priority Admissions Order before lottery process follows:

1. Returning Students to St. John's Catholic School
2. Returning Students' Siblings
3. Students of St. John the Baptist Parish Families
4. Students from other Catholic Parishes
5. New Students/Lottery

The Deadline Date for Application Submission to be considered part of the lottery: April 1<sup>st</sup>

#### **Withdrawals**

We ask all families to meet with school administration and/or faculty before making a withdrawal decision, unless the withdrawal decision is due to a factor unrelated to our school operations, such as a family move of some distance. Regardless of the reason for withdrawal, we ask any withdrawing family to notify the School. Tuition and school fees need to be paid in full before student permanent records can be forwarded.

The family will be asked to complete a Diocesan Exit Interview Form at the end of the process.

#### **ATHLETIC PROGRAMS AND PARTICIPATION**

St. John's Catholic School athletic programs are run by the Athletic Board. This Board meets regularly throughout the year to plan and effectively run the various sports activities offered.

The Diocesan CYO (Catholic Youth Organization) establishes the sports available and sets forth the regulations for both players and coaches.

**Sports physicals are mandatory for all students** participating in the St. John's Athletic Program. Athletes must complete and return the physical form before they are allowed to participate in their sport. One physical will suffice for all sports for a school year. Any exceptions to sports participation should be noted on the form.

### **Athletic Handbook**

This handbook is designed to give St. John's Raider athletes, parents, and coaches' knowledge of the policies, procedures, goals and expectations of our St. John's School Athletic Program.

In this program of team participation, athletes not only develop mentally and physically, but also broaden their concepts of teamwork and sportsmanship. With these thoughts in mind, interscholastic athletics have been included in the total educational program at St. John's Catholic School.

SCHOOL CONFERENCE: CYO - Catholic Youth Organization

SCHOOL NICKNAME: Raiders

SCHOOL COLORS: Blue and Gold

RECENT SPORTS OFFERED: (subject to change)

- Girls' Volleyball 5th - 8th Grade
- Boys' Football 4th - 8th Grade
- Girls' Basketball 5th - 8th Grade
- Boys' Basketball 5th - 8th Grade
- \*Girls' Soccer 4th - 8th Grade
- \*Girls' Track 5th - 8th Grade
- \*Boys' Track 5th - 8th Grade
  - \*Softball and Soccer have been offered recently, but have not maintained active enrollment. Whenever possible, the Athletic Board will partner with other Catholic Schools to field teams for enough athletes with a particular interest.

### **Athletic Philosophy**

St. John's School is committed to offering an athletic program that facilitates the spiritual, emotional, and physical growth of our young athletes. We will provide our athletes with the opportunity to:

- Utilize the talent and ability that God has given them
- Develop good sportsmanship, teamwork, and individual responsibility
- Develop as a Christian young man or woman
- Learn integrity and quality in all that they do.

### **General Athletic Guidelines**

St. John's School offers a variety of athletic programs, each which have goals of their own. However, all programs share the following philosophy:

At the FOURTH, FIFTH AND SIXTH GRADE LEVEL, our goals include:

1. developing basic skills
2. each child having the opportunity to participate in each game during the regular season,
3. attend practices regularly
4. learning the value of team play

At the SEVENTH AND EIGHTH GRADE LEVEL, our goals include:

1. enhancing skills and techniques
2. developing specific positioning and game skills
3. learning the value of each role on a team
4. preparing for high school - skills, positioning, and discipline

\*Coaches at the 7th and 8th grade level are dedicated to preparing our athletes for high school athletics. Under specific circumstances, the St. John's 7th grade athlete may be given the opportunity to play at the 8th grade level. The reason is to allow this player to continue to grow at the level he/she needs. At all grade levels, grades may be combined only if additional athletes are needed to complete a team.

CONCERNS: If at any time during the season there are concerns about the sports programs, PLEASE CONTACT THE COACH FIRST. Most concerns are handled more efficiently and effectively at this level. If this does not prove to be effective, please bring your concerns, using the concerns form, to an athletic board representative for associated sport. If this does not satisfy your concern please contact the Athletic Association President to speak before the Athletic Board to present your concern(s). Athletic Association meetings are general held the third Tuesday of each month during the school year.

### **Filming of Athletic Events**

No child is to be filmed during a St. John's athletic event. Parents have the right to know their child is not being filmed or broadcast without their prior knowledge and consent. Some parents prefer to film their own child's performance as a way to help build their skills, but this would need to take place on their own time and outside of a practice or game time. Filming during practice or a game is strictly prohibited.

### **ST. JOHN'S ~ Athletics Code of Conduct for Students**

You are responsible for developing the necessary self-discipline to attain and maintain the appropriate mental and physical condition required for peak performance. Another responsibility you assume as an athlete is to your school. Since more is expected of you than other students in matters of school citizenship, leadership, and personal sacrifice, athletes will be expected to make a sincere effort to achieve and maintain a satisfactory scholastic standing in the classroom.

As an athlete, you will have to sacrifice in terms of time, effort and other outside activities. Frequently, your conduct and attitude both on and off the field contribute to judgments made by students and the community about our school. Such a responsibility requires that you engage only in activities which bring credit to yourself, your family and your school. You may quickly recognize that you are a model for younger athletes and as a model; it is natural that they emulate your attitude and actions.

The following lists specific responsibilities for each St. John's athlete. Additional responsibilities may be given by each individual coach.

A. **CYO POLICIES:** As a St. John's athlete, you must adhere to all CYO policies.

B. **GOOD STUDY HABITS:** Education is the key to success for your future. Adequate study time is required for good grades. Your primary responsibility is to fulfill your highest potential as a student first and athlete second (See Eligibility Rules).

C. **PRACTICE ATTENDANCE:** a) When accepting the responsibility of participating as an athlete in any of our sports, you are responsible for being present at all set meetings, practices, and games unless excused by a doctor or have prior consent from your coach; b) Having an unexcused absence could result in disciplinary action by the coach.

D. **INJURIES:** Injuries should be given immediate attention. Please notify coaches of any injuries or illnesses as soon as possible. If an injury should occur while participating in school functioned sports, we do have insurance to help cover the costs not covered by your primary insurance. The claims need to be sent to the primary carrier first. While that is being processed, a claim form may be obtained through the school secretary. Fill out the requested information and then have the form signed by the coach that was present when the injury occurred and then by the Athletic Board president. Make several copies of the completed form so you may give one to all who provide medical or dental care. They will submit this insurance after they receive primary coverage benefit explanation. If using this insurance as the primary due to no other insurance coverage, obtain a form immediately after the incident and submit to all medical providers as soon as possible. (Must be filed within 90 days to the insurance carrier to receive coverage.)

E. **DRESS AND APPEARANCE:** Take pride in your appearance. You should look as well off the field as on. Whenever you are before the public, you reflect school and community. Practice clothing for all sports should be modest and similar to the school gym attire. No short shorts or camisoles are permitted. Coaches will monitor and reprimand at their discretion.

F. **GOOD CITIZENSHIP:** As a member of an athletic team, you are expected to be a lady or gentleman in class, around school, and away from school.

G. **ATTITUDE:** Your appearance, talk, and actions may influence people's opinion of you, your team, and your school. Once you have volunteered to be a member of our team, try to do what you are capable of and what is expected of you.

H. **SUBSTANCE ABUSE:** The use of alcoholic beverages, tobacco and non-professionally prescribed drugs or medications cannot be a part of the athlete's life either during or out of season. The harm you do by the use of these substances is not only to your health. You may harm the team, the sport and your school. No drinking of alcoholic beverages, use of tobacco, or possession of narcotics will be tolerated at any time during season or out of season. Substance

abuse will result in disciplinary action taken by the Principal, as well as discipline taken by the coach, and athletic board.

I. QUITTING A TEAM: If an athlete quits a team during the season for other than an injury related cause, they will not be recognized at the annual Sports Recognition Night as participating in that sport.

### **Sports Eligibility**

All students in grades 5-8 at St. John's are eligible to play sports. 4th graders may be included if circumstances warrant it. They will become **ineligible** for 10 school days if they receive a failing grade--U or F 59% or below or any Conduct mark of unsatisfactory (U) at progress or report card time in any subject or special. Students must check his/her grades in the designated classes to see if grades have risen above the aforementioned thresholds after 10 school days have passed (check with teachers on Day 11).

If the grade has not improved within that time, the student will be ineligible until the next progress report or report card. Students can also become ineligible due to disciplinary reasons. If a student receives two DART's in a quarter, they immediately serve a one-game/match/meet suspension.

It is the student's responsibility to check with the teacher after 10 in-school days after receiving the ineligibility form. If the student is passing and/or conduct has improved substantially, the teacher(s) will give the student a new grade and/or Conduct grade and the student will turn in the teacher's written signature verifying the passing grade to the coach. At no time is the student who is failing allowed to participate/attend games or practices until the coach has received the written permission from the school.

### **Athletic Discipline Policy**

All St. John's athletes should conduct themselves in a Christian manner. Respect, in word and action, for teammates, coaches, opponents, and officials is expected at all times. All athletes will follow the school, team and CYO rules. Failure to do so may result in disciplinary action from the Principal, Coach or Athletic Board. Disciplinary action is reviewed on case by case basis by the Athletic Board, and if appropriate the principal, and/or the pastor.

Any student receiving two DART's in a quarter will serve a one-game suspension immediately following the second DART.

If a student misses a substantial portion of the season due to grades, at the discretion of the coach, in conjunction with the Athletic Board, he/she may become ineligible for recognition in that sport at the annual Sports Recognition Night.

The principal and all teachers in grades 4-8 will receive a list of team players and a game schedule from the coaches prior to the opening of each sport season.

### **General Athletic Information**

A. EQUIPMENT AND UNIFORMS - All athletes are responsible for all uniforms and equipment received. If uniforms or equipment are lost, athletes are responsible for replacing the

lost items. Participation in the next eligible sport will not be allowed until an athlete's uniform or equipment has been accounted for. A uniform return night will be held at the end of each sport for the return of all equipment/uniforms. The Athletic Board will assess fines for unreturned uniforms per the Uniform Placement and Return Form signed by the athlete and his/her parent at each respective sport's registration.

B. SPORTS RECOGNITION NIGHT - is held for all athletes at the end of the school year. Athletes and their parents are invited.

C. PHYSICALS - Sports physicals are mandatory for all students in the St. John's Athletic Program. Athletes (cheerleaders are included), must complete and return a physical form before they are allowed to participate in their sport. One physical will suffice for all sports for a school year. Any exceptions to sports participation should be noted on the form.

D. FUNDRAISERS are an important aspect of the athletic program at St. John's. The cost of the athletic budget is partially defrayed by a fee per sport per athlete. This fee helps cover equipment and uniforms. This fee needs to be paid prior to issuance of any equipment/uniform. Checks should be made payable to St. John's Athletic Association. The maximum fee(s) per family per school year is \$150, excluding CYO fees. Refunds will only be issued prior to the first game of the season. Additional fundraisers are being planned to subsidize the St. John's Athletic Program. Volunteers will be needed throughout the year to assist with these events.

E. COACHES – Our community and Athletic Board are grateful for the ongoing support of the coaches. In the best interest of the students, the Athletic Board will make requests of continuing coaches as to their specific grade level(s) of coaching. Coaches who are interested in a specific assignment should notify the Athletic Director at least one month prior to the season beginning.

#### **Coach or other Parent Volunteer Information**

The Charter for the Protection of Children and Young People, originally approved by the full body of the United States Catholic bishops in June 2002 and finalized in November 2002, requires that all diocesan employees and those volunteers of a diocese located in the United States of America who have regular contact with children or young persons must undergo a background and reference screening process as an element of the diocese's safe environment program for the protection of the children and young people being served in the diocese.

All athletic board officers, athletic board members, coaches, assistant coaches must complete a personal reference form and submit it to the parish office prior to accepting any of the aforementioned positions.

#### **Scholar Athlete Award**

The Scholar Athlete Award is given to any 8th grade student who maintains an A average in junior high grades (6-7-8) in all subject areas while participating in extracurricular sports sponsored by St. John's School.

#### **Athletic Association Organization Organization and Responsibilities**

A. ATHLETIC BOARD – The St. John's Athletic Association consists of nine (9) elected members. Officers are President (Athletic Director), Vice President and CYO Representative, Secretary, and Treasurer. Election of members takes place in the spring.

The Athletic Board shall:

1. Establish and govern athletic policy for the entire interscholastic athletic program
2. Approve and recommend the annual athletic budget
3. Hold open forum meetings for the discussion of the athletic concerns of the coaching staff and student athletes
4. Annually review the Athletic Handbook and update as needed
5. Submit required personal reference forms to the parish office for all athletic association volunteers.

B. PRESIDENT (ATHLETIC DIRECTOR) – The primary responsibility of the President (Athletic Director) is the administration and supervision of the interscholastic athletic program in St. John's School. He/she will provide the leadership necessary for the day-to-day operation of the athletic department.

The President (Athletic Director) shall:

1. Direct the operation of the athletic program
2. Assist in approving and supervising coaches
3. Evaluate the athletic program and the athletic staff
4. Act as a School Board liaison
5. Verify athlete's academic and physical eligibility
6. Maintain lists of coaches and team rosters
7. Plan and coordinate all athletic association's functions

C. VICE PRESIDENT – The Vice President provides assistance in organization and communication with the coaches and athletes.

The Vice President shall:

1. Assist in approving and supervising coaches
2. Provide communication to coaches
3. Collect athletic fees from coaches
4. Serve as CYO representative
5. Serve as fundraising chairperson

D. TREASURER – The Treasurer is primarily responsible for the tracking of moneys that flow through the Athletic Association.

The Treasurer shall:

1. Coordinate annual athletic budget
2. Approve expenses
3. Maintain income and expense records
4. Maintain uniform records
5. Prepare annual reports

E. SECRETARY – The secretary assists the Athletic Director with all athletic association functions.

The secretary shall:

1. Maintain calendar and notes on all athletic board functions
2. Maintain updates to Athletic Handbook
3. Distribute minutes and other communications for newsletters, bulletins, coaches, etc.

F. HEAD COACH/ASSISTANTS – All coaches at St. John's are volunteers. Coaches shall be responsible to the Athletic Director for the total operation (collecting all physicals, fees, etc.) of their respective sports programs. All coaches shall act as official representatives of the school as they carry out their interscholastic athletic responsibilities. All coaches will be responsible for the normal duties required of interscholastic competition, those duties described in the coaches' job description, and/or any duties delegated by the Athletic Director.

The head coach/assistant coach shall:

1. Represent the school in interscholastic activities
2. Conduct their work within the framework of the goals of the school, the policies and procedures of the department of athletics, diocesan policies, and state statutes
3. Determine team selection fairly
4. Strictly enforce eligibility rules
5. Consider athletics as part of the total educational program, encouraging athletes to work to their maximum ability in academics and Christian behavior, as well as in sports
6. Exhibit proper and exemplary behavior at all times
7. Implement the Code of Conduct for all athletes
8. be entirely responsible for the supervision and guidance of students in their charge
9. Pray before and after every game

### **CYO Policy**

\*\*CYO Policy has been reprinted exactly as it is given to us by the CYO office (Revised 08/2011).

#### **Article I- Mission**

The mission of the Catholic Youth Organization is to provide to the Catholic Elementary/Jr. High School Students the opportunity to participate in an organized athletic league that emphasizes Christ-like attitudes, good sportsmanship, and supervised competition.

#### **Article II- Eligibility**

Section 1- Age: any player 16 years old on or before August 1, is ineligible to play in the CYO program that school year.

Section 2- Gender: Boys must play in boys' sports and girls in girls' sports.

Clarification of Boys and Girls sports: Boys football, Girls volleyball, Girls Cheerleading, Boys basketball, Girls basketball, Boys soccer, Girls soccer, Girls softball, Boys track, and Girls track

Section 3- School: A student must be registered in the school in which he/she is playing for and not have completed the eighth (8<sup>th</sup>) grade.. Any student added to the school squad after the



season starts may become eligible in the CYO League, provided all other rules are observed and the student's name is submitted to the CYO office by the coach.

Section 4- Multiple and Single Teams: This policy applies to varsity (7<sup>th</sup> & 8<sup>th</sup>) teams.

A- For a school that enters 2 teams in any sport: Each athlete may play on a higher grade level team BUT MUST stay on that team for the duration of the season and tournament.

B- For a school that enters only 1 team in any sport: Each athlete may play on a higher grade level if the school does not have enough players to make a team. That same athlete MAY also compete on a team of his/her own grade level.

C- Please see individual sport rules for exceptions to these 2 rules.

D- A player may only play on one tournament team with the exception of Rule B.

E- One team per grade level can be entered in tournament play.

F- The name of any player that will be moving up (Per Rule A and B) and reason must be submitted by the Parish Representative to the CYO Office for approval.

Section 5- Scholastic Suspension: It is the CYO Policy for the Pastor/Principal to handle all discipline and scholastic problems.

#### Article III- Team Requirements

Section 1- CYO Consent Forms: CYO Consent Forms MUST be signed by a parent or guardian and returned to the CYO Office by the date given for each sport. Only one consent form per year.

Section 2- Physical forms and Player Fees: Each player must have a physical form on file with their school. Also, a player fee per sport (including cheerleading), must be turned into the CYO Office prior to the start of each season. Violation of this rule will result in the athlete not being allowed to play until the situation has been corrected.

Section 3- Team Roster: In the 7<sup>th</sup> & 8<sup>th</sup> grade division each team may dress a total of three complete teams for any game, however more players may be carried on the roster.

Section 4- Awards: All awards will be presented after the championship tournament game of each division.

#### Article IV- Miscellaneous

Section 1- Game Changes: ALL game changes must be arranged through the CYO Office.

Section 2- Division:

A- Enrollment figures will be used for division placement if more than one division is required.

B- A Team may request to move up or down a division (based on ability). Final decision is the responsibility of the Executive Board/Division Committee.

C- Combining of Schools: Schools wishing to combine with another school(s) to create a combined team must submit a formal request through their Parish Representative to the CYO Board. The following criteria will be considered: enrollment, geographic location, and number of available athletes.

Section 3- Determining Regular Season Tie-Breakers:

A- Two-way ties: Head to Head winner

B- Three-way ties: 1. Head to Head, 2. Team with the most net points against the other two tied teams, and 3. Coin toss

Section 4- Adult Supervision: The CYO recommends a Female adult be present on the bench, in the locker room, and suggested to be at all practices if a girls' team has a male coach or coaches. Vice versa if a boys' team has a female coach or coaches.

Section 5- CYO Workers: Priority of workers will be given to students of the Catholic High Schools.

#### Article V- Penalties

Section 1- Protest Rules: There is no protest rule in the CYO. The official's game decisions are final. A grievance of any nature must be submitted in writing to the CYO Office.

Section 2- Penalty of eligibility: Infractions is an automatic forfeiture of all games in which the player or team participated in.

Section 3- Unsportsmanlike Conduct: any use of profanity, gestures, physical display of temper or verbal/physical harassment of officials, coaches, player, or spectators will constitute unsportsmanlike conduct.

Section 4- If a player, coach, or spectator is ejected from a game, they will be suspended from the next scheduled CYO game.

Section 5- any ejected player or coach may appeal this ruling within 48 hours of the incident with a written request to the CYO Office. The Parish Representative will file this request. The official will also file a report. The officers will then make a decision as to whether the player or coach may be reinstated for the next game. The findings of the officers will be final and binding. If the official's report is not submitted within 48 hours, the suspension from the next CYO game will not be upheld.

#### Article VI – Grievances

Section 1- a grievance of any nature must be submitted in writing to the CYO Office through the school's Parish Representative.

#### Article VII- Fifth and Sixth Grades (5<sup>th</sup> and 6<sup>th</sup>) Sports

Section 1- All 5<sup>th</sup> and 6<sup>th</sup> grades sports shall come under the governance of the CYO Constitution and By-laws, and the CYO policies.

Section 2- The Business Manager shall schedule all the 5<sup>th</sup> and 6<sup>th</sup> grade tournament games and their officials. The Business Manager may also assist with scheduling in any of the other regular season sports as deemed necessary by the CYO Executive Board.

Section 3- At the 5<sup>th</sup> & 6<sup>th</sup> grade level, a school may enter two (2) teams at the same grade level into the tournament for volleyball, soccer, and basketball. Both teams must be in the same bracket for the tournament. Their roster must be set before the season begins and submitted to the CYO Office. No changes may be made to the rosters for tournament games.  
CYO August 2011

**Athletics Parent Code of Conduct**

This Code of Conduct applies to all parents/guardians of athletes involved in our organization's youth sports activities.

THE ESSENTIAL ELEMENTS OF CHARACTER-BUILDING AND ETHICS IN SPORTS ARE EMBODIED IN THE CONCEPT OF SPORTSMANSHIP AND SIX CORE ETHICAL VALUES:

*TRUSTWORTHINESS*– Be worthy of trust in all you do. Be loyal to your child's team and to the whole youth sports organization. Live up to high ideals of ethics and sportsmanship. Teach your children the importance of integrity, honesty, reliability and loyalty.

*RESPECT*– Treat all people with respect at all times and require the same of your children. Treat game officials with respect. Don't complain or argue about calls or decisions during or after an athletic event. Teach your children to treat other players, coaches, officials and spectators with respect regardless of race, creed, color, gender or ability.

*RESPONSIBILITY* – Consistently exhibit good character and conduct yourself as a positive role model. Exercise self-control; avoid displays of anger and frustration. Don't retaliate.

*FAIRNESS*– Live up to high standards of fair play. Treat all competitors fairly. Be open-minded.

*CARING* – Offer positive reinforcement. Consistently demonstrate concern for athletes as individuals and encourage them to look out for one another and think and act as a team.

*CITIZENSHIP*– Honor the spirit of the rules. Teach your children to avoid temptations to gain competitive advantage through improper techniques that violate the highest traditions of sportsmanship.

*I AGREE: "THE GAME IS FOR THE KIDS" "COACHES ARE VOLUNTEERS, NOT PAID PROFESSIONALS"*

1. I will refrain from coaching my child or other players during games and practices.
2. I will respect the officials and their authority during games and will never question, discuss or confront coaches at the game field, and will take time to speak to coaches after 24 hours has passed.
3. I will remember that student athletes participate to have fun and that the game is for youth, not adults.
4. I will help teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his or her performance.

5. I will demand that my child treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, gender or ability.
6. I will promote the emotional and physical wellbeing of the student athletes ahead of any personal desire I may have for my own child to win.
7. I will not encourage any behaviors or practices that would endanger the health and wellbeing of the student athletes.
8. I will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice or sporting event. Saint John's Catholic School 204 S. Rufus Street, New Haven, IN 46774
9. I will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
10. I will promptly arrange to pick up and drop off of my child before and after practices, or make arrangements with the child care center. The coaches responsible for their athletes must stay at the gym until all are picked up. No child may "stay in the gym" or "sit on the bleachers" without an arrangement made with childcare or the coach.
11. I understand that the coach has the sole responsibility to decide who will play in a game, match or contest and will decide how much playing time is granted.
12. I will not engage in social media or any type of online postings that negatively impact the directive of the code of conduct, possess negative comments directed at players, coaches, opponents, and or St. John's Athletic Department.

Parents or guests in violation of the code of conduct may be dismissed, suspended, or permanently expelled from future athletic contests.

St. John the Baptist Athletic Department will take the appropriate steps listed below if administrative consequences are necessary. (One or more of the violations may be applied)

1. Verbal warning issued by league, organization or school official.
2. Written warning issued by league, organization or school official.
3. Suspension or immediate ejection from a youth sports event issued by a league, organization or school official.
4. Suspension from multiple youth sports events issued by a league, organization or school official.
5. Season suspension or multiple season suspension may be issued by Administration.

## **VOLUNTEERS**

Anyone working with students and young people are required by the diocese to complete the safe environment training/process, including having a background check. This must be done prior to working with children. The process may need a few weeks to complete, so we encourage new volunteers to initiate this as soon as possible. Some of the adults requiring background checks are: coaches, classroom aides, scout leaders, field trip drivers and chaperones, playground or lunch monitors, and any adult working with the children of our parish and school. Every

volunteer must also supply a copy of his/her driver's license annually. The safety of our young people must be of primary importance to our parish and school community. Diocesan policy requires all background checks to go through a specific agency. St. John's will pay the cost of the background screening for a potential volunteer.

**Personal Conduct, Policies and Approval Steps For Volunteers of the Diocese of Fort Wayne-South Bend**

The Diocese of Fort Wayne-South Bend, Inc. (the "Diocese") is a not-for-profit religious corporation empowered under Canon Law to fulfill the spiritual, educational and charitable mission of the Catholic Church in the Northeastern portion of the State of Indiana. As a volunteer of the Diocese, your efforts play a vital role towards the successful fulfillment of the sacred mission of St. John the Baptist Catholic School.

For detailed information and the steps for volunteering at St. John's, please visit the Diocesan [Website](#) dedicated to outlining the process, and please email our Safe Environment Coordinator, Mrs. Jenny Pranger at [jenny.pranger@sjnewhaven.org](mailto:jenny.pranger@sjnewhaven.org) to begin the official process to become approved as a volunteer.

**Diocesan Cooperation with Civil Authorities**

Any civil investigations of suspected incidents of child abuse or neglect will be accorded the complete and willing assistance of the appropriate Diocesan personnel. All necessary action will be taken to ensure the fair treatment of any Diocesan employee/volunteer accused of child abuse or neglect. As a precautionary measure, an accused employee/volunteer may be placed on administrative leave pending the investigation of the claim or the completion of any civil process. Pastoral counseling and guidance will be made available to any accused individual in an effort to support them through any investigatory period. Additional pastoral counseling will continue at the individual's request regardless of the outcome of the civil investigation. Everything will also be done to see that any child who is abused or neglected receives appropriate assistance and counseling.

The following is a list of the county CPS and sheriff's department offices located within the Diocese to which child abuse or neglect may be reported. Local town or city police departments or Indiana State Police Posts are not listed, but may be contacted in order to make a required report. (Only Allen County contact info is included in this handbook.)

Allen County            Child Protection Service  
                                 Division of Family & Children  
                                 201 E. Rudisill Boulevard #200  
                                 Fort Wayne, Indiana 46806  
                                 (260) 458-6100  
                                 <https://www.allencsb.com/>

Adult Protection Service  
(Age 18 and Older)  
602 South Calhoun Street

Fort Wayne, Indiana 46802  
(260) 449-7989  
1-800-992-6978  
[Fort Wayne Office](#)

Allen County Sheriff's Department  
101 Courthouse  
715 South Calhoun Street  
Fort Wayne, Indiana 46802  
(260) 449-3000- non emergency line  
(260) 449-7530 Office  
[Fort Wayne Office](#)

### ***Confidentiality***

As a Diocesan volunteer, you may become privy to personal, privileged and/or confidential information. Security of information is of utmost importance. Such information must be treated in a confidential manner, except for disclosure required by law. Care should always be taken regarding all information gained by virtue of service with the Diocese, whether related to Diocesan matters, students in any of its schools, or to any other individuals served by or having dealings with the Diocese or its staff members.

### ***Conflict of Interest***

All Diocesan volunteers must exercise good faith in the performance of their duties. You have the obligation to avoid any personal interest or relationship, financial or other, which might adversely affect or influence your judgment in the performance of your duties, or which might even create the appearance of the same. If you have any concern on an issue in this area, contact your immediate supervisor or the pastor of the parish in which you perform duties so that the situation may be reviewed in detail.

### ***Harassment***

All Diocesan volunteers and those with whom they interact, especially children, are entitled to be treated with dignity and respect. Supervisors, department heads and pastors are charged with the responsibility to see to it that all over whom they have supervision are treated in a manner consistent with the religious and moral standards espoused by the Church and the Diocese. All Diocesan facilities and programs should be free from verbal or physical harassment (whether on the basis of sex, race, religion, national origin, disability, or other civilly-protected status) and from any actual or implied threat that such harassment must be tolerated in connection with Diocesan service, or the receipt of services

For purposes of this policy, harassment includes, but is not limited to, sexual advances; unwelcome and/or unwanted touching; the use of obscene or objectionable language, or name calling; and any action reasonably considered offensive, based on race, religion, national origin, disability, or sex. This includes jokes, comments, insults, cartoons, innuendoes, personal conduct or mannerisms that could be reasonably construed as offensive.

If you believe that you, a diocesan employee or another volunteer, or anyone with whom you or they interact, are or have been subjected to such treatment, you must immediately report the incidents to your supervisor or supervising pastor. There will be no recriminations against any person making such a report in good faith. All pertinent information shall be kept confidential to the fullest extent possible, consistent with the prompt investigation of any such complaints, and with the taking of appropriate corrective actions, if necessary, based upon the outcome of such investigations. If for any reason you feel that your supervisor or pastor is an inappropriate person to whom the report should be made or if they are unavailable, such reports should be made directly to a Vicar General in person or by telephone at (260) 422-4611.

### **Safety**

You must immediately report to your supervisor or pastor any accident occurring on Diocesan property or involving Diocesan employees or volunteers which involves property damage or personal injury. You must immediately report any situation, hazard, or practice which you believe is unsafe. We want to take all reasonable steps to maintain a safe environment for all who serve and are served by the Diocese.

### **Notification to Supervisor Following Arrest**

Volunteers of the Diocese of Fort Wayne-South Bend are required to notify their supervisor if arrested of any crime during the period of their volunteer service. Notification should be made within twenty-four (24) hours of the arrest, or as soon thereafter as possible. The volunteer must provide the supervisor with enough detail of the charge(s) to enable the supervisor to make a decision as to whether the volunteer can continue to offer service until the resolution of the issue. The volunteer's supervisor must alert the diocese Safe Environment Coordinator of the arrest. For purposes of this policy, "supervisor" means:

- for grade school employees and volunteers, the school's principal;
- for non-school employees and volunteers in a parish, the parish's pastor, DRE, or Youth Ministry leader, as applicable;
- for all high school employees and volunteers, the school's principal;
- for Diocesan agency or department employees, the agency or department administrator; and
- for any others, the Vicar General.

### **Required Decorum and Corrective Action**

We expect that all volunteers will exhibit common sense, a high level of Christian decency and courtesy, and diligence in all they do for and on behalf of the Diocese. When possible, reasonable efforts shall be made to correct any performance or conduct issues that arise, rather than to simply terminate the volunteer relationship. However, there are certain circumstances where the need to terminate the relationship may be immediate. These circumstances are considered gross transgressions and include, but are not necessarily limited to:

1. Immoral conduct or other conduct inconsistent with the principles or teachings of the Catholic Church.
2. Violation of any guidelines or requirements established by the Diocese for the protection of

children or young people.

3. Behavior which is devious or harmful to the mission of the Church in the Diocese.
4. Personal conduct which brings discredit to the Diocese or anyone else.
5. Dishonesty, stealing, falsification or destruction of records.
6. Causing personal injury to another.
7. Willful destruction of or gross negligence resulting in damage to property.
8. Insubordination or refusal to accept a lawful assignment
9. Being to any degree under the influence of or in possession of alcohol, marijuana or other illegal or non-prescribed controlled substances.
10. Drinking or maintaining intoxicating beverages on Diocesan premises or at the site of a Diocesan function without appropriate authorization.
11. Failure to report for assigned duties.

### ***St. John the Baptist Parish Safe Environment Policy***

Any teenager or adult working with or around the youth of our parish is required to have a background check done. Background checks are also required by the Diocese before anyone may begin volunteering. Background checks include the following:

1. Volunteer Application-with references listed
2. Signed consent form for background check by parish
3. View Diocesan Safe Environment Training movie and sign off on form
4. Receive a copy of the Diocesan guidelines listed above and sign off on form
5. If driving students for field trips, games, etc. a copy of your driver's license and proof of insurance

These background checks must be done every five years. Records are kept by the parish and the pastor makes any final decisions on who may volunteer or work in the parish community.

## **HANDBOOK FORMS AND CLOSING DECLARATIONS**

### **STUDENT AND PARENT HANDBOOK RECEIPT ACKNOWLEDGMENT (Sample)**

By signing below we acknowledge that we have reviewed a digital copy of the St. John's Catholic School Parent/Student Handbook, including the technology code of ethics and acceptable use policy, safe environment training policies, health policies, and all other applicable school policies. This digital copy exists at [www.sjnewhaven.org](http://www.sjnewhaven.org), under the "Parents" tab, as "Parent Handbook." We understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne-South Bend.

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



way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

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Student Name and Grade

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Student Name and Grade

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Student Name and Grade

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Student Name and Grade

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Student Name and Grade

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Student Name and Grade

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Parent Signature

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Date

***Closing Declarations/Right to Amend Handbook***

No code or policy handbook can possibly cover all eventualities or possibilities. It should be understood that the Administration will ultimately decide what is acceptable and what is not given the circumstances at the time. The Parent/Student Handbook will be reviewed and revised as necessary and annually.

The Principal/pastor reserves the right to amend this handbook at any time without advance notice. Parents shall be given prompt notice of amendments.

When stated the term “parent” includes legal guardians.