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# ST. BENEDICT CATHEDRAL SCHOOL

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*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

Fax: (812) 463-5206

<https://www.saintbenedictcathedral.org/>

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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: 7:15 AM-3:00 PM

Tardy Bell: 7:50 AM

Mass: Wednesday 9:00 AM

### Phone Extension Numbers

#### Administration

Mrs. Kari Ford	225
Miss Alex Diekhoff	226
Mrs. Stacey Ulrich	222
Mrs. Ami Pitt	224

#### Teachers

Mrs. Folz PS	215
Mrs. Wessel PK	217
Mrs. Chandler KA	248
Mrs. Goedde KB	246
Mrs. Groenert 1A	330
Mrs. Schopmeyer 1B	334
Mrs. Rutherford 2A	250
Mrs. VanWinkle 2B	332
Mrs. Dyson 3A	207
Miss Stone 3B	214
Mrs. Fischer 4A	202
Mrs. K. Russler 4B	201
Mrs. Hackert 5A	309
Mrs. H. Russler 5B	310
Mrs. Langerak 6A	308
Mrs. Mendez 6B	302
Mr. Keepes 7A	327
Mrs. Mayer 7B	315
Mr. Chamberlain 8A	301
Ms. Wu 8B	306

### Teachers CONT.

Sr. Judy/Learning Specialist	319
Mrs. Korba/Music	102
Mrs. McGinnis/Art	101
Mrs. Heathcott/Health	307

#### Support Staff

Mrs. Brown/Library	320
Miss Jenna Kruse/Youth First	212
Ms. Farley/Piano	144
Ms. Cavazos Cafe. Manager	137
Mrs. Stephan/Keyway	105
Hokanson-Facilities	311
Hackert/Comp/Athletics	212

#### Lunch Schedule

PS and PK	10:50
Kindergarten	11:00
1st Grade	11:05
2nd Grade	11:08
3rd Grade	11:20
4th Grade	11:20
5th Grade	12:00
6th Grade	12:00
7th Grade	12:00
8th Grade	12:00

# St. Benedict Cathedral School

*Reaching Minds*

*Touching Hearts*

*Shaping Souls*

Dear Parents/Guardians and Students,

Welcome to the 2018-2019 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 at the end of this handbook. This agreement states that you and your children intend to abide by the policies of St. Benedict Cathedral School during the 2018-2019 school year. Please submit this agreement at <https://www.saintbenedictcathedral.org/school/>. **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!

Mrs. Kari Ford  
Principal, St. Benedict Cathedral School

Miss Alexandra Diekhoff  
Asst. Principal, St. Benedict Cathedral School

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*530 S. Harlan Avenue*

*Evansville, IN 47714*

*(812) 425-4596*

## **Saint Benedict Cathedral School**

Saint Benedict Cathedral School is a Preschool through Grade 8 Catholic Elementary and Middle School under the Diocese of Evansville Schools Office. The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that the Saint Benedict Cathedral School theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Saint Benedict Cathedral School, we are attempting to "teach as Jesus did." The Diocesan curriculum guidelines, consistent with the State of Indiana guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

## **Mission Statement**

To form Christian disciples who proclaim the Catholic faith, achieve academic excellence, and serve others.

## **Accreditation and Honors**

Saint Benedict Cathedral School is accredited through the AdvancEd®.

St. Benedict Cathedral School is recognized by the state of Indiana as a **Four Star School** performing in the upper 25th percentile on state exams. Based on student performance as well as student growth, the state of Indiana has awarded the school **Exemplary Status with an 'A'** as the school score.

## **History**

Saint Benedict Cathedral School was begun as a ministry of St. Benedict Parish in 1913. From the beginning, the Benedictine Sisters of Ferdinand, Indiana staffed the school. With their Benedictine mascot, the Ravens have been known for academic excellence and attention to the arts all along. The original building, now St. Meinrad Hall, was completed in 1913, and served as convent, school, cafeteria, and church (top floor). After the convent, rectory, and church were built, St. Meinrad Hall housed more than 1,000 students in its heyday. St. Scholastica Hall, long known as the "new school," was built in 1952 and the building (St. Benedict) connecting the other two was completed in 2004.

## PARENTS

### **Parents as Partners**

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

To set rules, times and limits so 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 concerns.

### **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 purpose of the Parish School Council is to investigate pastoral matters, to consider them thoroughly, and to propose practical conclusions about them. School Council members are chosen, above all, for their ability to accomplish the main task of the council: the work of investigating, considering, and recommending practical conclusions. They are parishioners in good standing with the Church who reflect the parish's neighborhoods, social and professional groups, and apostolates. School Council members are appointed by the pastor, in consultation with the principal, every two years in July. Parishioners are invited to express their hopes for the school council to the pastor or principal.

Along with the pastor of St. Benedict Cathedral Parish and the principal and assistant principal of St. Benedict Cathedral School, 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.

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Saint Benedict Cathedral School will meet the educational needs of the students.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

Saint Benedict Cathedral School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. Saint Benedict Cathedral School cannot accommodate students who have *extraordinary* learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered *reasonable*, the student may need to be separated from Saint Benedict Cathedral School. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the

decision to separate the student from Saint Benedict Cathedral School is made by the school, the student's tuition due would be prorated.

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 interested in applying 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.

Non-Catholic students whose parents accept the philosophy of Saint Benedict Cathedral School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

### **Registration for Currently Enrolled Families**

Families currently enrolled will complete the registration form in the Spring. A \$100 deposit 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, preschool 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 Admissions 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 a Catholic Parish other than St. Benedict, with no school.

3. Siblings of Non-Catholics already enrolled.
4. Parishioners of Evansville Catholic Sister Schools.
5. Non-Catholic families.

### **Indiana School Choice Voucher and SGO Programs**

St. Benedict Cathedral School participates in the Indiana School Choice Voucher Program and the SGO Scholarship Program. Please contact the Parish Accountant, Melanie McMinn, at [mmcminn@evdio.org](mailto:mmcminn@evdio.org) for additional information. A lottery will be held in case there are more applicants than we have openings.

<h2><b>TUITION POLICY</b></h2>
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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**  
**2018-2019 Kindergarten-8th Grade Tuition Rates**

<b>PARISHIONERS OF ST. BENEDICT</b>	1 child enrolled.....	\$5,300
	2 children enrolled.....	\$7,250
	3 children enrolled.....	\$8,700
	4 children enrolled.....	\$9,700

<b>PARISHIONERS OF OTHER CATHOLIC PARISHES</b>	K-8 (per child)	\$6,500 per child
<b>NON-CATHOLIC</b>	K-8 (per child)	\$7,400 per child
<b>BOOKS, SUPPLIES, &amp; FEES</b>	K-8 (per child)	\$325 per child
<b>AFTER-SCHOOL CARE</b>	Keyway for 1 <sup>ST</sup> -8 <sup>TH</sup> Grade:	\$6.75 Per Day Per Student
	Playcare for PS, PK & Kindergarten:	\$7.50 Per Day Per Student
	First child, full rate; additional children:	\$5.50/day per child

**REQUIREMENTS FOR REGISTRATION**

1. Full payment of the balance due for Tuition, After-School Care and Lunch Accounts from prior academic years.
2. Payment of the minimum amount due of \$325.00.

**INSTALLMENT PAYMENTS / LATE FEES**

Tuition and fees should be paid in full or by monthly EFT. A \$25.00 fee will be charged to your account for each Bank Returned EFT.

**FINANCIAL AID**

St. Benedict Cathedral offers three forms of financial aid: School Choice Scholarship Program, Indiana SGO, and St. Benedict Cathedral Financial Aid. Financial Aid may be applied to tuition for Kindergarten through Eighth Grade for ACTIVE PARISHIONERS of St. Benedict Cathedral.

An active parishioner:

1. Is registered in the parish.
2. Takes part in the sacramental life of the Church: Mass every Sunday and Holy Day of Obligation and appropriate participation in the other sacraments.
3. Volunteers time and talent as a follower of Jesus Christ.
4. Contributes financially to the parish and its mission as possible. Parents will demonstrate financial need by providing required and honest documentation.

**APPLICATION PROCESS**

St. Benedict Cathedral School uses state income guidelines to provide a fair, impartial, and objective analysis regarding a family's need for financial aid to determine award sources and amounts.

The application process includes the following steps:

1. Parents in need of financial aid must complete an application in the school office.
2. The completed application and a copy of page 1 and 2 of your 2017 1040 tax return must be submitted by May 1, 2018.
3. The application is reviewed by the Parish Accountant.

4. The Parish Accountant uses state income guidelines to determine eligibility.
5. Families eligible for a School Choice Scholarship or an SGO will be notified of the amount.
6. St. Benedict Financial Aid Awards are reviewed and approved, adjusted or denied by the Pastor based on the fulfillment of the expectations of being an active parishioner. All financial aid awards are communicated to the family prior to registration date for the next school year.

**ST. BENEDICT CATHEDRAL SCHOOL**  
**Pre-School and Pre-Kindergarten**  
**2018-2019 Monthly Tuition Rates**

**PRE-SCHOOL**

The **Pre-School** program is offered two, three, or five mornings each week. There is an afternoon enrichment program available as well.

	<u>Morning Only</u> 7:30am-10:45am	<u>Full Day</u> 7:30am-2:45pm
2 Day Program (T/Th)	\$ 90/month	\$180/month
3 Day Program (M/W/F)	\$135/month	\$240/month
5 Day Program (M-F)	\$200/month	\$400/month

**PRE-KINDERGARTEN**

The **Pre-Kindergarten** program is offered in the morning (7:30am-10:45am) or the afternoon (11:45am-2:45pm) five days each week. Morning students must be enrolled in the afternoon enrichment program (until 2:45pm) two, three, or five days each week.

5 Day Afternoon Only Program	\$200/month
5 Day Morning Program + T/Th Afternoon	\$280/month
5 Day Morning Program + M/W/F Afternoon	\$320/month
5 Day All Day Program	\$400/month

**PAYMENT INFORMATION**

The Pre-School and Pre-Kindergarten tuition rates are monthly rates paid over 10 months (August-May) through EFT from a checking/savings account or paid in full during the first week of school. A \$25.00 fee will be charged to your account for each returned payment.

## **LUNCH AND AFTER-SCHOOL CARE**

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, 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.

Approved: Catholic Diocese of Evansville - 2012

### **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, PocketPCs, Apple Watches, 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 (email)** – 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 AT SCHOOL.**

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 Policy is available in the office or can be viewed on our website at <https://www.saintbenedictcathedral.org/>

## **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 or 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.

Students 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 9:00 A.M. on Wednesday. **Parents are welcomed to sit with their children, however parents must be present before the opening song begins. If one arrives late, please leave your child with his/her homeroom class.** 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 on February 20th and 27th, 2019. The date of their First Communion is in May 5, 2019. 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
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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 3rd 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 grade 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 life-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 four missed assignments, an Academic Demerit will be given immediately. Due to 5-8 grade students only attending art and music twice a week, two missed assignments will result in an academic demerit. 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 midpoint 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 EDUCATION. Parents are encouraged to review academic grades via SYCAMORE EDUCATION 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**

<b>Numeric Average Percentage</b>	<b>EQUIVALENT GRADE</b>	<b>HONOR ROLL</b>
94 – 100	<b>A</b>	<b>High Honors: 94.50% - 100%</b>
85 – 93	<b>B</b>	<b>Honors: 88.50% - 94.49%</b>
77 - 84	<b>C</b>	<b>Honorable Mention: 84.50% - 88.49%</b>
70 – 76	<b>D</b>	
0 – 69	<b>F</b>	

**Testing Programs Used**

**Diocesan / State Testing Program**

All students in grades 3-8 will take the ILEARN, 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 between February and April of 2018. IREAD (3rd Grade Only) is in March of 2018.

**High School Placement Test**

This test is administered to the 8<sup>th</sup> 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 psychologist 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
Hand Bell Choir	Boy / Girl Scouts
Catholic Schools Week	Fire Wardens
Drug Awareness Curriculum	Accelerated Reader
Spring 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
Cantors	Sports Programs
Spelling Bee	Stock Market Simulations
Fall Play for Grades K-4	Young Authors
Children’s Choir	Serra Essay Contest
Yearbook	Teen Power
Archery	SWAG

The purpose of the school uniform is to promote neatness, discipline, a sense of school identity, and to provide an atmosphere of learning that reminds us of our equality in the eyes of God. 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.

**Uniform – Girls**

The following items **can be purchased from any retailer:**

- Uniform skorts or jumpers, Hunter/Classic Navy plaid, navy or khaki (K-4 only).
- Navy blue or khaki uniform pants and shorts without logo
- 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.
- Dry Fit shirt with collar and 2 or 3-button placket.
- Socks must be visible above the shoe top. They must be solid white, black, navy, or beige. 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.

**Uniform– Boys**

The following items **may be purchased from any retailer:**

- Navy blue or khaki uniform pants(without logo); (Plain-Front or Pleated Chinos) (Cargo Pants are not acceptable)
- Shirt must be solid color; white, navy, or light blue; long or short-sleeved.
- Knit shirt with collar and 2 or 3-button placket or Oxford button-down.
- Dry Fit shirt with collar and 2 or 3-button placket.
- Socks must be visible above the shoe top. They must be solid white, black, navy, or beige. 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 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)
- Tennis shoes and solid deodorant only (no spray)
- Jewelry and watches may not be worn during PE class.

#### **Optional for Boys and Girls**

- Sweaters must be solid color, either navy blue, white or gray; v-neck, crew neck, or cardigan.. Monograms may not exceed two inches in height. Navy blue, white, or gray sweater vests are acceptable.
- Sweatshirts, quarter zip sweatshirts, and knit shirts with the school logo are available through the school office or Lands' End. Only sweatshirts, quarter zip sweatshirts, and jackets with the school logo or a plain navy sweatshirt may be worn. No hooded sweatshirts or sweaters may be worn in the classroom.
- Turtlenecks: white, navy blue, or gray only; may be worn under another shirt, sweater, by themselves (K-4 only), or St. Benedict sweatshirt or jacket.
- 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. Oversized 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.
- 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.
- 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 and hair must be kept out of eyes. 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 may not be worn from November 1<sup>st</sup> to March 31<sup>st</sup>.
- **Students must have cold weather attire to exercise outside.**

#### **Spirit Dress Code**

The **second Tuesday of every month** is designated as a “spirit dress” day. Students need to wear uniform bottoms to school, but have the option to wear a Saint Ben’s shirt/sweatshirt with no hood.

### **Picture Day/Birthday**

This is a day where students should wear nice clothes, but are not required to be in uniform. It is important that students still dress modestly, neatly, and appropriately for the school atmosphere. The following are examples of unacceptable attire: tank or halter tops, sweatpants, leggings, mini-skirts, short-shorts, oversized clothing, any type of athletic shorts or pants, etc.

### **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 5<sup>th</sup> tardy and again, after the 10<sup>th</sup> tardy in a quarter and all other subsequent tardies. Additionally, upon receipt of the 15<sup>th</sup> tardy in a school year, a letter will be sent to the parent regarding the excessive tardies. Upon the 18<sup>th</sup> tardy, the Associate Superintendent will be notified and an Attendance Truancy and Violation Notification Hearing will be held in accordance with the Diocesan Policy.
2. If a student is not in attendance, a parent/guardian must call the school office by 8:20 A.M. each day the student is absent. If the office does not receive a call, a parent will be contacted via email (School Messenger) by 9AM. This policy is for the protection of the Saint Benedict Cathedral students and is aligned with the state statutes of the state of Indiana. **Students should be fever and vomit free for 24 hours before returning to school.**
3. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.
4. 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.
5. 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 3:00 P.M. – 3:45 P.M., unless other arrangements have been made. Please notify the school office if homework can be sent home with a family friend, neighbor, or other relative before 3:00 PM.
6. 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.
7. A written statement giving reasons for the absence or tardiness **must** be brought to the student’s teacher upon the student’s return. These notes/letters will be retained in the office for one year. Please avoid writing the absence note on a napkin or a receipt. Should absence for any reason other

than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence. Students must make arrangements with their teachers regarding tests, classwork and homework.

8. 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.
9. 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 of three or fewer consecutive 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 definition of excused or exempt absence.

### **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.

### **Chronic Absenteeism**

A student is considered to have **Chronic Absenteeism** when he/she has been absent from school for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of absences, regardless of whether they are excused or unexcused.

- When a student has reached 15 absences, for any reason, the parent/guardian will be notified.

- If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional to verify the illness.
- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

### **Habitual Truancy**

A student is considered a **Habitual Truant** when he/she has been absent from school ten (10) days or more without being excused.

- When a student has reached 8 unexcused absences, the parent/guardian will be notified.
- If the student reaches 10 unexcused absences, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to be a habitual truant may only miss additional days of school if the absence is excused.
- The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

### **Chronic Tardiness**

A student who has **Chronic Tardiness** is defined as being tardy, or late to school, for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of tardies, regardless of whether they are excused or unexcused.

- When a student has reached 15 tardies, the parent/guardian will be notified.
- If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- The principal will report a child who is chronically tardy from school with verification of illness, to the Department of Child Services and/or the Juvenile Court System.

Approved: Memorial Feeder Schools –46/2017

<h2><b>ARRIVAL AND DISMISSAL</b></h2>
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### **Arrival**

1. The gym and cafeteria 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 3rd

grade students will report to the gym and begin walking. 4-8th grade students are to report to the cafeteria where 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 3rd grade students will be escorted from the gym by their homeroom teacher. 4th through 8th grade students will be 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 K-4th grade students to the Keyway area.
2. Demerit Hall: Students should report by 3:10 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 3:00 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 3<sup>rd</sup> 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.

<b>GENERAL PROCEDURES</b>
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### **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 SchoolMessenger.

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 1<sup>st</sup> 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 when the “feels like” temperature is between 30 and 90 degrees**. Precipitation and other conditions may also be considered.
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. Staff members on playground duty 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. Students may not re-enter either building during recess without permission.
7. No 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.
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.

### **Passing Periods (6-8)**

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**

5th- 8th grade 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. Students are not to be on their cell phone during dismissal without permission from a teacher.

### **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 email 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. Students who bring a lunch may purchase approved smart snacks.
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. 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.**

### 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.

<b>HEALTH PROGRAM</b>
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### 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 EpiPen 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 Disease

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.

<b>DISCIPLINE CODE</b>
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### **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.

### **Blue and White Rating**

A blue and white rating certificate for each quarter will be awarded to 6th-8th grade students at the end of the year who did not receive a conduct, academic, or tardy demerit.

### **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. Academic demerits will be served in the regular demerit hall. An academic demerit will remove a student from Blue and White rating for that specific quarter 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. A conduct demerit will remove a student from Blue and White rating for that specific quarter and will count towards probation.

**CONDUCT DEMERITS are given for the following reasons:**

1. Forging a signature of parent or guardian
2. Cheating, Stealing, Lying
3. Disrespect of authority
4. Verbal or physical abuse; unbecoming or ill-mannered behavior
5. Disruptive behavior
6. Deliberately damaging school property
7. Attempting to get into or getting into another's possessions
8. Chewing gum

9. Use of classroom equipment (phone, TV, computer, etc.) without permission
10. 4<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup> conduct notice in a quarter
11. Failure to report for a scheduled detention
12. In-school suspension by the principal
13. Violation of Code of Christian Conduct

### **Tardy Demerits**

A tardy demerit will be issued after the 5<sup>th</sup> and 10<sup>th</sup> tardy in a quarter and for each subsequent tardy. After the 10<sup>th</sup> 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** count toward probation and will remove a student from Blue and White rating.

### **Serving Demerits**

1. Demerits will be served in designated rooms (K-4, 5-8) 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 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 oversized 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 phones 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 AFTER-SCHOOL CARE 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
- 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.

**FEES:** **\$7.50 per day. Payment is due upon emailed receipt of the statement.**

- Program coordinator will establish attendance calendar each month.
- A positive balance must be kept in the family's account. Payments may be made by monthly EFT, check, or online via Sycamore Education.
- KEYWAY balances will be communicated via email.
- **If a 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.**

**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.
- **No High School Students May Stay In Keyway With Siblings**

## **KEYWAY FOR 1ST-8TH GRADE**

**PURPOSE:** The Keyway After-School Care has been developed to provide a facility at school for children in 1<sup>st</sup>-8<sup>th</sup> 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
- Questions regarding billing, call Julie Stephan 812-228-0774
- Playground (weather permitting)
- Gym (when available)

**ENROLLMENT:** **Only 1<sup>st</sup>-8<sup>th</sup> Grade 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.

**FEES:**

**\$6.75 per day. Payment will be due upon emailed receipt of statement.**

**Youngest child, full rate, additional children, \$5.50/day per child.**

- Program coordinator will establish attendance calendar each month.
- A positive balance must be kept in the family's account. Payments may be made by monthly EFT, check, or online via Sycamore Education.
- KEYWAY balances will be communicated via email.
- **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.**

<p><b>SCHOOL ATHLETIC PROGRAM</b></p>
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Please see Saint Benedict Cathedral School Athletic Handbook on the school website  
<https://www.saintbenedictcathedral.org/>

***Right to Amend***

Saint Benedict Cathedral School reserves the right to amend this Handbook. Notice of amendments will be sent to parents through e-mail communication.

**Photo-Video Release**

**To whom it may concern:**

**I hereby give permission for my son/daughter  
\_\_\_\_\_ to be photographed or videotaped at  
Saint Benedict Cathedral School. I realize that the photo may be  
published in the newspaper, a magazine, the school website, the school  
Facebook® page, or other publications. The video may be used for  
informational or educational purposes regarding the programs or  
curriculum at Saint Benedict Cathedral School**

**Signed: \_\_\_\_\_**

**Date: \_\_\_\_\_**

*Return to the office by August 10th, 2018*

**Parent Signature Page**

I have read the 2018/2019 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Parent (Legal Guardian) signature      Date

\_\_\_\_\_  
Parent (Legal Guardian) signature      Date

\_\_\_\_\_  
Student signature      Date

\_\_\_\_\_  
Student signature      Date

\_\_\_\_\_

Student signature

Date

---

Student signature

Date

**\*Parents and students must both sign.**

**SIGNED FORM DUE TO MISS DIEKHOFF BY AUGUST 10TH, 2018.**