



St. Benedict Cathedral School



Reaching Minds, Touching Hearts, Shaping Souls.

Handbook for Parents and Students

Kindergarten through Grade Eight

St. Benedict Cathedral School

530 S. Harlan Avenue

Evansville, IN 47714

Phone: (812) 425-4596

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QUICK REFERENCE GUIDE

BUSINESS PHONE NUMBERS

School	812-425-4596
School Fax	812-463-5206
Parish Center	812-425-3369

**SCHOOL
HOURS: 7:45 AM-
3:00 PM
TARDY BELL:
7:50 AM**

PHONE EXTENSION NUMBERS

MASS: FRIDAY 9:15 AM

ADMINISTRATION

Sr. Karlene Sensmeier	225
Mr. Jon Day	226
Mrs. Donna Halverson	226
Mrs. Stacey Ulrich	222
Mrs. Ami Pitt	224

TEACHERS CONT.

Sr. Judy/Learning Specialist	319
Mrs. Korba/Music	102
Mrs. McGinnis/Art	101
Ms. Hackert/Computer	325
Ms. Schmitt/PE P/T	

TEACHERS

Mrs. Folz PS	215
Mrs. Wessel PK	217
Mrs. Chandler KA	248
Mrs. Goedde KB	246
Mrs. Groenert 1A	250
Mrs. Schopmeyer 1B	334
Ms. Austin 2A	330
Mrs. VanWinkle 2B	332
Mrs. Steckler 3A	207
Mrs. Woehler 3B	214
Mrs. Fischer 4A	202
Mrs. K. Russler 4B	201
Mr. Chamberlain 5A	310
Mrs. H. Russler 5B	309
Mrs. James 6A	308
6B	302
Ms. Gramelspacher 7A	327
Mrs. Jones 7B	315
Mr. Werner 8A	301
Mrs. Wu 8B	306

CAFETERIA SCHEDULE

PS & PK	10:50
Kindergarten	11:25
1st Grade	11:05
2nd Grade	11:10
3rd Grade	11:25
4th Grade	11:20
5th & 6th Grade	12:05
7th & 8th Grade	12:20

SUPPORT STAFF

Mrs. Brown/Library	320
Mrs. Wolter/Youth First	212
Ms. Farley/Piano	144
Mrs. Creech/Cafeteria Mgr.	137
Ms. Humphrey/Keyway	105
Mark Wade/Facilities Mgr.	311
Mr. Buedel/Athletics	212

St. Benedict Cathedral School

Reaching Minds

Touching Hearts

Shaping Souls

Dear Parents/Guardians and Students,

Welcome to the 2016-2017 school year! We extend a special welcome to all of our new students and their families. In choosing St. Benedict Cathedral School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Benedict Cathedral School. Please read this document carefully and sign the agreement which is available on the Internet and included in the registration packet. This agreement states that you and your children intend to abide by the policies of St. Benedict Cathedral School during the 2016-2017 school year. Please return this agreement at registration on Tuesday, July 27, 2016. Please note we have also included a media release permission form.

Our school was founded by the Benedictine sisters who established the strong faith formation and high academic standards we still follow today. Each day we strive to reach the minds, touch the hearts and shape the souls of our students.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

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

God bless you!

Sr. Karlene Sensmeier, OSB

ST. BENEDICT CATHEDRAL PARISH
MISSION STATEMENT

St. Benedict Cathedral Parish is a community of faith united in Eucharist and committed to the Benedictine tradition of seeking God through prayer and work by sharing our gifts of time, talent and treasure; providing formation and education for children and adults; responding to the needs of people by sharing our faith and resources. We are dedicated to living and proclaiming the Gospel of Jesus Christ.

ST. BENEDICT CATHEDRAL SCHOOL
MISSION STATEMENT

St. Benedict Cathedral School continues its Catholic tradition of academic excellence in a Christ-centered environment. Our mission calls us to inspire a love of learning and to prepare students for active participation in and contributions to, the Church and our community. We strive to develop individual responsibility and nurture the spiritual, emotional, intellectual, social and physical growth of each student.

PARENTS

PARENTS AS PARTNERS

As partners in the educational process at St. Benedict Cathedral School, we ask parents:

To set rules, times and limits to that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent/Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the parish and school;

To inform the school of any special situation regarding the student's well-being, safety and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

PARENT'S ROLE AS EDUCATORS

We, at St. Benedict Cathedral School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Benedict Cathedral School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

SCHOOL ORGANIZATIONS

St. Benedict Cathedral School Council

The School Council consists of three elected members and three appointed members, along with the pastor of St. Benedict Cathedral Parish and the principal and assistant principal of St. Benedict Cathedral School.

The responsibilities of the School Council include the following:

1. Act as an advisory council to the principal
2. Review and approve the school budget
3. Assess the performance of the principal based upon the diocesan job description
4. Participate in the selection of a new principal, usually through a committee
5. Review annually its own performance and effectiveness as a council

St. Benedict Parent Teacher Organization (PTO)

The Parent Teacher Organization (PTO) is open to all parents with students enrolled in St. Benedict Cathedral School. This organization sponsors many events and activities throughout the year. Contact the name of the project chairperson if you are interested in offering your services. The PTO's main purposes include the following:

1. Work for the welfare of the students.
2. Offer planned programs, which will benefit parents of students.
3. Foster cooperation between parents and faculty.
4. Raise funds for school projects.
5. Create a greater appreciation of Catholic education.

ADMISSION GUIDELINES

NON-DISCRIMINATION POLICY

St. Benedict Cathedral School does not discriminate against students on the basis of race, color, sex, age, national origin, disability, or any other status or condition protected by applicable state or federal law.

St. Benedict Cathedral School does not offer special education classes, but reasonable accommodations will be made for students who can be largely mainstreamed into general education classes. The Evansville Vanderburgh School Corporation provides limited consulting services for qualified St. Benedict students with learning disabilities.

Students with certain learning disabilities and mild mental handicaps may be better served by the Marian Educational Outreach which is located on the Holy Spirit School premises. Enrollment in this program is established by the principals of Holy Spirit School and St. Benedict Cathedral School.

Families making application to St. Benedict School will meet with the principal to discuss the application process. In all cases, the principal will also meet with the students prior to acceptance. In some cases, the school may require an evaluation or assessment for the purpose of appropriate grade placement.

REGISTRATION FOR CURRENTLY ENROLLED FAMILIES

Families currently enrolled with complete the form according to the due date in the Spring. A fee is required at this time, which is applicable for the upcoming school year.

KINDERGARTEN ENROLLMENT

Students are accepted into kindergarten based on chronological age and readiness. The child is to be 5 years of age on or before August 1st. Our school recognizes that students who are age eligible may not be developmentally ready for kindergarten. In order to make decisions in the best interest of the child, a parent, pre-school teacher or prospective kindergarten teacher may request an additional evaluation. The purposes of the screening program are: to provide an opportunity for discussion regarding readiness levels required in the kindergarten environment, and to help provide the best possible educational program for the child's development.

The screening may include, but not limited to the following: classroom observation, questions in language development, auditory and visual discrimination skills, assessment of fine and gross motor coordination, and assessment of social awareness and emotional maturity.

KINDERGARTEN EARLY ADMISSION PROCESS

St. Benedict Cathedral School recognizes that some children mature faster than others mature and are ready for kindergarten at a younger age. If a parent feels the child is ready early, the following appeal process can be utilized:

1. A request, in writing, should be provided to the principal explaining why the request is being made. A copy of the birth certificate must accompany the request.
2. The kindergarten teacher or designee will arrange a basic kindergarten screening.
3. A conference will be held with the parents, the teacher, and the principal to review the request.
4. An evaluation of the child will be required to document the child's emotional, social, and academic development. The principal will make the recommendation as to the amount and type of evaluation necessary. The parents will be responsible for any fees incurred.
5. The school will approve or deny the kindergarten enrollment.

TRANSFERS FROM A DIOCESAN SCHOOL

In the case of a family's desire to transfer from one diocesan school to another, the principal of the receiving school shall explain the expectations for communication between the two schools.

Consideration must be given to the reason(s) expressed for the requested transfer. Other factors to be considered may include the following:

1. Whether the student has behaviors that negatively impact his or her academics and/or the learning/social environments
2. Whether reasonable efforts to manage the student or correct the behavior at the sending school have failed; and/or
3. Whether the student's parents have provided their full cooperation and support of the sending school's efforts concerning their child.

Any of these factors shall be sufficient reason to deny a student transfer.

Transfer of junior high level students between schools in the diocese (including transfers proposed from public schools) is strongly discouraged

ST. BENEDICT NEW STUDENT ADMISSION POLICY

Applications Accepted Prior to April 11:

1. St. Benedict active parishioners (demonstrates a commitment to parish life by weekend Mass attendance any by contribution of time, talent, and financial support) who have children currently attending St. Benedict Cathedral School.
2. St. Benedict active parishioners who want to enroll a child for the first time.
3. Parishioners of Catholic parishes who do not have a school who have children currently attending St. Benedict School.
4. Parishioners of Catholic parishes who do not have a school who are enrolling their first child
5. Siblings of Non-Catholic students currently enrolled
6. Parishioners of other Catholic churches whose schools have full enrollments.
7. Non-Catholic families.

Applications Accepted After April 11:

1. New parishioners moving into Evansville who have joined St. Benedict Parish.
2. Families new to Evansville who have joined St. Joseph, St. Mary, St. Anthony, St. John, and Holy Trinity.
3. Siblings of Non-Catholics already enrolled.
4. Parishioners of Annunciation, Good Shepherd, Holy Rosary, St. Mary and St. Theresa.
5. Non-Catholics families.

SGO AND VOUCHER PROGRAM

St. Benedict Cathedral School participates in the Indiana School Choice Voucher Program and the School Scholarship/SGO Scholarship award. Please contact the school office for additional information.

TUITION POLICY

This policy applies to all students in Kindergarten through 8th grade attending St. Benedict Cathedral School including Pre-School and Pre-Kindergarten.

- 1. Rates:** Parents agree to pay the published St. Benedict tuition rates unless granted a financial aid award. Payments are required by the established due dates. Considering the parish's subsidy of the school (nearly \$1,500 per student per year), parishioner parents are also expected to contribute regularly to the Sunday collection and volunteer as established by the parish.
- 2. Two payment options** are available:
 - a.** Electronic Funds Transfer (EFT): monthly payments are deducted from a designated checking or savings account with a **single deduction** on the fourth Friday of each month or **two deductions** on the second and fourth Fridays of the month, September through May or September through August. There is no parish/school charge for this service.
 - b.** Full payment: full payment at registration by personal check or a loan proceeds check from a financial institution.
- 3. Returned Items:** Bank fees charged to the parish for any returned item will be added to the respective account and must be paid prior to the next payment due date. Considering the work-time taken to address returned items, if more than **TWO** items are returned on a family's account in a given school year (insufficient funds, closed account, etc.) then **FULL PAYMENT** (option 2b above) will be the only payment option the following year.
- 4. Delaying payment.** If a family requires the delay of payment for any reason, those arrangements should be made *with the accountant* at least ten (10) days prior to the scheduled withdrawal.
- 5. All balances paid.** Pre-registration does not guarantee a place in class unless all outstanding balances are paid in full, including Cafeteria and KeyWay charges.
- 6. Pre-pay.** Keyway, Cafeteria, Pre-School, and Pre-Kindergarten are all *pre-pay services*. **If, however, balances for these services exceed \$50, the privilege of using these services is revoked immediately until the balance is paid in full.**
- 7. Pro-rated Tuition.** If a child attends only part of the school year, the tuition will be prorated based on the number of school days attended by the child. Any time after the start of the school year, fees for books and technology will not be refunded.
- 8. Signature.** Parents will be required to sign this policy as part of registration. Non-compliance may include forfeiture of future educational opportunities at St. Benedict Cathedral School.

**ST. BENEDICT CATHEDRAL SCHOOL
PRE-SCHOOL AND PRE-KINDERGARTEN
2016-2017 TUITION RATES**

PRE-SCHOOL TUITION RATES

The **Pre-School** program is offered in the morning. Your child may attend two, three, or five mornings each week. There is an afternoon enrichment option available as well.

Pre-School (T/TH A.M.)	\$84/month
Pre-School (M/W/F A.M.)	\$122/month
Pre-School (M-F A.M.)	\$200/month
Pre-School (T/TH A.M. & P.M.)	\$167/month
Pre-School (M/W/F A.M. & P.M.)	\$245/month
Pre-School (M-F A.M. & P.M.)	\$400/month

PRE-KINDERGARTEN RATES

The **Pre-Kindergarten** program is offered in the morning or the afternoon five days each week. Morning students may stay for the afternoon enrichment program, two, three, or five days each week.

Pre-Kindergarten (P.M. only)	\$230/month
Pre-Kindergarten (A.M. & T/Th P.M.)	\$305/month
Pre-Kindergarten (A.M. & M/W/F P.M.)	\$347/month
Pre-Kindergarten (A.M. & M-F P.M.)	\$460/month

Pre-School and Pre-Kindergarten tuition payments may be paid via auto debit from a checking or savings account per the tuition policy or paid in full during the first week of school. Please read and sign the attached 2016-2017 Tuition Policy. Late fees are outlined in #3 of the Tuition Policy and also apply to PS & PK accounts. Cafeteria and Playcare After-School Care are pre-pay services and are not included in the tuition rates. These must be paid with separate checks to the appropriate department, pay online via your Sycamore account or by a monthly EFT from your checking or savings account.

CATHOLIC DIOCESE OF EVANSVILLE POLICIES

ACCREDITATION

St. Benedict Cathedral School is accredited by the State of Indiana Department of Education and is a member of the National Catholic Education Association and the Indiana Non-Public Education Association. All schools in the diocese are accredited and are members of these associations.

BULLYING STATEMENT

Bullying is an intentional act of aggression causing embarrassment, pain, or discomfort to another person. It is a consistent pattern of disrespect of one or more students by another. It is an abuse of power which can take many forms: physical (hitting, kicking, shoving, spitting); verbal (taunting, teasing, degrading social or sexual comments, rumor spreading); non-verbal (threatening gestures, exclusion, Internet, text messaging via cell phones, Instant Message). Bullying may constitute grounds for detention, suspension, or expulsion. See diocesan policy page 45.

Our school embraces the following as school rules against bullying:

- We will not bully others.
- We will help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

DIOCESE OF EVANSVILLE ANTI-BULLYING STATEMENT

The Diocese of Evansville and the Catholic Schools Office (CSO) believe that each Catholic School in the Diocese of Evansville must be aware that its purpose is rooted in the mission of the Church. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Bullying is prohibited in all Catholic schools in the Diocese of Evansville. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of "love your neighbor as yourself", and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation, or bullying.

Bullying as defined by the CSO, is any overt act(s) by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school sponsored activity where acts against are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, digital or electronic expressions/threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Any person who has a complaint of bullying must bring that complaint to the attention of the school principal. All such complaints will be properly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all

bullying investigations and allegations and take appropriate and corrective action including disciplinary action measures if justified to remedy violations.

Approved: Catholic Diocese of
Evansville 2014

DIOCESE OF EVANSVILLE SECLUSION AND RESTRAINT STATEMENT

The Diocese of Evansville 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 statement is to insure 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 the 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.

Approved: Catholic Diocese of
Evansville 2014

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to; all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Pursuant to existing binding agreements between the Evansville Catholic Schools and various law enforcement and judicial agencies, the school is obligated, as part of its discipline process, to report to law enforcement ANY offense involving possession or use of ANY illegal substance or alcoholic beverage by ANY student which occurs at ANY school function or ANYWHERE on school property.

CODE OF CHRISTIAN CONDUCT COVERING COACHES

It shall be an express condition of coaching that the coaches behave in a manner that is consistent with the Christian principles of the school as determined by the school and its discretion.

These Christian principles include, but are not limited to, the following:

1. Coaches are expected to work courteously and cooperatively with the league and school to provide a Christian environment for athletic competition.
2. Coaches may respectfully express their concerns about athletics. However, they may not do so in a manner that is discourteous, scandalous, rumor driver, disruptive, threatening, hostile, or divisive.
3. These expectations for coaches include, but are not limited to, all school sponsored athletic events and practices.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the coach. Temporary suspension or permanent removal from coaching responsibilities may occur with repeated infractions. It is expected that the school will document any previous infractions and corrections.

The athletic director and school administration reserve the right to determine, in its discretion, which conduct is such a severe nature as to warrant immediate action without warning.

Approved: Diocesan Athletic Board, 12-1-2005

CRISIS/CONFRONTATION POLICY

The safety and well-being of every student, the school staff, and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either has occurred, is underway, or may occur absent intervention:

1. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
2. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may, or would present a risk of physical harm to any person or persons, whether or not on school property;
3. A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian Conduct;
4. A student has knowingly possessed, used, transmitted or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
5. A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
6. A student knows, but fails to disclose to school authorities, that another student either:
 - 6.1. has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
 - 6.2. has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

DISCIPLINE POLICY

The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

INSURANCE STATEMENT

It is to be understood and acknowledged by the parents and guardians that neither the school, principal, teachers, nor the Catholic Diocese of Evansville will be the insurer of a student's health and safety while the student is at school or engaged in school-supervised activities, including sports. It is the parent's obligation to provide such insurance as they deem necessary to protect themselves and their students against the costs or other adverse effects of sickness or injury.

Approved: Catholic Diocese of Evansville – 05/2012

INTERAGENCY AGREEMENT

Pursuant to existing binding agreements between the Evansville Catholic Schools and various law enforcement and judicial agencies, the school is obligated, as part of the discipline process, to report to law enforcement ANY offense involving possession or use of ANY illegal substance or alcoholic beverage by ANY student which occurs at ANY school function on ANYWHERE on school property.

INTERNET ACCEPTABLE USE POLICY

Student Agreement

Internet services provide access to electronic mail (e-mail), public shareware of all types, and massive databases at universities, government agencies and private industries. Internet access promotes educational excellence through resource sharing, innovation, and communication.

If a student violates any of the terms or conditions described below, his or her Internet access will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abusive use of the Internet. This includes communications originating in or outside of school by mobile devices such as cellular telephones, BlackBerry's, PocketPCs, Sidekicks, pagers and other similar devices (including Wi-Fi/wireless communications) which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abusive Internet communications include, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage:

- Use of any illegal or controlled substance, including alcoholic beverages,
- Violence or threats of violence, intimidation or injury to the property or person of another, or
- Lewd, offensive, sexually suggestive or other inappropriate behavior

Terms and Conditions

1. **Personal Responsibility** – The student will accept personal responsibility for misuse of the Internet and electronic information system. "Misuse" may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, inappropriate sexual content or intentionally wasting limited resources.
2. **Acceptable Use** - Use of the Internet and email will be in support of educational research and the educational goals and missions of St. Benedict Cathedral School as defined by the teacher in charge. "Surfing" the Internet can result in congestion of the school network slowing it down for others and should be avoided.

3. **Network Etiquette** – Students will be polite and will not send or encourage others to send abusive messages. Students will use appropriate language and realize they are a representative of the school community. Students will never use swear words, vulgarities, or other inappropriate language.
4. **Privacy** – Students will not reveal their home address or any personal or family phone numbers or those of any member of the school community to anyone over the Internet at any time.
5. **Electronic Mail (e-mail)** – All students will understand that electronic mail is not guaranteed to be private. Students should not send anything that they do want others to read.
6. **Security** – Under no circumstances will a student order any materials over the Internet. Students will not download and/or attach a file from any use or users where the content is unknown.
7. **Copyright** – Students will understand that to copy another person’s work on the Internet and call it my own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people’s work, permission will be sought when possible and credit the author accordingly.

Disciplinary Procedures Regarding Internet Issues

To remain eligible as users, a student's use of the Internet must be in support of and consistent with the educational objectives and Christian principles of the Catholic Diocese of Evansville. Access is a privilege, not a right. Access entails responsibility.

Misuse of the Internet will not be tolerated. Use of the Internet in school by a student for other than school or educational purposes is misuse. Any violation of the policies of St. Benedict Cathedral School concerning the use of the Internet as set forth in the Internet Acceptable Use Policy may result in disciplinary action, including:

- loss of computer privileges and Internet access for a length of time to be determined by the School;
- detention or suspension; and/or
- expulsion from school.

Diocesan Internet Acceptable Use Policy Contract

The Schools in the Catholic Diocese of Evansville are committed to providing Internet facilities for use in a responsible and legal manner in accordance with the Internet Acceptable Use Policy and the Code of Christian Conduct. Students must acknowledge their understanding of the Internet Acceptable Use Policy as a condition to receiving an account or using the Internet.

PARENTS ARE REQUIRED TO SIGN THE USER CONTRACT PAGE THAT WAS INCLUDED IN YOUR JULY MAILING, NAMING EACH CHILD ENROLLED AT ST. BEN’S. THESE CONTRACTS MUST BE RETURNED AT REGISTRATION EACH YEAR IN ORDER FOR YOUR CHILD TO USE THE INTERNET IN COMPUTER CLASS.

Approved: Catholic Diocese - 2007

PEST CONTROL

All applications of pesticides will be made in strict compliance with diocesan policy, label instructions, and applicable Federal and State law. While pesticides protect children from pests, under certain circumstances they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation periods. Pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the principal. A written notice will be given to you no later than two days before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application.

SMOKING BAN POLICY

The Catholic Diocese of Evansville shall comply fully with all civil legislation banning smoking in public or quasi-public places to which members of the public are invited.

Smoking in any and all diocesan-owned facilities to which members of the public are invited is forbidden.

WELLNESS POLICY

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture has verified that all schools, including private schools, which participate in the national School Lunch Act or the Child Nutrition Act, must develop a School Wellness Plan. The St. Benedict Cathedral Wellness is available in the office.

Approved: Catholic Diocese of Evansville – March, 2014

YOUTH PROTECTION

SAFE ENVIRONMENT

St. Benedict Cathedral School complies with the Safe Environment Program written by the Diocese of Evansville. The complete program may be found in the school office.

Any adult who plans to have contact with youth must complete the Youth Protection / Safe Environment Training and have a criminal background check. This policy affects those who plan to chaperone field trips, read to students, help with classroom activities, etc.

BEST PRACTICES

Two-Deep Leadership

Two approved (“approved” means that the Pastor knows the person and approves him or her AND the person has submitted to a criminal background check.) adult leaders or one approved leader and a parent of a participant, both of whom must be 21 years of age or older, are required for all parish sponsored youth activities. The parish is responsible for ensuring that sufficient leadership is provided for all activities.

No One-on-One Contact

One-on-one contact between adults and youth is not permitted. In the rare situations that require personal conferences, the meeting is to be conducted in view of other adults and youths.

Note: Professional Mental Health Counselors, who are required to follow the Ethical Code of their professional discipline, State licensing requirements, and State legislation regulating professional conduct, may conduct one-on-one private counseling sessions.

The term Professional Mental Health Counselor, as used herein, means a person with a master's degree in a recognized mental health discipline, who is licensed, or supervised by a licensed professional, and is employed by Catholic Charities of the Diocese of Evansville or is officially approved by the Catholic Education Office to provide services on school premises.

Respect of Privacy

Adult leaders must respect the privacy of youth and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

Separate Accommodations

When staying overnight, no youth is permitted to sleep in the room of an adult other than his or her own parent of guardian.

Proper Preparation

Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, competent supervision, and safety measures.

No Secret Organizations

The Diocese of Evansville does not recognize any secret organization as part of its program. All aspects of the youth program are open to observation by pastors, parents, and leaders. Even in cases of closed membership (i.e. Knights of Columbus Squire Circles, etc.) parents and pastors MUST be admitted at any time to observe the program.

Appropriate Attire

Proper clothing for activities is required. Modest dress is always required. Guidelines for appropriate attire for a given activity should be written and stated before all youth functions.

Constructive Criticism

Discipline used in youth ministry, educational, and catechetical ministry should be constructive and reflect the Church's values. Corporal punishment is never permitted.

Hazing is Prohibited

Physical hazing and initiations are prohibited and may not be included as part of any activity. Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure that diocesan policies are followed.

VISION

- Youth are to be recognized and valued by all as true gifts from God.
- Education and training to recognize the signs of violation of children and young people shall be provided to all paid staff members, volunteers engaged in ministry to and for children, and parents.
- Education shall be provided for children about the potential for abuse, especially sexual abuse, and ways to respond should they be victims of it.
- Paid staff members and volunteers who have regular contact with children in the course of their work shall be evaluated so as to determine their suitability for association with children and young people.
- Paid staff members and volunteers shall accept responsibility to report immediately any suspected acts of abuse of children and young people in their charge to appropriate civil and church authorities without concern for retribution from the accused or employers/institution in whose name they minister.
- The expectation is that all who are willing to engage in ministry to children and young people as representative of the Catholic Diocese of Evansville are also willing to agree to background checks and educational programs designed to stem this heinous crime against children and young people.

- The Catholic Diocese of Evansville will expend resources, both in personnel and finances, necessary to fulfill this vision and to maintain such programs appropriate to accomplish this vision.
- Primary components of a framework to accomplish this task include the items listed below. At the outset, we recognize that we are on a difficult and ambitious journey; hence, this is a living document.

CURRICULUM

DAILY RELIGIOUS INSTRUCTION

St. Benedict Cathedral School is very proud of the religious education provided by the faculty. It is a good blend of traditional values and skills necessary to cope in a modern society.

The basic textbook series used is published by Sadlier Publishing Company. Grades 5-8 follow a catechetical curriculum for Catholic schools that includes Old and New Testaments, the Creed, Sacraments, Church History, and Church beliefs and practices, including morality and prayer.

Daily religious instruction includes sacred scripture, theology, morality, church teachings, Christian living, prayer, worship, and liturgy preparation.

LITURGIES

Students attend Eucharistic liturgy as an entire school body at least once a week. Parents are always welcome to attend school liturgies, which are at 9:15 A.M. on those days. Students are given the opportunity to plan, prepare, and participate in school day liturgies as well as for special feasts.

Students also have the opportunity to participate in the traditional services of Reconciliation, Way of the Cross, and May Crowning.

SACRAMENTS

The Sacraments of Reconciliation and Eucharist are celebrated in Grade 2. This year students will receive Reconciliation in February 2017. The date of their First Communion is in May 7, 2017.

The Sacrament of Confirmation will be celebrated during a student's sophomore year.

ACADEMIC CURRICULUM

St. Benedict Cathedral School follows curriculum guidelines established by the Diocese of Evansville and by the Indiana Department of Education. All textbooks and supplementary materials are current and have been recommended by the diocesan textbook committees in accordance with the State of Indiana adoptions.

The present academic program for grades K-8 includes the following:

Religion	Phonics	Handwriting	Physical Education
Family Life	Reading/Literature	Vocabulary	Indiana History
Health / Life Skills	English/Writing	Computer	Social Studies
Music / Art	Mathematics	Science	Accelerated Reading

St. Benedict Cathedral School has the same textbook adoption cycle as the public schools in the State of Indiana.

The Minds in Motion Program is offered to students in Kindergarten and 1st Grade.

St. Benedict Cathedral School also takes advantage of many cultural activities in the Tri-State area.

ACADEMIC INSTRUCTION (Grades 5-8)

1. Academic groupings in grades 7-8 will be reviewed at the end of each quarter. A consensus of the teachers and principal will determine whether a student will be reassigned to a new group.
2. Individual teachers may require special materials for a class. Each student will also need materials as outlined on the Supply Sheet (See Index). School planners are issued for grades 2-8.
3. Honor Roll recognition is given at the end of each quarter to 5-8 students with the following Grade Point Averages: Honorable Mention 84.50%-88.49%; Honors 88.50%-94.49%; High Honors 94.50%-100%;
4. Blue and White rating is awarded at the end of each quarter to any student in grades 5-8 who has not received a demerit (an Academic, a Conduct, or a Tardy), an Unsatisfactory conduct mark on a report card, or has not been suspended during the quarter. Students who are on probation during the quarter are not eligible to receive this rating.

HOMEWORK POLICY

Homework provides for practice of skills and applications of principles based upon work begun in the classroom. Homework should enrich school experiences and promote an interest in like-long learning, as well as stimulate individual initiative, personal responsibility, and the use of good study skills.

Parents are urged to *help* rather than *do* the assigned work. Parental help should include arranging a quiet, comfortable place for the student to work and by seeing that the assignments are completed.

If a student has not completed an assignment or fails to turn in an assignment, it will be noted in their planner as MA-Missing Assignment #1, #2 etc. Upon receiving five missed assignments, an Academic Demerit will be given immediately. The demerit must be served on Tuesday's or Thursday's from 3:10 – 3:40.

ACADEMIC REPORTING PROCEDURES

1. Mid-term reports are e-mailed to parents at the approximate mid-point of the grading period. These are to alert parents about academic and/or behavioral deficiencies.
2. Report cards are sent home quarterly. Recognition for achievement is given each quarter with appropriate awards at the end of the year.
3. SYCAMORE SCHOOL. Parents may review academic grades SYCAMORE SCHOOL at any time. Invitations to access the Sycamore School website will be e-mailed to new families at the beginning of the school year. Existing families may call the office to get their Username.

Grading System

Percentage Grade	EQUILIVANT GRADE	HONOR ROLL
94 – 100	A	High Honors: 94.50% - 100%
85 – 93	B	Honors: 88.50% - 94.49%
77 - 84	C	Honorable Mention: 84.50% - 88.49%
70 – 76	D	
0 – 69	F	

TESTING PROGRAMS USED

Diocesan / State Testing Program

All students in grades 3-8 will take the ISTEP+ (Indiana Statewide Testing for Educational Progress), which is the standardized test used by the Diocese of Evansville and the State of Indiana. In order to be accredited by the State of Indiana, we must comply with the same testing requirements as the public schools. Testing dates for the Applied Skills Assessment is February 29th-March 11th, 2016, Multiple Choice April 18th-May 6th, 2016 and IREAD (3rd Grade Only) March 14th-18th, 2016.

High School Placement Test

This test is administered to the 8th grade students in January at Memorial and Mater Dei High Schools. The test results are used for placement purposes in the freshman year of high school.

Individual Testing

Individual testing of students with suspected learning disabilities or learning problems is conducted by a psychometrist from the Evansville-Vanderburgh School Corporation. A psychologist from EVSC also conducts testing for behavioral problems. Both parents and teachers must agree to this individual testing.

SCHOOL RECORDS

It is important that records be kept during the school career of each student. These records are used to ensure one's just and legal privilege of obtaining an education, and they must be maintained in a manner that protects the individual's rights and privacy.

The responsibility for development, maintenance, and security of student records falls to the combined efforts of students, parents, and designated school employees. The Office of Catholic Education of the Diocese of Evansville in compliance with the "Family Education Rights and Privacy Act of 1987" (Federal P.L. 93-380) has established a policy regarding student records for the Catholic schools of the Evansville Diocese.

PROGRAMS AVAILABLE TO STUDENTS

Academic Teams	Study Hall
Art Show / Art Contests	Band
Bell Choir	Boy / Girl Scouts
Catholic Schools Week	Fire Wardens
Drug Awareness Curriculum	Accelerated Reader
Fall Play for Grades 5-8	Mass Readers
Honor Roll / Blue and White	New Voices – Evansville Courier
Library	Walking Club for Grades K-4
Youth Group	Sacristans
Red Ribbon Week	Reality Store
Safety Patrol	Service Projects
Servers	Speech Team
Song Leaders	Sports Programs
Spelling Bee	Stock Market Simulations
Spring Play for Grades PS-4	Young Authors
Children's Choir	Heavenly Dusters
Yearbook	Serra Essay Contest
Chess Club	Lego Club

ST. BENEDICT CATHEDRAL DRESS CODE – 2016-2017

DRESS CODE FOR GIRLS

The purpose of the school uniform is to promote neatness, discipline, a sense of school identity, and to provide an atmosphere of learning that is free from an emphasis on the trends in the clothing industry.

The enforcement of the dress code is the joint responsibility of parents, students, teachers, and administrators. Parents must see that children leave the house properly attired; teachers and administrators must see that students follow the uniform policy. Those students not following the uniform policy will call home for appropriate clothing.

AUTHORIZED UNIFORM SUPPLIERS:

Cornerstone - 1424 North Royal Avenue – Evansville IN; 476-1534

- Items must be listed on the ARTEX School Uniform Sheet for St. Ben's

Lands' End – 1 Lands' End Lane – Dodgeville, WI 53595 1-800-469-2222

- Girls' SKORTS – (no 2-button or cargo)
- Girls' JUMPERS must be the Hunter/Classic Navy Plaid – Style A
- Girls PANTS & Shorts (Cargos are not acceptable) Style A or B (Stretch Stain-Resistant Chino) Style A, B, C, D or E (Easy-Blend Straight-Leg Chino)

JC Penny's School Uniform Catalog

- Izod Pleated Pants or Skimmers (Navy or Khaki)
- Arizona Favorite Trousers and Bermuda Shorts (Navy or Khaki)

UNIFORM – GIRLS

The following items must be purchased through the authorized uniform suppliers, abiding by specific styles:

- Uniform skorts, Hunter/Classic Navy plaid, navy or khaki (K-6 only). (Lands End Above-the-Knee Length Styles A & D)
- Uniform jumper (K-4) – Hunter/Classic Navy Plaid only (Lands End Style A)
- Navy blue or khaki uniform pants; (Land Ends Stretch Stain-Resistant Chino or Easy-Blend Straight-Leg Chino); (JC Penney Izod Pleated Pants, Izod Flat Front or Arizona My Favorite Trousers for Juniors)
- Navy blue or khaki uniform shorts; (Lands End Stretch Stain-Resistant Chino or Easy-Blend Straight-Leg Chino); (JC Penney Izod Uniform Bermuda Shorts, Izod Girls Skimmer or Izod Pleated Shorts)

The following items can be purchased from any retailer:

- Blouse must be solid white or light blue tailored; either long or short-sleeved; pointed or round collar without lace or an Oxford button-down blouse.
- Knit Shirt with collar and 2 or 3-button placket in white, navy, or light blue
- SOCKS MUST BE VISIBLE ABOVE THE SHOE TOP. They must be a solid color (no stripes), in navy, tan, white or black (no logos); navy or white tights are acceptable. NOT ACCEPTABLE: ruffles or logos on socks.
- Belts must be worn with pants and shorts. The belt is limited to three colors: black, brown, or navy. Kindergarten students are not required to wear a belt.
- Knit shirts with the school logo are available through the school office or Lands' End.

PE (K-3)

K-3 students are to wear gym shoes to PE. No one will be admitted to the gym without gym shoes.

PE UNIFORMS for Grades 4-8

PE uniforms are ordered through Regent Promotions in July during Registration and no late orders will be accepted. Mail orders directly to: Regent Promotions, 125 N. Weinbach Ave. Suite 230, Evansville, IN 47711 or bring to the office on or before the due date.

Grade 4-8 students are required to bring the following to PE class.

- PE shirt and shorts (ordered through school)
- White or black athletic socks (no dress socks)
- Tennis shoes
- Jewelry and watches may not be worn during PE class.

ST. BENEDICT CATHEDRAL DRESS CODE – 2016-2017

DRESS CODE FOR BOYS

The purpose of the school uniform is to promote neatness, discipline, a sense of school identity, and to provide an atmosphere of learning that is free from an emphasis on the trends in the clothing industry.

The enforcement of the dress code is the joint responsibility of parents, students, teachers, and administrators. Parents must see that children leave the house properly attired; teachers and administrators must see that students follow the uniform policy. Those students not following the uniform policy will call home for appropriate clothing.

AUTHORIZED UNIFORM SUPPLIERS:

Cornerstone - 1424 North Royal Avenue – Evansville IN; 476-1534

- Items must be listed on the ARTEX School Uniform Sheet for St. Ben's or Memorial

Lands' End – 1 Lands' End Lane – Dodgeville, WI 53595 1-800-469-2222

- Boy's Plain-Front, Pleated Chinos Pants and Shorts (Navy or Khaki) – Cargo Pants are not acceptable

JC Penny's School Uniform Catalog

- Izod Flat Front, Pleated Pants or Shorts (Navy or Khaki) – Cargo Pants are not acceptable.

DOCKERS (same as Memorial High School)

- All Purpose Flat Front Classic Fit Pant British Khaki in color
- Pleated Signature Khaki Classic Fit Pants

UNIFORM – BOYS

The following items must be purchased through the authorized uniform suppliers, abiding by specific styles:

- Navy blue or khaki uniform pants; (Lands' End Plain-Front or Pleated Chinos); (Dockers Flat Front or Pleated khaki or navy pants)
- Navy blue or khaki uniform shorts. (Lands' End Plain-Front or Pleated Chinos)

The following items may be purchased from any retailer:

- Shirt must be solid color, either white, navy, or light blue; long or short-sleeved.
- Knit shirt with collar and 2 or 3-button placket or Oxford button-down.
- SOCKS MUST BE VISIBLE ABOVE THE SHOE TOP. Socks must be solid color (no stripes), in navy, tan, white or black (no logos); NOT ACCEPTABLE: logos on socks.
- Belts must be worn with pants and shorts. The belt is limited to three colors: black, brown, or navy. Kindergarten students are not required to wear a belt.
- Knit shirts with the school logo are available through the school office or Lands' End.

PE (K-3)

K-3 students are to wear gym shoes to PE. No one will be admitted to the gym without gym shoes.

PE UNIFORMS for Grades 4-8

PE uniforms are ordered through Regent Promotions in July during Registration and no late orders will be accepted. Mail orders directly to: Regent Promotions, 125 N. Weinbach Ave. Suite 230, Evansville, IN 47711 or bring to the office on or before the due date.

Grade 4-8 students are required to bring the following to PE class.

- PE shirt and shorts (ordered through school)
- White or black athletic socks (no dress socks)
- Tennis shoes
- Jewelry and watches may not be worn during PE class.

OPTIONAL FOR GIRLS AND BOYS

- Sweater must be solid color, either navy blue or white; v-neck, crew neck, or cardigan. Monograms may not exceed two inches in height. Navy blue or white sweater vests are acceptable.
- Sweatshirts and knit shirts with the school logo are available through the school office or Lands' End. (Order forms are sent via students.) Only sweatshirts with the school logo or a plain navy sweatshirt may be worn. No hooded sweatshirts or hooded sweaters may be worn in the classroom.
- Turtlenecks for K-4; white or navy blue only; may be worn under another shirt, sweater, or by themselves. Turtlenecks for Grades 5-8; white or navy blue only may be worn under a cardigan, sweater, vest-type sweater, plain navy blue sweatshirt, or St. Benedict sweatshirt.
- Sweaters and sweatshirts are not to be worn around the waist or shoulders.

NOTES REGARDING DRESS CODE

All parts of the uniform are to be neat, clean, and fit appropriately. Over-sized apparel may not be worn.

- Shirts/blouses must be tucked in with belt/waistband visible. Pants must be worn at waist level.
- Undershirts must be white in color and undergarments must be solid white in color.
- Small, simple earrings are permissible for girls only; one per ear in lower lobe only; no large loops or dangling types are permitted. Boys may not wear earrings. Body piercing jewelry of any kind other than lower ear lobes is not permitted.
- Make-up, except for medicinal purposes, is not permitted. Tattoos of any kind, including washable tattoos, are not permitted. No lipstick or colored lip gloss.
- Current fashion trends are not to be adapted to the Dress Code.
- Shoes must be tennis shoes that tie, Velcro or have elastic closure which cover the top of the foot. Ballet shoes, Sandals, Jellies, shoes with rollers, shoes without backs, etc. are not permitted for safety reasons. Students in Grades 7 and 8 may wear leather strapped sandals.
- Shoes must be properly tied at all times.
- Hair should be neatly kept and well groomed. Boys' hair may be no longer than collar length. Hairstyles bordering on the extreme will not be permitted. All hair must look natural in color.
- All uniforms, sweaters, coats, jackets, raincoats, lunch boxes, backpacks, etc., should be labeled with student's name for easy identification.
- **SHORTS AND SKORTS MAY BE NOT SHORTER THAN FOUR INCHES ABOVE THE FLOOR WHEN KNEELING.**
- Shorts or skorts may not be worn from November 1st to March 31st.
- **Students must have cold weather attire to exercise outside.**

ALTERNATE DRESS CODE

On days designated as "alternate dress" days and on the student's birthday, students need not wear uniforms to school. It is important that students still dress modestly, neatly, and appropriately for the school atmosphere. No make-up will be permitted. **For grades 5-8, all students must wear jeans.** For grades K-4, nice jeans and walking-length shorts are permitted. The following are examples of unacceptable attire: tank or halter tops, sweatpants, tight leggings, mini-skirts, short-shorts, oversized clothing, any type of athletic shorts or pants, etc.

PICTURE DAY

This is an alternate dress day. Students should wear nice clothes. No spaghetti straps or writing on shirts.

FIELD DAY/CHILDREN'S SOCIAL

Because of the activities of the day, students should wear athletic clothing and shoes.

Writing on clothing other than school, team, or company logos is not acceptable. *The principal or designee will be the final authority in decisions regarding appropriate dress or appearance.*

ATTENDANCE

PROCEDURES

1. Students should report to their homerooms by 7:50 A.M. Students who arrive after 7:50 A.M. should report to the office to sign-in and receive a tardy slip. A tardy demerit will be issued after the 5th tardy and again, after the 10th tardy in a quarter and all other subsequent tardies. Excessive tardies will be reported in accordance with Diocesan Policy.
2. If a student is ill, a parent/guardian must call the school office by 8:20 A.M. each day the student is absent. Students must be fever free and non-contagious for 24 hours before returning to school.
3. If a student signs in after 9:50 A.M. or signs out on or before 1:00 P.M., the student will be considered absent for one-half day.
4. In the event of an absence due to illness, arrangements must be made with teachers regarding tests and homework. Homework should be picked up in the school office by the parent between 3:10 P.M. – 3:45 P.M., unless other arrangements have been made.
5. The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon the return to school.
6. An excuse for a known future absence (appointment, vacation, etc.) should be written in advance and presented to the office, the homeroom teacher, and any other teacher whose class will be missed. Students must make arrangements with their teachers regarding tests, class work and homework.
7. Students who are absent from school are not permitted to attend school activities that afternoon or evening. Funeral attendance is an exception; other exceptions must be approved by the principal.
8. The parents must sign out students leaving school during the day (appointment, illness, etc.) at the office. If they return during the school day, they must sign back in at the office.

EXCUSED ABSENCES

Excused absences will be defined as absences the school district regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These could include but are not limited to the following:

- Illness or appointment verified by a note from a physician or other qualified professional
- Illness up to three days reported/verified by communication from a parent/guardian
- Attendance at a family funeral
- Absences related to deployment and return for military connected families

UNEXCUSED ABSENCES

An unexcused absence should be defined as any absence not covered under the diocesan's definition of excused or exempt absence.

TRUANCY

A student is considered “truant” when no just reason is presented for absence within three days, or if a student has acquired three unexcused absences within a quarter.

- When truancy occurs, the parent/guardian will be notified, along with our School Liaison Officer.
- If the attendance does not improve immediately, a certified letter will be sent to the parent/guardian requesting an attendance conference stating the seriousness and legal implications of their child’s absences.
- If the parent is not in attendance at the conference and the student’s attendance does not improve, the principal will contact the school liaison officer.
- Chronic Absenteeism includes students absent from school for 10 percent (18) or more days of a school year for **any** reason. The principal shall report a child who is habitually absent from school to the Department of Child Services. The State of Indiana mandates 162 days of student attendance.

VACATION POLICY

St. Benedict Cathedral School **STRONGLY** encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to miss school and still keep up with studies. Exceptions to this policy must be cleared with the principal and a note is required from the parent or guardian. Your cooperation in this matter will be greatly appreciated. Absences due to vacations and out-of-town sporting events are considered **UNEXCUSED** according to state law.

If a child is absent for an extended period of time, the child must expect to have class work to make up within five days upon returning to school. Please do not expect the teacher to plan a week of work prior to the vacation. The teacher may be able to give some assignments in advance, but the student who chooses to be gone must realize that there will be work to make up. Missed tests must be made up at a time that meets the discretion of the individual teachers.

Approved: Memorial Feeder Schools – 6/2012

ARRIVAL AND DISMISSAL

ARRIVAL

1. The cafeteria and gym in St. Scholastica Hall opens at 7:15 A.M. St. Benedict Cathedral School is not responsible for students arriving before that time. At 7:15 A.M., Kindergarten through 2nd grade students will report to the gym and 3rd through 8th grade students will report go to the cafeteria. They are to remain seated in their assigned areas.
2. Students may not leave their assigned areas unless they have permission from the supervising teacher.
3. Those students riding bicycles must park and lock their bicycles in the racks provided.
4. Kindergarten through 2nd grade students will be dismissed from the gym by their homeroom teacher. When 3rd through 8th grade are dismissed from the cafeteria by the supervising teacher, they will exit via their assigned door.

DISMISSAL

1. KeyWay (after-school program): Students proceed to the KeyWay area when their homeroom teachers dismiss them. A teacher will accompany students to the Keyway area.

2. Demerit Hall: Students should report by 3:05 P.M. to the assigned detention area. Those students not reporting will be issued an additional demerit and must also serve the missed demerit.
3. Students participating in study hall should report by 3:05 P.M. to the assigned area. Students may not leave the study hall until 3:30 P.M or unless called by the office for dismissal.
4. Car Pick-up and Bicycles: Students in grades 3-8 are picked up on Harlan Ave. Students in PS, PK and K-2 are picked up on the East lot in the back of school. Students on bicycles must walk their bikes to Walnut or Lincoln Avenue and follow the directions of the patrol persons at the intersections.
5. Students not picked up by 3:15 P.M. will be directed to report to PlayCare or KeyWay.
6. Walkers: Grades 3-8 students should wait by the 3rd grade classrooms until the teacher directs them to leave. Lincoln Ave. walkers should use the south stairs; Walnut Ave. students, the north stairs. Primary students should wait at the top of the stairs until teachers dismiss them.
7. Athletes: Students who practice after school should not enter St. Scholastica Hall until all primary students have left the building. Students should not walk to the ball diamond or football practice field until the dismissal parking lot is clear.

EARLY DISMISSAL

Students become the responsibility of the school from the time they enter the building until their departure at the close of the school day. A child may not be dismissed early from school without the parent or guardian's written request. This request should be communicated directly to the teacher, who in turn will inform the office. If possible, this request should be sent the day before the anticipated early dismissal.

<h2>GENERAL PROCEDURES</h2>

SEVERE WEATHER

In the event of a weather emergency or disaster, St. Benedict Cathedral School will follow the Evansville-Vanderburgh School Corporation's policy. The public media will be advised of the immediate school situation. (WIKY - 104.1 FM is a good source for this information). Please follow the public media instructions. If severe weather develops after the children have arrived at school necessitating an early dismissal, such dismissal will be announced via the media. Your children will be dismissed at the announced time and will be on their way home. Parents will be notified of early dismissals through the use of SchoolReach.

Fire and disaster drills are conducted during the school year as required. The teachers and pupils are trained in what must be done in a particular drill or disaster. All persons in the building, pupils and adults alike, are expected to follow the procedures for disaster drills.

LOCKERS (5-8)

1. The charge for locker rental is \$1.00 per school year and should be given to their homeroom teacher the first day of school.
2. Students should not tell anyone their locker combinations. When a student is absent, a master key will be used to open the locker for the Homework Buddy. Otherwise, students should stay out of schoolmates' lockers.
3. Lockers should be properly closed and locked at all times.
4. Approved times for using lockers are before 1st period, during inside breaks, before and after lunch, and after last period.

5. Only magnets, not tape, should be used to fasten items inside lockers.
6. No food should be kept in lockers. Lunches should be kept in homerooms.
7. Only necessary money should be brought to school and should be kept inside a locked locker. The school is not responsible for lost or stolen items.
8. Lockers belong to the school and are subject to investigation by school personnel at any time.

RECESS (K-8)

1. Students must have the proper attire for outdoor recess (coats, sweatshirts, hats & gloves) in cold weather. The students will have outdoor recess even when the feels like temperature is 30 degrees.
2. Students are to stay in their assigned areas.
3. Only school-issued play equipment may be used. Any item brought from home must have teacher approval. No hard-center balls or wooden/aluminum bats are permitted on the playground.
4. Playground supervisors and monitors ensure student safety and rule compliance. Students are expected to comply with their directions and treat them respectfully.
5. Basketball Goal schedules must be followed; no one else may be inside this area. No running games are allowed within the basketball area.
6. No games of “chase” or “tag” may be played during recess.
7. Students may not re-enter either building during recess without permission.
8. No rented textbooks or library books may be taken outside during recess.

INDOOR RECESS

1. Students must remain in their homerooms or assigned rooms during inside recesses. Classroom doors must remain open when the teacher is not in a room.
2. Students will be permitted to remain inside the building for health reasons when parents request it, either by note or phone call. Students are to remain in the assigned room until the recess ends.

INDOOR BREAK (5-8)

1. Students should go to their next classes; they may go to their lockers and to the restroom.
2. Visiting other classes and congregating in hallways are not allowed during breaks.

CELL PHONES

Students will be permitted to bring cell phones to school for ease of communication after school hours. The homeroom teacher will collect all the cell phones and place them in a box with a lid per grade. They will be re-issued in homeroom at the end of the day. Every student has access to a phone in the classroom when permission is requested. The cell phone will be turned off during the school day.

VISITORS

Parents and friends are encouraged and welcome to visit the classroom; however, they are asked to notify the school office of their visit. In order to protect the children, all visitors upon entering the building must report to the office where they will be issued a VISITOR badge. Forgotten lunches and other items are to be left in the office with the secretary, who will see that the children receive them.

CAFETERIA

The school cafeteria is a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered.

General Guidelines

1. Students must purchase lunch or bring lunch from home each day, including days designated as half-days.
2. Parents should put money in lunch accounts weekly on Monday or at the **BEGINNING** of each month (account must be filled by 5th of the month) to prevent the lunch account from having a negative balance.
3. Any Cafeteria balance past due for 30 days or more revokes the privilege of using these services. These balances will be communicated weekly via e-mail through Sycamore Education.
4. By federal law, we cannot sell à la carté items. Seconds will be given only to those who have purchased a meal.
5. Students are expected to use proper behavior while in the cafeteria.
6. Students are to eat at their assigned table and not visit other students during lunch. Food should not be shared. Students should remain seated while eating and leave the cafeteria upon completing their meals.
7. All students must leave the cafeteria using the south door, even if recess is indoors.
8. St. Benedict Cathedral School has a closed campus at lunchtime. Students may not go home for lunch. A parent wishing to take his/her own child(ren) to lunch may do so by signing in and out in the office. No other children may accompany the parent.
9. Whenever a parent comes to share lunch with their child, they are asked either to sit at the assigned table with their child and classmates, or parents may take only their children to another table.
10. If fast food lunches must be brought to school, it can be for their child/children ONLY.
11. St. Benedict Cathedral School follows the Wellness Policy of the Diocese of Evansville.

PARTY TREATS

Treats for birthdays are not permitted. This includes soft drinks or any liquids. Nutritional snacks will be permitted only at the Christmas party. Alternate dress will be observed on Halloween and Valentine's Days.

PARTY INVITATIONS & GIFTS

Students bringing party invitations to school instead of using the postal system may distribute them to their classmates provided all students in the class receive an invitation. Gifts for individual students may not be exchanged during school hours.

HEALTH PROGRAM

ALLERGY POLICY

Parents are asked to provide pertinent information regarding any type of medical condition that affects their child in an acute manner. Training for staff is provided on an annual basis, as needed. The staff will cooperate with parents to provide a safe environment for the student.

Asthma

Immediate access to reliever inhalers is vital. Students are encouraged to carry their inhaler as soon as the parent, doctor or nurse, and class teacher agree that they are mature enough. When necessary, inhalers will be kept in the school office. All inhalers must be labeled with the student's name by the parent.

Food

In order to minimize the incidence of life threatening allergic reactions, St. Benedict Cathedral School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. Students are encouraged to carry their Epi-Pen as soon as the parent, doctor or nurse, and class teacher agree that they are mature enough. The classroom teacher will be responsible for the Epi-Pen when necessary. Training is provided annually.

COMMUNICABLE DISEASES

Communicable diseases are a common cause of health problems during the school year. Parents, as well as school personnel, must work together for effective control of communicable diseases. **Fever is defined as having a temperature of 99 degrees F or higher. Since a fever is an indicator for infection, it is required that the child be excluded from school until fever free *without MEDICATION* for 24 hours.** A child should also be kept at home if he has a cold, rash, or other symptoms of communicable disease.

ILLNESS

If your child becomes ill at school, you will be notified according to the information on your Emergency Card. It is very important that this card be kept up-to-date. Therefore, should you have a change of address and/or phone number during the school year, please notify the office immediately of this change.

IMMUNIZATIONS

Immunizations are required for all children. Parents of all children enrolled at St. Benedict Cathedral School must furnish written evidence that the child has been immunized according to the guidelines mandated by the Indiana State Department of Health. Immunization information will be released by St. Benedict Cathedral School to the Indiana State Department of Health's Children and Hoosier Immunization Registry Program (CHIRP) with signed consent from the parent or guardian which will be provided upon registration in school.

The law also requires that every child who is enrolled in kindergarten, first grade, or second grade, whichever constitutes enrollment for the first time in the School Corporation, must show written evidence of a tuberculin test and a completed Hepatitis B series. Beginning with the 2004-2005 school year, varicella (chickenpox) vaccine has been added as an entry requirement. A child who has had varicella (chickenpox) disease is also considered immune and does not need varicella vaccine. Documentation from a physician is required, including the month and year of disease.

MEDICATION

School personnel are authorized to administer medication only if the following conditions are met:

1. The parent or guardian of the student must deliver the medication (prescription and non-prescription) to office in person. The prescribed medication must be in the original container bearing the original pharmacy label, which includes the directions from the physician, the name of the medication, date, and the student's name. Non-prescription medication must be in the original container with date, student's name, and written instructions from the student's parent or guardian. (Schools may not dispense any non-prescription medication other than what a parent or guardian provides for the student.)
2. The parent or guardian must sign the Authorization for Administration of Medication by School Personnel sheet if any medication (prescription or non-prescription) is to be dispensed. Medication (i.e. antibiotics, cough medicine, cough drops, eye drops, or any other medication) to be taken as needed requires written instructions from the parent or guardian.
3. The parent is encouraged to send limited amounts of medication to school and to schedule times of administration in order that a minimum number of doses are given during the school day. School personnel will dispose of any medication left in the office after school closes in May.
4. The school employees designated by the school administration must administer the medication.
5. The medications are kept in the office in a locked cabinet.

PERMANENT HEALTH RECORDS

These records are kept at school for each student. This includes disease and immunization records, as well as a record of physical exams, screenings, allergies, accidents, and any other health problems the school should be aware of in order to anticipate and care for the students' needs. Parents are urged to help keep these records up-to-date by informing the school of immunizations received and of any health problem that may arise.

PHYSICAL EXAMINATION

A physical examination is required for students entering kindergarten (or first grade), sixth grade, and all new students. A report of the examination should be sent to the school. If the examination was given within a year of the above, a report of such will be accepted.

DISCIPLINE CODE

POSITIVE REINFORCEMENTS

When we assertively recognize appropriate behavior, we will provide the students a positive consequence for their actions. The students will learn that the consequences for their appropriate behavior are responses that meet their needs.

In order for our positive responses to be meaningful, they need to be

1. responses with which the staff is comfortable;
2. something the student enjoys;
3. provided as soon as possible after the student behaves appropriately;
4. provided as often as possible;
5. planned in advance.

These positive reinforcements may be verbal, non-verbal, or tangible rewards.

Through combining positive consequences for appropriate behavior and negative consequences for problem behavior, we can clearly establish the parameters of behavior we want and do not want. We will be in the position to motivate the students to make the choice to eliminate problem behavior thereby increasing appropriate behavior.

CONDUCT NOTICES

A student may be issued a conduct notice for the violation of certain school rules. These notices are signed by the student but are not sent home unless specifically requested by the parent, guardian, or teacher. When a parent requests that conduct notices be sent home in grades 5-8, it is the responsibility of the student to ask the teacher for a copy of the notice. Conduct notices do not carry any additional consequence until a fourth conduct notice is written in the same quarter. A demerit will be written after the fourth notice and after every additional four notices for the remainder of the quarter. In those cases, copies of the conduct notices will be sent home with the demerit.

CONDUCT NOTICES are given for the following reasons:

1. Failure to return a demerit by 8:00 A.M.
2. Failure to return communication requiring a signature of parent or guardian
3. Violation of the dress code
4. Financial delinquency (library fines, money borrowed for lunch, etc.)
5. Failure to return athletic equipment or uniforms by the deadline
6. Reporting late to class
7. Eating outside the cafeteria
8. Presence anywhere at an unauthorized time
9. Reporting late for detention
10. Violation of an established school or classroom rule

ACADEMIC DEMERITS

An academic demerit will be issued after the reception of an accumulation of missed assignments. Each teacher determines the number of missed assignments that constitutes a demerit. Academic demerits will be served in the regular detention hall. An academic demerit will remove a student from Blue and White rating and will count towards probation.

CONDUCT DEMERITS

Parents or guardians will be notified in writing each time their child receives a demerit. The name of the person who gave the demerit and the reason will be included in this notification. Each demerit requires the student to spend time in a special supervised area after school from 3:10 P.M. - 3:40 P.M. Demerits must be signed by the parent or guardian and returned to the homeroom teacher by 8:00 A.M. on the next school day. Plans for the student's transportation home should be indicated on the demerit by the parent or guardian.

CONDUCT DEMERITS are given for the following reasons:

1. Forging a signature of parent or guardian
2. Cheating
3. Stealing
4. Lying
5. Disrespect of authority
6. Verbal or physical abuse; unbecoming or ill-mannered behavior
7. Disruptive behavior
8. Deliberately damaging school property
9. Attempting to get into or getting into another's possessions
10. Chewing gum
11. Use of classroom equipment (phone, TV, computer, etc.) without permission
12. 4th, 8th, 12th conduct notice in a quarter
13. Failure to report for a scheduled detention
14. In-school suspension by the principal
15. An accumulation of missed assignments
16. Violation of Code of Christian Conduct

TARDY DEMERITS

A tardy demerit will be issued after the 5th and 10th tardy in a quarter and for each subsequent tardy. After the 10th unexcused tardy in a quarter and for each subsequent tardy will be handled in accordance with diocesan policy. Tardy demerits will be served in the regular detention hall. These demerits will not count toward probation, but will remove a student from Blue and White rating.

SERVING DEMERITS

1. Demerits will be served in designated rooms (K-2, 3-8) from 3:10 P.M. - 3:40 P.M., on Tuesdays and Thursdays. Demerits issued on Thursday and Friday will be served on the following Tuesday. Other demerits are served on the day following their issue. There will be no scheduled detention period on days preceding a non-school day or on days with early dismissal.
2. On the morning following its issue, a signed demerit must be returned before 8:00 A.M. to the homeroom teacher.

3. Students who report to a demerit period late (within 5 minutes) will receive a conduct notice. Students who report after 3:15 P.M. or who fail to report at all will receive another demerit.
4. Only the principal or the principal designee may grant a student permission to delay serving the demerit.
5. A teacher will supervise each demerit hall.
6. No food or drinks may be taken to a demerit hall.
7. If a student talks or disrupts the demerit hall in any manner, another demerit will be issued.

PROBATION

Students are eligible to enjoy the privilege of participation on Athletic Teams and school-sponsored activities when their behavior merits participation. School-sponsored activities include working office, athletics, cheerleading, speech team, academic teams, and special events sponsored by the school during the course of the year (Field Day/Children's Social, field trips, pep rallies, etc.) Educational assemblies may be attended at the discretion of the principal.

Students receiving five academic and/or conduct demerits within one quarter will lose the privilege of participating in school-sponsored activities. Upon the reception of a fifth academic and/or conduct demerit within the quarter, the parents will receive written notification of the probation. The student will be put on probation for a period of ten school days. If the student should receive another 5 demerits within the same quarter, the student would be on probation for an additional 15 school days.

If a student shows no significant improvement in behavior, a third probation may result in suspension for three days. A fourth probation may result in suspension for five days or in expulsion from school. The student is responsible for homework, quizzes, and tests during this time.

The following student conduct may constitute grounds for suspension or expulsion subject to the procedural provisions of due process:

1. A student may not knowingly possess, use, transmit, or be under the influence of any illegal drug, inhalant, or intoxicant of any kind.
2. A student may not possess a weapon or an instrument for use as a weapon (including laser pointers).
3. A student may not violate any state or federal law.
4. A violation of the Internet Acceptable Use Policy in the Parent Handbook
5. A violation of the Crises/Confrontation Policy in the Parent Handbook

SEARCH POLICIES

STUDENT SEARCHES

The principal and teachers may search students and their personal belongings if they have a reasonable suspicion, based upon the totality of the circumstances, for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules.

LOCKER SEARCHES

School lockers are the property of the school. A student who uses a school locker may not expect privacy in that locker or the locker's contents. The school principal may search student lockers at any time. The principal may also authorize any other school official or law enforcement officers to search any student locker at any time.

SECURITY

St. Benedict Cathedral School is equipped with a monitored entrance security system. All parents and visitors must enter the Harlan Avenue entrance by ringing the doorbell. The office personnel will release the door lock upon recognition of the party seeking admission.

All parents and visitors must register in the office upon arrival at school and prior to departure. All parents and visitors will wear badges to alert school personnel of their presence in the building.

CATHOLIC JUNIOR HIGH SCHOOL DANCE DIRECTIVES

School dances can provide opportunities for students to learn important social skills. However, it is critically important that student behavior is always exemplary of Christian values, and that activities are age appropriate. The following directives have been established to encourage proper supervision and consistency in enforcement of behavior codes.

1. There will be a central calendar kept in the Catholic Schools Office. No dances are to be held during Lent. Eastside dances will only include eastside students and westside dances will only include westside students, for safety reasons. The numbers of students in attendance cannot exceed fire code regulations.
2. Only one dance will be scheduled per date, unless an eastside and a westside principal agree to schedule for the same evening.
3. Each school will be allowed one invitational dance per school year. Invitational means those dances are open to other Catholic elementary school students.
4. Dances are open to those students enrolled in Grades 7 and 8 in Catholic schools only. Host schools may invite their own parish religious education students.
5. Entrance to the dance will be by **official diocesan picture identification only** (dated with the current school year). **THERE WILL BE NO EXCEPTIONS TO THIS RULE.** There will be a \$5 replacement fee for any lost student identification card.
6. Chaperones must include the principal or principal designee. Parents may also be used as chaperones. A suggested ratio is one chaperone per 20 students.
7. School staff and chaperones will establish rules for individual schools as necessary. The following minimal rules will be included:
 - a. There is to be no public display of affection or inappropriate dancing such as “grinding”.
 - b. Coats and hats are NOT to be worn during the dance.
 - c. No glow bracelets, necklaces, mouth sticks or any glow items may be used at the dances.
 - d. Gym bags, overnight bags, etc., are to be checked at the door and claimed at the end of the evening.
8. Dress for dances should be modest, neat, clean, safe, and reflective of Christian values. The principal of the host school has the authority to determine acceptable dress, but the following guidelines have been established:
 - a. No shorts and skirts may be worn; jeans and capris only.
 - b. No over-size baggy pants are permitted.
 - c. Shirts may not advertise beer, alcohol, tobacco products, nor may they be offensive, degrading, or promote violence. ALL shirts and blouses must have sleeves. Tank tops, bare midriffs, bare backs, and halter-tops are prohibited. Underwear must not be showing or be worn as outerwear.

- d. Shoes must be worn and should be safe for dancing. No flip-flops are permitted.
- e. All clothing must follow alternate dress guidelines.

- 9. **STUDENTS WHO DO NOT HAVE THE PROPER DIOCESAN IDENTIFICATION CARD OR ARE NOT APPROPRIATELY ATTIRED WILL NOT BE ADMITTED TO THE DANCE.** Parents will be called if a student violates the rules. Parents must be sure that they have provided their son or daughter with a phone number where they can be reached during the dance.
- 10. Admission to all dances will be \$5 per student. Time of dances: 7:00 pm–9:00 pm.
- 11. **ALL STUDENTS, PARENTS, AND STAFF MEMBERS MUST REALIZE THAT DANCE PRIVILEGES MAY BE SUSPENDED AT ANY TIME FOR INDIVIDUALS OR SCHOOLS THAT FAIL TO COOPERATE WITH THE DIRECTIVES.**

Approved: Catholic Diocese of Evansville – 4/2011

SCHOOL FIELD TRIP GUIDELINES

- 1. The field trip promotes and is consistent with the educational philosophy and goals of St. Benedict Cathedral School, the Diocese of Evansville, and the Indiana Department of Education.
- 2. The field trip is a part of the goals and objectives of an approved curriculum course.
- 3. The field trip represents a unique educational activity and definite learning experience. The students prepare for the observations they will make on the trip. They are given a follow-up assignment, which will help them assimilate the knowledge they have gained from the field trip.
- 4. The field trip is approved in writing by the principal (or principal designee).
- 5. **No siblings are permitted on the field trips. This is a safety and liability issue.**
- 6. **Chaperones are expected to supervise students. Cell phone are to be used for emergencies only. They are not to be used as cameras nor are they to be used for conversation. Teachers will take pictures for posting on media outlets.**
- 7. No student will be permitted to attend a field trip without a signed “Parent Request for Child’s Participation in Extracurricular Activity” form.

AFTER SCHOOL CARE PROGRAMS

PLAYCARE FOR PS, PK & KINDERGARTEN

- PURPOSE:** The Playcare After-School Care has been developed to provide a facility at school for children in Pre-School, Pre-Kindergarten, and Kindergarten to have a safe, secure, and caring environment until their parents are available after work
- SERVICE TIME:** From 2:45 p.m. to 5:45 p.m. - (No morning hours)
- Program will not operate if school is closed early due to schedule or emergency reasons.
 - For children not picked up by 5:45 p.m., there is an additional \$25.00 late fee charged. Chronic late pick-ups may result in elimination from the program.
- FACILITY:** Pre-School Room; B215
- Telephone available; 425-4596 ext. 105, Misty Humphrey 812-568-7274
 - Questions regarding billing, call Julie Stephan 812-228-0774
 - Playground (weather permitting)
 - PS/PK Activity Room
- ENROLLMENT:** Only PS, PK, & Kindergarten Students; NO SIBLINGS
- Students may attend on a weekly, daily or as needed basis. A fee will be assessed for the days the student attends only.
- FEES:** \$7.50 per day. Payment is due upon receipt of the statement.
- Program coordinator will establish attendance calendar each month.
 - Bi-weekly statements will be e-mailed to parents or responsible party.
 - If a child is picked up early (before 3:30 pm) a \$1.25 fee will be assessed for snack in Lieu of the daily fee.
- PAYMENT:** IF BALANCES FOR KEYWAY SERVICES EXCEED \$50, THE PRIVILEGE OF USING KEYWAY WILL BE REVOKED IMMEDIATELY UNTIL THE BALANCE IS PAID IN FULL. BALANCES WILL BE COMMUNICATED BI-WEEKLY VIA E-MAIL.
- PROGRAM:** Children will have an after-school snack each day
- Staff will permit children to use playground facilities as weather permits, under supervision.
 - PS/PK Activity Room will be used under supervision.
- DISCIPLINE:** Any child displaying extreme behavioral problems can be eliminated from the program after consultation with the principal and the parents. The school's conduct code will be the standard of behavior.

KEY WAY FOR 1ST-8TH GRADE

- PURPOSE:** The Key Way After-School Care has been developed to provide a facility at school for children in 1st-8th Grades to have a safe, secure, and caring environment until their parents are available after work
- SERVICE TIME:** From 3:00 p.m. to 5:45 p.m. - (No morning hours)
- Program will not operate if school is closed early due to schedule or emergency reasons.
 - For children not picked up by 5:45 p.m., there is an additional \$25.00 late fee charged. Chronic late pick-ups may result in elimination from the program.
- FACILITY:** Ravens Roost
- Telephone available; 425-4596 ext. 105, Misty Humphrey 812-568-7274
 - Questions regarding billing, call Julie Stephan 812-228-0774
 - Playground (weather permitting)
 - Gym (when available)
- ENROLLMENT:** Only 1st-8th Grade Students, NO SIBLINGS IN PS, PK OR KINDERGARTEN
- Students may attend on a weekly, daily or as needed basis. A fee will be assessed for the days the student attends only.
- FEES:** \$6.75 per day. Payment will be due upon receipt of statement. Youngest child, full rate, additional children, \$5.50/day per child.
- Program coordinator will establish attendance calendar each month.
 - Bi-weekly statements will be e-mailed to parents or responsible party.
 - If child is picked up early (before 3:30 pm) a \$1.25 fee will be assessed for snack In lieu of the normal daily fee.
- PAYMENT:** IF BALANCES FOR KEYWAY SERVICES EXCEED \$50, THE PRIVILEGE OF USING KEYWAY WILL BE REVOKED IMMEDIATELY UNTIL THE BALANCE IS PAID IN FULL. BALANCES WILL BE COMMUNICATED BI-WEEKLY VIA E-MAIL.
- PROGRAM:** Children will have an after-school snack each day
- Staff will permit children to use playground facilities as weather permits, under supervision.
 - Gym will be used as available, under supervision.
- DISCIPLINE:** Any child displaying extreme behavioral problems can be eliminated from the program after consultation with the principal and the parents. The school's conduct code will be the standard of behavior.

SCHOOL ATHLETIC PROGRAM

PHILOSOPHY OF SCHOOL ATHLETIC PROGRAM

The athletic program is part of the total Catholic educational process, and is, therefore, an extension of the classroom, which should teach teamwork, self-confidence, self-discipline, competitiveness, and Christian sportsmanship.

GOOD SPORTS PROGRAM

This Sportsmanship Program has been adopted for athletes, coaches, and parents in diocesan schools. The program states the expectations for behaviors and attitudes that should be displayed by all vested parties regarding appropriate Christian sportsmanship. The **GOOD SPORTS** program stresses respect, gratitude, and responsibility among many other core values through Christian athletic competition.

DUTIES OF PARENTS:

1. Parents/guardians must sign Liability and Acknowledgement Forms before a child will be allowed to practice or play in a game.
2. Parents must notify the coach as early as possible if their child will miss a practice or a game.
3. Parents are also responsible for making sure players are on time for practice and games and for picking them up on time after both.
4. Parents/players are responsible for the cleaning and care of uniforms. Uniforms may not be altered, traded, or borrowed without the permission of the coaches. Clean uniforms in good condition should be turned in as soon as the season is over.
5. Parents and/or coaches are responsible for players before and after games and practices.
6. Parents and/or coaches are expected to help clean up the gym after a home game.

ELIGIBILITY POLICY

1. Students on all teams must be enrolled in and be a current student at St. Benedict Cathedral School. Participation by a student not enrolled in St. Benedict Cathedral School is in direct violation of the IHSAA for Reitz Memorial High School. Students must have parents' permission to participate in any extra-curricular activity. Extra-curricular activities include Baseball, Basketball, Cheerleading, Flag Football, Soccer, Softball, Tackle Football, Volleyball, and Wrestling.
2. Parents must attend a preliminary meeting in order for their child to participate. They will complete all forms, including information on the physical condition of the student. All policies and schedules will be discussed at this meeting.
3. Prior to their first practice, students in grades K and 6 and all new students to the school should have had a physical examination by a physician holding an unlimited license to practice medicine. It is recommended that all student athletes have insurance.
4. Students who are physically unable to participate in 5 consecutive practices due to illness or injury should present to their principal or athletic director a statement from a physician licensed to practice medicine that they are again physically fit to participate in elementary/middle school athletics.

ACADEMIC REQUIREMENTS

1. Students in grades 5-8 must not fail any classes.
2. If a student receives 1 or more F's on the report card, the student will be suspended from play for 15 school days, but the student may practice with the team. On the 15th school day, the grade situation will be reviewed by the school administrator. If grades are not up to standard, the student will continue play suspension, and the student will also be denied the right to practice with the team. If on the 30th school day, the student's grades are still inadequate, the student will be removed from the school team until the student receives a report card that is up to minimum standards. Probation will start after the report cards have been reviewed by the homeroom teacher and the Academic Probation has been added to Sycamore. Parents will be notified in writing of the probation.
3. Students who are academically ineligible at the end of the school year will be able to participate on sports teams but will be closely monitored at the beginning of the next school year.
4. Exceptions on academic eligibility to participate can be granted at the discretion of the school administrator for appropriate reasons. It is expected that any exception will be documented for future reference.
5. Students may be disqualified from participation in sports activities based on behavioral reasons established by individual schools.
6. Student athletes are expected to attend all classes. Athletes absent from classes will not be allowed to participate in a practice or contest the day of the absence. Students absent due to attendance of a funeral will be eligible to play. Other exceptions to the rule must be approved by the principal.

Approved: Diocesan Athletic Council 4/6/06

CONDUCT REQUIREMENTS

1. A student who serves a suspension is ineligible to participate in any extra-curricular activities during the duration of the suspension.
2. A student on probation is ineligible to participate in any extra-curricular activities during the duration of the period of probation. Participation will be determined at the discretion of the principal.
3. Students on probation or suspension may not dress for the games or participate in any team practices.
4. Appropriate punishments for misbehavior at games or practices will be levied at the discretion of the principal and/or coach.

TEAM ROSTERS

1. The athletic teams will be limited to the children in the grades specified by the league guidelines; i.e., 5th and 6th grade teams will be limited to 5th and 6th graders. An exception may be made only in a case where there are not enough children in the specified grades to complete a team roster. The Athletic Committee prior to the start of the season must approve any exceptions.

2. All students wishing to participate in a sport will be accepted. St. Benedict Cathedral School has adopted a no-cut policy.
3. All sports played in grade 4 and younger will be defined as “instructional” teams. St. Benedict Cathedral School will inform other league teams that its primary purpose is to provide all players an opportunity to gain basic skills in the sport.
4. Teams for students in grades 5 & 6 will follow the set-up of the league, either “Instructional”, “Varsity”, or “Jr. Varsity”.
5. Teams for students in grades 7 & 8 will be formed for “Varsity” or “Jr. Varsity” competition.
6. Athletic practices may not begin prior to 3:30 P.M. for students in grades 5-8.

ATHLETICS AVAILABLE TO STUDENTS

BOYS SPORTS

SPORT	KIND.	GR. 1	GR. 2	GR. 3	GR. 4	GR. 5	GR. 6	GR. 7	GR. 8
Baseball	X	X	X	X	X	X	X	X	
Basketball	Tiger Cub	Tiger Cub	Tiger Cub	X	X	X	X	X	X
Cross Country						Memorial	Memorial	Memorial	Memorial
Football		X Flag	X Flag	X Tackle	X Tackle	X Tackle	X Tackle	Memorial	Memorial
Soccer						X	X	Memorial	Memorial
Track						Memorial	Memorial	Memorial	Memorial
Wrestling	X	X	X	X	X	X	X Memorial	Memorial	Memorial

GIRLS SPORTS

SPORT	KIND.	Gr. 1	GR. 2	GR. 3	GR. 4	GR. 5	GR. 6	GR. 7	GR. 8
Basketball	Tiger Cub	Tiger Cub	Tiger Cub	X	X	X	X	X	X
Cheerleader						X	X	X	X
Cross Country						X	X	X	X
Soccer				X	X	X	X	X Memorial	X Memorial
Softball				X	X	Memorial	Memorial	Memorial	Memorial
Volleyball						X	X	X	X
Track						Memorial	Memorial	Memorial	Memorial

T-Ball is offered in Pre-Kindergarten