

# **St. Roch Catholic School**

## **HANDBOOK**



## **Mission Statement**

Through a positive Catholic learning environment, we strive to meet the individual needs of students. We promote academic standards while encouraging students to use their gifts and talents for God and others.

## **Vision**

Saint Roch Catholic School inspires students to grow spiritually and academically through our Christ-centered education.

## **Motto**

Trust God and Work Hard.

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St. Roch Catholic School 3603 South Meridian Street Indianapolis, IN 46217	St. Roch Catholic Church 3600 South Pennsylvania Street Indianapolis, IN 46227
Phone: 317-784-9144	Phone: 317-784-1763
Website: <a href="http://www.strochindy.org">www.strochindy.org</a>	
Twitter: @strochindy	
Facebook: @strochindy	

### **Sunday Liturgies**

**Saturday Vigil:** 5:00pm

**Sunday Morning:** 8:00am and 10:30am

**Sunday Evening:** 5:30pm

## **Saint Roch Catholic School Aspirations**

Saint Roch Catholic School works cooperatively with the family, the Church and the community to provide each student with a foundation that will provide the cornerstone for their lives as they enter adulthood. Our beliefs are captured in our mission statement, which is posted in the front lobby, and recited each day.

This foundation of each student's success involves three aspects:

A ***spiritual foundation*** which seeks to reach a goal which finds that each student

- Is knowledgeable of the rites, traditions and history of the Catholic faith.
- Is an active and regular participant in our weekend liturgies.
- Understands his or her responsibility to service in the faith community.
- Continues to seek a relationship with God through prayer.
- Chooses freely to answer the call to discipleship in the world.

An ***academic foundation*** which seeks to reach a goal which finds that each student

- Realizes that learning and personal development is an ongoing process.
- Recognizes his or her own giftedness and talents.

A ***civil foundation*** which seeks to reach a goal which finds that each student:

- Accepts responsibility for developing a community, a city and a world in which all people are treated with fairness and compassion.
- Exercise his or her rights as a citizen of this country.

The Catholic Identity of St. Roch School ensures the faith formation of its students. Saint Roch School strives to instill in students a belief in themselves. Faculty and staff believe that all students are in school to learn. This belief causes teachers to challenge students according to their abilities. Students responding favorably to these challenges discover their abilities, strive to increase their performance and seek even greater challenges.

# **St. Roch Catholic School Handbook**

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## **Absence/Tardy/Attendance Policy**

### **Absence Policy**

St. Roch Catholic School desires to prepare students for success in their future vocations, and to use their gifts and talents for God and others, lateness (tardiness) and absenteeism are to be avoided. Student absences and late arrivals will be noted on a daily basis. Teachers are responsible for the maintenance of these records, retaining a copy, and for submitting them to the appropriate personnel at the end of the school year.

If students are to leave school at a time other than dismissal, a written note from home should be presented to the classroom teacher *at least* by the morning of the day the child is to leave. Teachers may send students to the school office at the appointed time. Parents or guardians are requested to enter the building to sign the child out in the appropriate log in the office. If the child returns to school during the day, the student should be signed in upon arrival.

If the school is contacted during the school day by a parent regarding a last minute change in the normal schedule, the classroom teacher will be informed, in writing if possible, of the parental message.

### **Tardy Policy**

If a student arrives after 7:50 a.m., the student must obtain a tardy slip from the office, before going to the classroom. This rule applies to all students. Please try to arrive before 7:45 a.m. It makes for a better day.

Students with more than one tardy per quarter may not be eligible for quarterly perfect attendance awards. Excessive tardies will be dealt with in the following manner. Tardy totals are for the calendar year.

2nd Tardy-Teacher phone call.

4th Tardy-Administrative phone call.

5th Tardy-Meeting with administrator.

Students will begin each semester with zero tardies. Please understand that excessive absences and habitual tardiness could result in exclusion from enrollment.

Research shows that even small improvements in attendance yield large test-score gains. Students who scored in the 85-100 percentile on state exams attended school 93% of the time, whereas students in the 65-to-84 percentile attended only 91% of the time.

When your child misses a day of school, he/she also misses out on all of that day's learning. Our goal for all students at St. Roch Catholic School to attend 100% of the time. As a guideline, students who miss more than ten days of school a year are considered to be excessively absent (an average of one day per school month). Ten days absent equals a 94.4% attendance rate.

Obviously, we do not want you to send your child to school when they are truly sick. And, in some cases, there are true medical reasons or an abnormally high number of legitimate minor illnesses or other factors that may have contributed to your child's attendance. If you fall into this category, please know that we sympathize with you and ask that you bear with this information.

## **Attendance Policy**

Even an occasional absence might constitute an obstacle to student progress, parents are asked to cooperate by trying to keep absences to a minimum if possible, although it is certainly not prudent to allow a truly ill child to attend class.

The Archdioceses of Indianapolis and the state of Indiana ask that schools monitor and record student attendance with the proper education of the student in mind. Therefore, St. Roch Catholic School reserves the right to consider retention of students who miss more than twenty-five days of school without a written statement from a physician suggesting that the child's poor health has kept him or her from attending school.

If a child suffers an illness or accident that will force him or her to miss more than three consecutive days of school, parents are asked to provide to the school a written note from a physician explaining the time lost from school. The exception to this policy is a death in the family of a student.

According to Indiana law, the only acceptable excuses for absence are student illness, serious illness of an immediate family member, death in the student's family or serving at polls or as a page for the state legislature. Thus, students who are not in school as a result of a vacation or other activities not listed above are considered unexcused. Students who are gone from school for any reason not listed above may complete their assignments when they return. Teachers are not required to give work in advance, but will respond to any request that a student presents to make up work upon returning to school.

Absences are reported in full and half day increments. A student cannot miss more than 2 hours of instructional time to be counted for a full day of school. A student must be present for a minimum of 3.5 hours to be counted present for half of a day of school.

Parents should call the school office before 9:00 a.m. to explain any absence or late arrival. The school reserves the right to contact the parents of any child who is not in attendance by 9:00 a.m. if there has been no call. Requests for homework should also be made at this time. Homework requests will not be guaranteed if made after 9am. Homework may be picked up at the end of the school day.

If a child needs to be picked up during school hours, a written note or email must be sent to the school. The child may be picked up in the main office. While school is in session, all children must be signed out of the building by an adult. The sign-out log is located in the main office of the school. For the sake of safety, we will not send children outside to wait unattended. At no time should parents or other visitors go directly to a classroom during school hours without checking in the school office.

It is strongly requested that dental and doctor appointments be made outside of school hours. A child may miss instruction or vital work that is impossible to make up if he or she is taken out during school hours. If this cannot be avoided, we ask that a note to the teacher giving the reason and the time be sent to school with the child. Parents then need to come to the school office and sign out their child.

## **Accreditation**

Saint Roch School is accredited by the State of Indiana. St. Roch Catholic School currently participates in the AdvancED accreditation process. This is a model for continuous school improvement.

## **Admission Policy**

In order to ensure an orderly and equitable admission for children to St. Roch Catholic School (hereinafter referenced as the “School”), this policy and procedures is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the School Commission and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of the School.

### **A. Primary Goal – Catholic Education**

The primary goal of the School is to provide a Catholic education to the children in the Parish in accordance with the mission statement of the School, archdiocesan policies, curriculum and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the School.

### **B. Accommodation of Students with Special Needs**

The School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The School has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

### **C. Parishioner Status**

Regular attendance at mass and faithful and consistent stewardship of Time, Talent, and Treasure (financial support) to the Parish will be expected by families of students attending or wishing to attend the School. All School families will participate in a registration process that will help establish each family’s gifts of Time, Talent, and Treasure.

### **D. Financial Aid and Responsibility**

It is a goal of the School and Parish to provide financial support to economically disadvantaged families to the fullest extent possible. However, all School families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by the School. Families of students who are not of the Catholic Faith will be expected to assume their portion of the financial responsibility for the education provided through an increased tuition rate.

### **E. Agree to Abide by the School Rules**

Upon admission all parents and students agree to abide by the policies and rules of the School as specified in the School Handbook.

### **F. Non-Discrimination**

The School Commission, Administration and Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake

and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become havens for those wishing to avoid social problems confronting them in the public sector.

## **ADMISSION SELECTION PROCEDURES**

Beginning with the spring registration date each year, without exception, students registering for preschool who are 4 years of age; or for kindergarten, who are 5 years of age by August 1 of the school year for which they are registering will be eligible for consideration for admission. For grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms as set by the School Commission according to the following categories in order of preference:

1. Current students of the School.
2. Catholic children of parishioners who are siblings of students attending the School in the current school year.
3. Catholic children of participating parishioners who are siblings of a graduate of the School.
4. Catholic children of participating parishioners.
5. Catholic children of non-participating parishioners who are siblings of students attending the School in the current school year.
6. Catholic children of non-participating parishioners who are siblings of a graduate of the School.
7. Catholic children of non-participating parishioners.
8. Non-parishioner Catholic children.
9. Non-Catholic children.
10. Previous year SGO and Voucher students at the school
11. Voucher students

(Lottery could be required for 10 or 11 if no seats are available)

Within categories numbered 1 through 4 above, priority will be given according to the parish registration date of any family deemed to be a “participating parishioner” (See Section C above).

Within categories numbered 5 through 9 above, priority will be given according to the date of the School admission application.

Each year’s incoming student class will be selected soon after the registration/re-registration process is closed. For any student selected for the incoming class, his or her Catholic siblings will be placed in category #2 or #5 above for the school year for which they are registering depending on parishioner status (See Section C above).

## **WAIT LIST**

Students not selected for admission to the School will automatically be placed on a wait list. If an opening becomes available, students on the waitlist will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedures above. The wait list will exist from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.



## **TRANSFER STUDENTS**

Students in good standing from another school will be considered for transfer admission after the following has been accomplished:

1. Enrollment/Admission forms are completed.
2. A conference with the principal, parents and student has been held to discuss the goals, religious mission and expectations of the School.
3. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in the School.
4. Previous educational records have been supplied to the School including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individual Catholic Education Plan (ICEP).
5. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted.
6. Updated immunization records have been received.
7. Applicants for admission to grades 6, 7 and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the School.
8. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by the School, and that the student is likely to be successful in the Catholic educational setting, and an opening exists; the student may be admitted either on a probationary basis or without restriction. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection Procedures above.

### **Admitted (Enrolled) Non-Catholic Families/Students**

The school respects the personal consciences of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. All students will therefore be expected to participate in religious instruction and Catholic Formation, including Christian service, offered at the school except actions that are intended only for Catholics (e.g., reception of the sacraments).

### **Announcements**

The St. Roch School day begins and ends with prayer. Morning Announcements will begin with prayer at 8:00am. After the prayer, the Pledge of Allegiance will be recited followed by any announcements. At the end of each day, students will pray in their classrooms before they leave. Parents and coaches who wish to request an announcement may contact the school secretary via email or phone.

## **Arrival**

Students should not arrive to school before 7:30 a.m. unless they plan to attend Before Care for which there is an additional fee. Students arriving before 7:30 a.m. should enter by the main doors (facing Sumner Avenue). Students arriving between 7:30 a.m. and 8:00 a.m. should go straight to their classrooms.

**In the event of a two hour delay, there will be no Before Care. Students may begin arriving at 9:30 a.m., but not before that time.**

Parents should enter the school parking lot through the west gate on the north side of the school. After dropping students off, parents should drive east and exit by way of the east gate on the north side of the school. This pattern will help to protect students and prevent confusion in the parking lot.

Parents are encouraged to drop children off using the arrival line in the main parking lot for even traffic flow. If it is necessary to enter the building, please park in the church parking lot and walk your student into the school. **Please do not cut across the parking lot, as this creates a dangerous situation for exiting cars.**

## **Assistant Principal**

When the school principal is out of the building and an administrative decision is necessary, the assistant principal should be consulted. If the assistant principal is also unavailable, the pastor, Father Hunter, may also be contacted for a decision.

## **Awards**

Students in 5th through 8th grade are eligible for quarterly honor roll awards.

These awards will be passed out at an all-school Mass at the end of each quarter.

End of year awards for eighth grade students are presented at graduation. End of year awards for all other students are to be given on the final day of school following Mass.

## **Birthdays**

At no time should a parent send invitations to a private party to school for distribution unless the invitation includes ALL members of the class. Students with invitations, which do not meet this criteria, will not be permitted to distribute the invitations at school.

## **Books/Equipment/School Property**

Students are provided a variety of school materials during the year and are responsible for taking care of those items. Students are responsible for the replacement costs of lost or damaged books and materials and new books or materials will not be issued until financial responsibility is met. Students should inspect books and materials issued to them for any damage and report this to the issuing teacher or school personnel. Items covered by this policy include, but are not limited to, the following:

- Textbooks
- Science, Art, or P.E. equipment

- Desks
- Computer hardware, software and related items.

## **Building Security**

In order to keep our building safe and secure, St. Roch Catholic School will be locked throughout the entire day. All guests, including parents and family members, should enter through the main door and sign in at our office, no exceptions.

During the school day, any unfamiliar individual not wearing a guest name tag, will be greeted and asked if they need assistance.

## **Bullying**

Indiana Law defines bullying as overt, repeated acts or gestures including:

1. verbal or written communication transmitted
2. physical acts committed
3. any other behaviors committed

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

The good name, reputation and personal safety of each student, faculty and staff member is vitally important. In order to protect students, employees, and the school itself, each student is expected to treat the good name and reputation of other students, school employees, and the school with dignity and respect and not to engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic/Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student, will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer or by remote access during school time or after hours. Some examples include, but are not limited to, text messages, sexting, pornographic or sexual images, blogging, etc. Any individual found to have made or participated with others in making, repeating, or forwarding such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

Additional examples of this bullying behavior can include, but are not limited to: eye rolling, starting rumors/gossip, gesturing, staring/leering, graffiti, threats, name calling, taunting/ridiculing, stealing, damaging personal property, intimidation, pushing, shoving, punching, hitting, or kicking.

If a student believes an incident of bullying has taken place, they are encouraged to report the incident using a [St. Roch Bullying Incident Report](#) available in the main office, principal's office, from any homeroom teacher and on the school website. Students may use the Bullying Incident Reporting form anonymously. Bullying Incident Reports should be turned in to the principal or assistant principal.

## **Civility**

Students, parents, teachers, staff, administrators and pastors all deserve to be treated in a respectful Christian manner. While individuals may well disagree, such disagreement cannot lead to verbal abuse, harassment, threats or intimidation. Persons who engage in uncivil behavior may be asked to remove their children from St. Roch Catholic School.

It is expected that all teachers and staff will act in a responsible and respectful manner toward students, parents, colleagues, and guests at all times.

### **Conferences**

In order to maintain an open working relationship with parents, conferences are scheduled for all students during the school year. Additionally, a conference may be requested at any time a parent feels a need to communicate with a teacher, and teachers may request conferences with parents, not only at the time of Progress Reports and report cards, but whenever they feel such a conference would be in the best interest of the student.

### **Curriculum**

St. Roch Catholic School follows the state of Indiana and Archdiocesan guidelines for textbook adoption, standardized testing and curriculum, including art, music, technology and physical education. St. Roch Catholic School maintains AdvancED accreditation from the state and we follow the Archdiocese of Indianapolis model for school improvement. St. Roch sets high standards for its students. Teachers, parents and students must work together to attain these standards.

### **Discipline/ Code of Conduct/ Acceptable Use**

One of the primary goals of St. Roch School is to develop and nurture a Christian love and respect in each student for all people. We expect our students to show courtesy, care, compassion and respect for others on a routine basis. Behavior that destroys or compromises this spirit is a serious issue. It is our objective that through imposed discipline, students will learn self-control as well as self discipline. We are concerned with the development of the total child which means that throughout the instructional day, we continually stress the importance of self discipline and personal responsibility in daily living. This must go hand in hand with academic studies. We seek to reward good behavior, but will not tolerate irresponsible behavior. Both have consequences. Please review the Code of Conduct within your family unit at intervals throughout the school year.

#### **Code of Conduct**

Students at St. Roch are expected to:

1. Show reverence and honor for God at all times.
2. Demonstrate respect and consideration for self, others, and property at all times.
3. Exhibit cooperative behavior toward peers, teachers, administrators, staff and guests at St. Roch Catholic School.
4. Take responsibility for learning by being on time to class, by being prepared with assignments and materials, by participating in the class, by actively listening, and making an effort.
5. Attend school daily and remain for the entire school day. Arrive on time to all classes.
6. Refrain from language that is threatening or bullying in nature, profane, inflammatory, degrading, or that provokes disruptive behavior.
7. Follow the St. Roch Catholic School Dress Code and not wear clothes that disrupt or interfere with learning.
8. Demonstrate appropriate behavior, good citizenship, and sportsmanship while participating in or attending any school-sponsored event, after-school activity, or field trip.
9. Refrain from fighting or any other act of violence against person or property.
10. Never possess any dangerous items such as weapons or drugs.

The request of any adult associated with St. Roch School should be honored. A classroom teacher has both the right and the responsibility to correct any wrongdoing by any student, regardless of the grade in which the student is enrolled. The same courtesy should be extended to all other members of the school and parish staff as well. Any student who feels that an inappropriate request has been made should obey the adult (unless personal safety is in jeopardy) and then has the freedom and the responsibility to pursue the matter with the school administrator, pastor or classroom teacher.

Goals for our discipline program include but are not limited to the following:

- To foster positive approaches to discipline by parents, teachers, and staff.
- To create a positive learning environment in each classroom which is free from behavior problems which prevent teachers from teaching and students from learning.
- To assist, in a positive manner, students having difficulty maintaining acceptable classroom behavior.
- To teach citizenship ideals to all students, and to provide them the opportunity to put them into practice.
- To provide for the safety and welfare of all students, faculty and staff in our school.

As a part of the discipline plan, students may be asked to serve a detention for a variety of offenses. Parents will be given written notice of the detention, and telephone contact from the child to the parent will be made. Detentions will last for one hour and parents of students serving a detention should plan to pick up their child at 4:00 p.m. Failure to appear for a detention will result in two more detentions, placing the student at risk for an in-school suspension. Three behavioral detentions in one quarter may result in an in-school suspension.

Examples of infractions which may result in a detention include, but are not limited to:

1. Continual disruption of class.
2. Intentionally failing to follow directions.
3. Repeated tardiness.
4. Misbehaving in church, during assemblies, or at any school gathering.
5. Plagiarism: Copying others' work, be it that of other students or previously published material.
6. Throwing objects in the classroom or cafeteria.
7. Destruction or defacement of school property.
8. Lying
9. Offensive language.
10. Any other behavior which is detrimental to the learning process.
11. Bullying (see subsection), harassment, intimidation and/or threats.
12. Inappropriate use of the internet.

Behaviors other than those listed here may also result in a school suspension, expulsion, or exclusion.

Conferences must be held between the student, parents, teacher and school administrator before a student may return to school following a school suspension. Students are required to make up all schoolwork following any suspension. To make up the required work, students have the responsibility to check with their teachers to learn what assignments were made during the suspension. Students are not eligible for perfect attendance awards if they have been suspended.

Suspension of Catholic school students from attendance at school shall be reserved for serious and/or repeated misconduct.

## **Suspension**

Suspension is a prescribed time that a student is required to spend in or outside of school under adult supervision. The student will be responsible for all schoolwork missed during the term of suspension. At the teacher's discretion, any assignment completed during the time of suspension, could result in up to five percentage points being taken after the assignment has been graded. At the discretion of the principal, tests and quizzes may or may not be rescheduled. **The student is not permitted to attend any event affiliated with St. Roch Catholic School during the term of suspension.**

Expulsion from attendance shall be reserved for extremely serious or repeated misconduct.

Exclusion from attendance at school shall be reserved for special cases involving failure of a family to uphold their obligations to the school or other non-disciplinary reasons that may preclude a student's continual enrollment at St. Roch.

Expulsion of a student may take place after any school suspensions. Any student who brings a weapon to school, distributes any illegal substance may be immediately expelled from St. Roch Catholic School. These acts endanger the welfare and safety of others. Parents will be notified immediately and the police may be called. Students will not be allowed to return to school until a conference is held involving the students, parents, school administrators and other concerned St. Roch staff. Such conferences will be held, if possible, within six school days of the infraction.

Any student who is found to have committed any act in violation of state or federal laws will be expelled from St. Roch Catholic School.

A student who is under the influence of or in possession of any controlled substance or illegal drug will be required to have a chemical dependency evaluation. Within five school days of the results of this evaluation, which must be performed by a person or agency duly certified by the Division of Addiction Services, Indiana Department of Mental Health, a report must be provided to the principal of St. Roch School before readmission to school is granted. If the evaluation reflects a dependency, a treatment program is required as a condition of readmission. Continued attendance at school is based on reports to the school by officials of the treatment facility and good behavior on the part of the student. If a subsequent incident occurs, the student may be expelled from St. Roch Catholic School. Any financial cost involved in either the testing or subsequent treatment will be the responsibility of the student's family.

Students who make threats against other students or against faculty or staff may also be suspended and/or expelled from St. Roch Catholic School.

A student may be excluded from enrolling at St. Roch Catholic School for non-disciplinary reasons. Examples include communicable diseases, infestation with parasites, failure to comply with compulsory immunization laws, failure of the student to meet the minimum academic standards, inability of the school to meet the educational needs of the student, mental illness, non-payment of tuition by the family, failure of the parents to support the school in its enforcement of discipline, or excessive/unexcused absences or tardies.

In some cases, an advisory committee may be formed consisting of a faculty member chair with other members serving on this ad hoc committee as requested.



Students who are in compliance with the discipline code at St. Roch Catholic School may receive periodic rewards.

## **Acceptable Use Policy**

### **STATEMENT**

It is the objective of St. Roch Catholic School to provide electronic and communication resources to its school community for the purpose of promoting student achievement and the efficient operation of the school. To promote this objective and prevent the exposure of students to harmful or inappropriate influences, St. Roch Catholic School expects students to utilize the electronic and communication resources provided in a manner consistent with this objective.

### **SCOPE**

This policy applies to all computer and Internet users.

### **PENALTIES FOR VIOLATION OF POLICY**

Negligent, knowing, or intentional violations of this policy may result in loss of computer and Internet privileges, detention, or suspension.

### **PROHIBITED USES OF ELECTRONIC AND COMMUNICATION RESOURCES**

Sharing personal information about themselves or others.

Sending or displaying offensive messages or pictures.

Using obscene language.

Harassing, insulting, or attacking others.

Intentionally causing damage to computers, computer systems, files, programs, or networks.

Using, violating, or trying to “break” another’s password.

Downloading, executing, or installing any program except as directed by a teacher or network administrator.

Violating any local, state, or federal statute, or breaking a school rule.

Vandalizing, damaging, or disabling the property of another individual at St. Roch.

Accessing another individual’s materials, information, or files without permission.

Violating copyright laws or using intellectual property of another individual without permission.

### **Dismissal**

Parents should park in the north parking lot, facing east, for dismissal. The gates will be closed at 3:00pm. Parents arriving after this time are asked to utilize the church parking lot by entering via the Meridian St. entrance. Please note that the practice of parking on Sumner Avenue during dismissal is not acceptable. Additionally, parents should never park on Meridian Street or in the Speedway gas station parking lot. Parents are not permitted to park behind the school. All parents must use the main parking lot, or the church parking lot for dismissal.

Students will only be dismissed if their name appears on the dismissal board in their classroom.. After all students are in cars, the school administrator will dismiss the cars row by row. Parents will exit from the east gate. NO LEFT TURNS ALLOWED. All cars must turn to the right (east) and should follow the directions given by the individual on duty.

Parents should be prompt in picking up their children. Any child who has not been picked up by 3:00pm will be sent to After Care, and will incur the After Care Fees.

## **Dress Code**

School uniform guidelines apply to all students in grades PK-8. Uniforms are not required for Preschool - please see Preschool guidelines below.

### **Uniform Guidelines PK-8th**

- Students should always dress in a manner appropriate for school, with clothing clean, sized appropriately, without holes or tears, and looking neat.
- Shoes and socks must be worn at all times by all students. All shoes with laces should be tied at all times. Crocs, clogs, and open toed shoes are not allowed.
- Leggings may be worn under skirts/jumpers.
  - Leggings must be Navy Blue, Gray, or White - and must be solid in color.
- **K- 8th shirts should be navy or gray with a collar. Pre-K shirts should be light blue in color with a collar.**
- No emblem, monogram, picture or embroidery other than St. Roch logo wear is to be on any shirt or sweater. Shirts must be tucked in at all times. T-shirts are not an acceptable part of the dress code.
  - Eighth grade students may wear eighth grade uniform shirts at any time.
- **Sweatshirts, to be worn as part of the uniform, must be plain navy or gray in color.** St. Roch Catholic School logo wear, navy or gray in color and purchased through St. Roch, is also acceptable. Hooded sweatshirts are not permitted. Athletic spirit wear is not permitted as part of the uniform.
  - All other sweatshirts are excluded from the dress code.
- **Dress pants, shorts, skirts, skorts, and jumpers must be khaki or navy in color.** Plaid skirts/jumpers will also be accepted. Middle School students are required to wear a belt if their pants have belt loops.
  - The St. Roch uniform plaid is the “Classic Navy Plaid” available online through Lands End.
  - Dress shorts, skirts, and skorts should be appropriate in length and no shorter than three inches above the knee. Shorts may not have dangling strings, or ties, below the waist.
  - Skinny pants are considered inappropriate.
  - Sweat pants/athletic pants are not appropriate uniform items.
  - The time frame for wearing shorts will be determined by the principal and communicated to students, parents, and staff.
- Extreme hairstyles, and distracting hair coloring (including, but not limited to, pink, green, blue, purple, orange, etc.) are not permitted. Hair should be clean, well groomed, and out of the eyes.
- Excessive jewelry, including facial piercing, is not permitted. Male earrings are not permitted.
  - Dangling earrings or hoops are considered unsafe and inappropriate.





- Make-up cannot be worn.
- **Plain white or gray** t-shirts, long or short sleeved, may be worn underneath uniform items. **(No other colors will be permitted)**
  - Female students should wear appropriate undershirts, or camisoles, underneath their uniform shirts.
- Students enrolled in scouting may wear scout uniforms on meeting days.
- Casual days will be determined by the pastor or school administrator. Please see the section in our Calendar/Family handbook titled Casual Day Attire.
- **“We are St. Roch” t-shirts or sweatshirts, the current school year edition, may be worn on Tuesdays in accordance with the schedule on the school calendar.**

### **Casual Day Guidelines**

The opportunity to participate in a school wide casual day will be determined by the administration. If a student has a casual day pass, he/she must seek permission from their homeroom teacher to use this pass. During this event, students may elect to wear items other than the typical school uniform. The policy below outlines what may or may not be worn:

- Shorts, dresses, skorts, and skirts must touch the knee. Biker shorts, tight shorts/pants, cutoffs, pajama or pajama-looking clothing is **not** permitted.
- Leggings are not permitted for any students. Pants should be jeans or sweatpants. No yoga pants, leggings or flare pants are permitted.
- All shirts must have sleeves that cover the shoulders. The bottom of the shirt must extend past the top of the pants waistband. Shirts designed as underclothing may not be worn.
- Clothing with low-cut necklines may not be worn.
- No unusual attire that is disruptive to the normal operation of the school may be worn.
- Footwear must be appropriate for the student’s designated activity.
- Jeans with holes will **NOT** be permitted.

### **Preschool Guidelines**

Uniforms are not required but please adhere to the following guidelines

- Must wear socks
- No Crocs or open toed shoes
- No tank tops
- No crop tops
- No pants with holes
- Girls must wear shorts under dresses/skirts
- Easy on/off pants are recommended

### **Electronic Devices**

Students will not be allowed to bring electronic devices to school without approval from the administration. This includes but not limited to Computers, iPads, iPods, Gameboys, etc.

Pre-Kindergarten through 5th grade students are not permitted to bring cell phones to school. If there are extenuating circumstances, and the need for such devices arises, then you must seek administrative approval prior to bringing devices to school.

6th through 8th grade students are permitted to bring cell phones to school for use after 3:00pm. dismissal. Phones must be turned into the student's homeroom teacher and should be turned off at all times, with no exceptions.

Students who have phones on school property after 3:00 p.m. should not take photos, or video without permission from their teacher or the adult that is supervising. If a 6th through 8th grade student is caught with their cell phone during the school day, the phone will be confiscated and the student will serve a detention. Additional cell phone violations will result in loss of phone privileges or suspensions.

### **Internet Usage**

Students may at times have access to the internet at school. Students may not access inappropriate internet sites for any reason. Students may not check personal email at school and they may not send emails from school unless they have a teacher's permission to do so for a specific purpose.

### **Emergency Information**

If a parent's place of employment changes or the telephone numbers at which parents have indicated they may be reached are changed during the school year, the school needs to be informed of the new numbers immediately. This information is used very frequently, and is the link that we have during the day for family contact. Please make sure that the information is kept current.

### **Extended Care**

#### **Before Care/Morning Care**

Before Care is provided for students of St. Roch Catholic School from 6:30 a.m. until 7:30 a.m. Fees are set at the beginning of each year.

Students may enter the school at 6:30 a.m. St. Roch Catholic School will not be responsible for students who arrive before 6:30 a.m. If for any reason school is not in session, or there is an announced two hour delay, there is no Before Care.

#### **After Care**

After Care is provided for students of St. Roch Catholic School from 3:00 p.m. until 6:00 p.m. Fees are set at the beginning of each year.

If a teacher would like a student to help out in their room after school, it is the teacher's responsibility to notify After Care of their request. Students must sign in with After Care prior to helping teachers.

After Care **will not** always be available on early dismissal days, please refer to the school calendar for details.

## **Field Trips**

Field trips expose students to parts of our world which cannot be brought into the classroom. There may be a small fee for each field trip to cover the cost of bus use and trip expenses. If this is a financial burden to a student, please contact the school principal.

Individual permission slips are required for each field trip. Students will not be permitted to participate in a field trip if the school does not have a completed and signed permission slip. Please help us to avoid tears and anguish. We cannot make exceptions.

## **Chaperones**

Teachers are responsible to provide adequate chaperones for field trips and other activities. Parents are encouraged to help with chaperoning duties. Parents who drive for field trips must present their driver's license to be copied and proof of insurance which will also be copied.

- Chaperones may not smoke at any time during a field trip.
- Younger siblings may not accompany their parents on a field trip.
- A special meeting may be required of chaperones, especially prior to overnight trips.
- Every student who rides in a vehicle must abide by Indiana Child Restraint Laws.

If there should be an injury during a field trip, the chaperones should remain with the uninjured children and the teacher should be responsible for the injured child. The teacher should remain with the child until medical help arrives. One of the chaperones should seek help at the field trip site. Once help has been obtained, the school should be contacted and the principal informed. If the parents have not yet been notified, the school will assist with that task. A full report of the incident will be made upon the return to school.

**Head Lice Policy** In an effort to help educate parents about the challenges that come with the discovery and treatment of head lice, the following policy will guide St. Roch Catholic School:

- Children's hair should be checked at home for head lice on a weekly basis.
- Children with lice should not attend school with an untreated head.
- Parents/carers will notify the school if their child is found to have live lice and advise when appropriate treatment was commenced.
- Children with long hair will attend school with hair tied back.
- Use only safe and recommended practices to treat head lice.
- Notify the parents or carers of your child's friends so they have an early opportunity to detect and treat their children if necessary.
- Maintain a sympathetic attitude and avoid stigmatizing/blaming families who are experiencing difficulty with control measures.
- Act responsibly and respectfully when dealing with members of the school and broader community especially around issues of head lice

If lice are suspected at school, a child will be checked and if an infestation is discovered, the parents will be contacted to come and get the child for immediate treatment. Classmates and siblings of the child may also be checked at this time. A child may return to school the following day if they have been treated and no lice (bugs) are visible.

At all times, children should be encouraged NOT to share hats or other items such as combs and hair accessories.

## **Health Records**

All children entering St. Roch School are required by state law to present records of immunizations and to keep them up to date. These records must be available by the first day of school or a child's attendance is in jeopardy.

[Click here](#) to see the requirements or you may request a copy from the school secretary.

## **Homework**

One of the chief means of communication between the parents and the school is the process of homework. It provides the parents with the opportunity to follow what and how their children are doing in school. Cooperation with parents in supervision of homework is a vital element in the learning process of the student. However, it must always be remembered that homework is the responsibility of the student.

Homework should be done consistently with an emphasis on completeness, accuracy, and neatness. Parents should not complete a child's homework.

## **Hot Lunch**

A well balanced lunch is available daily. Food from fast food restaurants, soft drinks, and glass containers are NOT permitted in the lunchroom.

Students are allowed to leave the building with immediate family members (i.e. parents, grandparents, siblings). Additional (not related) students are not allowed to leave with other families.

## **Liturgy**

Celebrating Liturgy together is a weekly highlight and one of the most important celebrations in our lives as Catholics. The Eucharist is offered to all students Wednesday and Friday of each week. Mass will begin at 8:15am unless otherwise noted. Teachers may also provide other opportunities for prayer during their religion classes and during other times in the liturgical year.

All students are required to participate in the liturgy. Behavior at Mass should be exemplary

## **Lockdowns**

The safety of students and staff members at St. Roch Catholic School is of paramount importance. In the event of a lockdown, either preventative or emergency, parents will be notified via mass email, or text, as soon as possible. Please understand that St. Roch has extensive emergency operation plans in place to address various scenarios. The emergency operation plans are confidential and cannot be published on our website.

## **Logo Copyright**

The St. Roch logo is legally regarded as being a work of artistic creation and therefore is protected under copyright law.

Copyright law protects this logo as an artistic work.

Unauthorized copying, or use, of that logo would be an infringement. Please seek the permission of Father Hunter before using the St. Roch logo on clothing or any other item.

### **MayFest**

It will be expected that each parent/guardian of our students volunteer their time to help ensure the success of our annual MayFest. It will be expected that each parent/guardian signs up to cover one shift at our MayFest. One shift typically covers a 3 hour block of time.

### **Media Release**

We reserve the right to use the photographs and likeness of our students engaged in school activities for the marketing of our school and parish unless otherwise advised. Photos may be posted in our Rocket Report, on Twitter, Facebook and/or School Website. If you do not agree with the use of such photos you must sign and submit an “**Media Release Opt Out Form.**” These forms are available on the website or in the school office.

### **Medication and Care**

The Archdiocese of Indianapolis recognizes that parents (guardians) have the primary responsibility for the health of their children. Although it is strongly recommended that medication be given in the home, the health of some children and youth may require that they take medication or receive other medical care while in the care of the Catholic school, parish or archdiocesan program.

Parents (guardians) have a responsibility to confer with their physician or other medical practitioner to arrange medication intervals to avoid administration of medication outside the home whenever possible.

When medication absolutely must be given at other times outside the home, parents (guardians) shall provide explicit written instructions including instructions as necessary from their physician or other medical practitioner regarding the need for prescription medication or specific medical care.

Parents (guardians) shall also provide written permission for non-medically trained school, parish or archdiocesan personnel to oversee the self-administration of medication or necessary routine medical care by the child depending upon the age and capability of the child or youth.

Medical circumstances requiring the direct measuring and/or administration of medications, injections, blood tests, observation of symptoms, specific emergency responses and/or direct administration of medicine by non-medically trained staff personnel shall be handled on a case-by-case basis according to a specific health care plan developed and signed by a physician or other health care professional and kept on file for the child. In some cases, it may be necessary to preclude a child from enrollment in a school or participation in a program if appropriate medical care cannot be provided by non-medical staff.

Archdiocesan personnel are generally protected from liability for administering emergency first aid in good faith by the Indiana Good Samaritan Law (IC 34-30-12).

Indiana laws require that school personnel observe certain safeguards in administering prescription medication to children. If we are to administer such medicine to your child, the following procedures must be observed:

1. School age children and youth (grades PreK-8) are not permitted to carry prescription medications on their persons except inhalers.
2. All medication to be administered during school or program hours for children in grades Pre-K-8 must be delivered by the parent (guardian) or another adult designated by the parents directly to the school principal or administrator-in-charge (or his/her designee). Likewise, medication may only be sent home with the parent (guardian) or another designated adult.
3. Receipt of the medication will be logged into a confidential medical log by the administrator in charge or designee.
4. The medication must be sent in the original pharmaceutically dispensed and labeled container with instructions for administration.
5. The medication shall also be accompanied by written permission from the parent (guardian) allowing non-medical staff to oversee administration of the specific medication. The permission note shall state the name of the child/youth, the name of the medication, why the medication is being taken, times of the day medication should be taken, the appropriate dose and method of administration, the start date and number of days, and any known side effects.

In most cases, Catholic schools, parishes and archdiocesan programs for children and youth will not have the direct onsite services of a nurse or other trained medical personnel. In the absence of such personnel, the school principal, administrator-in-charge or his/her designee or a designated backup person will ordinarily aid and observe a child in the self-administration of medication.

We cannot assume responsibility for medication unless these provisions are followed. If a note does not accompany medication, it cannot be administered.

### **Illness/Injury**

The family of a child with a temperature above 100.4 will be called to pick up the ill child as soon as possible. Children who have an injury or who have vomited will also be sent home as soon as possible. If it is not possible to reach a parent/guardian or other authorized adult or in the case of a medical emergency, emergency personnel may be called.

### **Newsletters**

Our weekly school newsletter, the “Rocket Report,” will be sent home electronically each Friday, and published on our website. Please contact our school principal, or school secretary, if there is appropriate information that you would like to see published in the “Rocket Report.” Please submit material by the Wednesday prior to Friday publication.

The school will also utilize Twitter, Facebook, Instagram and the school website as an outreach.

### **Plagiarism/Cheating**

Plagiarism is defined as, “The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.”

Copying another author’s work, or another student’s work, is unacceptable and considered to be cheating. Students who copy another author’s work, and represent it as their own, run the risk of not receiving credit for work completed. Additional punishments include, but are not limited to detentions, in-school suspension, or expulsion.

## **Promotion, Retention, and Assignment**

Students who have completed a grade successfully will be promoted to the next grade. A decision for retention will be made jointly by parents, teachers, and principal. Parents will be consulted as soon as possible during the first semester if retention is under consideration, even as a remote possibility.

When a student is assigned to the next grade, it means that the student has not completed enough satisfactory work to be promoted, but the principal, teacher, or parent feel that retention is not in the best interest of the child.

Students may fail a course if they have not earned an average of 70% for the year. If a student has failed more than two core area (language arts, math, science, social studies) courses, for two quarters, retention in the grade will be considered by the principal and teacher.

## **Report Cards/Honor Roll**

At the end of each quarter, students receive a report card. These reports indicate the progress made scholastically and in character formation. If satisfactory results have not been attained by a student or if a problem arises, it is recommended that a parent teacher conference be arranged promptly.

### **The Archdiocesan Grading Scale:**

<b>A+</b>	<b>(99 - 100)</b>	<b>C+</b>	<b>(83 - 84)</b>
<b>A</b>	<b>(95 - 98)</b>	<b>C</b>	<b>(79 - 82)</b>
<b>A-</b>	<b>(93 - 94)</b>	<b>C-</b>	<b>(76 - 78)</b>
<b>B+</b>	<b>(91 - 92)</b>	<b>D+</b>	<b>(75)</b>
<b>B</b>	<b>(87 - 90)</b>	<b>D</b>	<b>(72 - 74)</b>
<b>B-</b>	<b>(85 - 86)</b>	<b>D-</b>	<b>(70 - 71)</b>

## **Honor Roll**

Students in grades 5-8 will be eligible for Honor Roll. Honor Roll will be determined by the grades achieved in core classes.

- High Honors - All A's
- Honor Roll - All A's and B's
- Honorable Mention - All A's and B's with the allowance of 1 C

Poor grades, participation, and/or behavior in any class, including special area classes, may affect honor roll eligibility.



## **Responsibility**

Association with an institution of learning carries with it responsibilities which, when fulfilled, enrich the learning experience and go far toward making the best possible situation for all concerned.

### **Parent Responsibilities**

As parents and guardians, you are the MOST influential people in the life of your child. You are the primary teachers of your child. Moral and academic instruction rests with you. We are very pleased and honored that you have chosen St. Roch School as a means of helping you to accomplish this goal. We share with you the ever-continuing goal of providing the best possible educational experience for your child. The faculty, staff, and administration are dedicated to a process of continual evaluation and updating the curriculum and the educational process to better serve you and your child. Working together with us, it would be helpful if you would:

- Attend Mass with your children each weekend.
- Make sure students arrive to school on time.
- Report absenteeism to the school office by 9am.
- Make absenteeism homework requests by 9am.
- Make sure the students have necessary supplies.
- Send students to school wearing clean, appropriate apparel.
- Check assignment notebook and/or homework folders.
- Check student book bags for notes from the teacher or school office.
- Read the newsletter for information about upcoming events.
- Report to the school office when entering the building for any reason or dropping off items for students.
- Provide a study environment in the home.
- Set guidelines to insure your child's proper rest.
- Encourage your child to be in school whenever possible unless the child is actively ill.
- Pray with and for your child and your family.

### **Student Responsibilities**

As a student of St. Roch Catholic School, you are the most important person in this building! Your parents, guardians, pastor, principal and teachers are here to assist you to develop and use all of your talents. Your primary responsibility during this period in your life is to be the best student you can be! Ways to reach this goal include:

- Attend Mass with your family each weekend.
- Arrive at school on time.
- Come to class prepared.
- Participate in class discussions.
- Seek help when you need it.
- Be well rested and on time to school.
- Desire knowledge.
- Respect yourself and others through word and deed.
- Set aside time for personal prayer every day!



## **Rights of Custodial and Non-Custodial Parents**

Catholic schools are faced with the reality that increasing numbers of students come from homes divided by divorce. Although many divorced parents will make arrangements for the non-custodial parent to participate in the child's education, unfortunately the children are often caught in the middle between disputing parents, and the school is often placed in a delicate position trying to mediate the situation for the best interests of the student. There are, however, legal stipulations, which schools MUST follow, even though these would seem in some cases not to be in the child's best interest. The following guidelines are pertinent information regarding this matter.

- Indiana Code 20-10.1-22.4-2 Custodial and non-custodial parents: equal access: exceptions Sec. 2.
- Except as provided in subsection (b), a non-public or public school must allow a custodial parent and non-custodial parent the same access to their child's education records.
- A non-public or public school may not allow a non-custodial parent access to the child's records if:
- A court has issued an order that limits the non-custodial parent's access to the child's education records; and
- The school has received a copy of the court order or has actual knowledge of the court order.
- The following guidelines MUST be followed regarding access to records by a non-custodial parent, i.e., parent who does not have custody of a child pursuant to a divorce decree.
- Report cards, interim reports, and other regular reports of student progress may be sent to the non-custodial parent at his or her request unless forbidden by a court order. It is necessary to have the permission of the custodial parent to send such records.

## **Sacramental Preparation**

Preparation for the sacraments is a continuous process in a Catholic school. Formal instruction and preparation for First Eucharist will be in the second grade. The Pastor, classroom teacher, Director of Religious Education, the student and parents are all involved in the child's preparation. Parental involvement is critical for the success of this preparation. Your witness is the real teacher for your child's faith development.

Special preparation is available for students who have not yet received a sacrament, but wish to do so. Please contact the pastor.

## **School Records**

The school cannot give school records to parents, or any other persons, for transfer to a new school. Student records will be transferred to another school upon written request and will be sent through the mail or via email/fax. Parents may view a student's records in the school office within five days of a written request. Records will be transferred only at such time as all financial obligations, including but not limited to lunch, Extended Care, and sports have been paid in full.

## **Smoking**

St. Roch Catholic School is a smoke-free environment. There should be no smoking on field trips by parents. Smoking is not permitted by staff members, or any adult, within the school building.

### **Student use of the Telephone**

The telephone is to be used only in an emergency. Calls must be made with the permission of a St. Roch Staff member. No cellular telephones are to be in student possession. Please do not ask a student to call home. If you need to communicate with your child, please do it through the school office.

### **Testing**

All students in grades kindergarten through eight are exposed to a form of standardized testing, with students in the third through eighth grade, taking part in the ILEARN testing program. Testing also takes place in non ILEARN grades in order that parents and teachers may examine the progress made by students on a regular basis.

### **Tuition Delinquency Policy**

Delinquent tuition payment shall be dealt with in the following manner.

- The first-month delinquent: Parents shall receive a statement informing them of the delinquency.
- The second-month delinquent: Parents shall receive a phone call from the Business Manager requesting that the parents bring tuition payments to the current balance due or make an appointment with the Business Manager to explain the situation and request a modification to the payment plan of tuition.
- Tuition payments shall be current at the end of the first semester or arrangements made with the Business Manager prior to the beginning of the second semester for enrollment to be continued.
- Registration forms, enrollment fees, previous year's tuition, or other unpaid bills not received by August 1 of that school year may result in students' names being dropped from the class list.

PLEASE NOTE: If a family has had a conference with the pastor of St. Roch; The pastor retains the sole responsibility to determine the tuition classification applicable to any family. Failure to pay the new tuition rate as determined by the pastor shall result in the institution of the above delinquent tuition procedures.

Any unpaid tuition balance or other unpaid bills may result in a child's name being dropped from the class list on August 1st. Permanent files, and/or any information pertaining to, will not be forwarded to the new school until full payment of outstanding tuition and fees have been made.

### **Visiting the School**

Parents and all other visitors are asked to enter the main doors and must report to the school office upon entering the building. You will be asked to sign in and out of the building and wear a visitor badge during your visit. This allows the staff to monitor the safety of the students and the security of the building. Please do not open doors for anyone else wanting to enter the school. If parents bring something for their child, they will be instructed to leave it with the school secretary and it will be delivered.

### **Pesticide Use**

Total Exterminating 5634 Shelbyville Rd. Indianapolis, IN 46237 handles treatment for bugs at St. Roch Catholic School. They are in compliance with all laws regarding the handling of pesticides in schools.

If you would like to be notified prior to application of any pesticides, please email John Schneider at [jschneider@strochindy.org](mailto:jschneider@strochindy.org). Please make this request during the first two weeks of the school year.

**All decisions regarding items in this handbook and including items not covered in this handbook will be made by administrative consultation—the pastor and principal.**

## **ARCHDIOCESE OF INDIANAPOLIS STUDENT HEALTH AND SAFETY PLAN**

**Catholic Schools in the Archdiocese of Indianapolis believe:**

- in fostering positive relationships that exemplify the love of God;
- that Catholic school communities are enriched by the unique image and likeness of God that is present in each individual;
- that formation best occurs within faith-filled cultures of learning that are inclusive;
- that parents are the primary educators of each young person and that it is the responsibility of Catholic schools to support the domestic church;
- that Catholic schools are part of the evangelizing mission of the Church, forming disciples through the intentional integration of faith, culture, and life; and
- that “excellence” is defined by and achieved through the growth and holistic development – spiritual, intellectual/academic, social, emotional, and physical – of the individual within the context of community.

The best way in which Catholic schools can practice these beliefs is by operating Catholic school ministry and its extra-curricular activities in their preferred form – in person – whenever possible. Therefore, as early as July 1, 2020, Catholic school ministry and its extra-curricular activities will resume with new health and safety precautions in place, unless there is a resurgence of the pandemic and/or canonical and/or civil authorities require(s) closure.

The Catholic school will take every precaution possible to protect students and adults. Heightened protocols related to cleaning and sanitization are in place. Expectations of proper handwashing, physical distancing to the extent possible, and minimal sharing of resources to the extent possible will be enforced. Guidance from IDOE, CDC, and local authorities will be employed as best fits our Catholic school community as determined by administration. A more comprehensive plan is (attached/included).

**For a student to be enrolled and to participate in Catholic school ministry and any of its extra-curricular activities, each parent/guardian with custodial rights must acknowledge and agree to the following criteria for participation:**

1. My child is in good physical and mental health and does not have any physical or mental conditions, which could affect my child’s ability to participate in Catholic school ministry and its extra-curricular activities. I have medical insurance coverage appropriate for my child’s participation and have provided evidence of such insurance coverage and emergency contact information to the School.
2. I understand that the School will make every reasonable effort to provide a safe environment, including specific measures to guard against the spread of a contagion such as Covid-19. I accept that no matter the precautions taken by the School there is no way to fully

assure that such measures will be successful in preventing injury, exposure to a contagion, or illness. I understand that by allowing my child to participate in Catholic school ministry and its extra-curricular activities, there is some assumed risk on behalf of students and their parents.

3. I will provide my student the necessary equipment, resources, and supports needed for participation. These needed materials will be communicated by the teacher(s), coach(es), and/or moderator(s). I will also reinforce to my student the need to maintain all expected protocols related to his/her health and that of others.
4. I understand that parish and school leaders, united in the mission of the Catholic Church, work collaboratively to make sure shared spaces are as safe and secure as possible for participants in all ministries.