

# **Saint Casimir Catholic school**

## **Parent/Student Handbook 2022-2023 School year**



### ***Mission Statement***

**Saint Casimir Catholic School serves Christ by creating a loving and safe environment where we challenge, inspire, and nurture one another to persevere spiritually, academically, and socially to become disciples of Christ.**

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We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, whether on or off campus.

It is understood that attendance at St. Casimir School is a privilege and not a right. This privilege may be forfeited by any student and/or family who does not conform to the standards and regulations of the school. The administration may at any time request the withdrawal of any student, who in the opinion of the administration, is not in harmony with the spirit of St. Casimir School. It is our hope and desire that each student will develop a love and loyalty for St. Casimir, which will be strong enough that they would not wish to do anything that would be detrimental to the school.

### **Diocesan Statement for all Catholic Schools**

“Coronavirus and COVID-19 Warning: The risk of exposure to coronavirus exists anywhere that people (and even pets) are present, especially in larger groups. According to the Centers for Disease Control and Prevention, the virus spreads easily between people and can cause severe illness and even death. The risk is higher for certain people. Risk factors include being 65 years of age or older or having serious underlying medical conditions. By attending a Diocese of Gary School, you voluntarily assume all risk related to exposure to viruses, including the coronavirus that causes COVID-19. Enhanced health and safety measures have been recommended to protect each of us. You must follow all posted instructions while attending a Diocese of Gary School.

### **Non-Discrimination Statement**

**All publications and handouts mentioning USDA Child Nutrition Programs must contain the following full nondiscrimination statement:**

*The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)*

*If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).*

*Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).*

*USDA is an equal opportunity provider and employer.*

### **Catholic Identity**

- a) The chief duty of a Catholic school is the religious formation of its students. We recognize that parents, true Catholic home environment, the school will be limited in its effort of religious development. Any child/parent that refuses to participate in the teachings of the Roman Catholic Church will be asked to leave the school.
- b) The school must continually manifest a Catholic philosophy and way of life through every curricular and extracurricular part of its programs as well as through the actions of every member of the school, faculty and staff.
- c) Students are prepared and receive the sacrament of First Reconciliation, First Holy Communion, and Confirmation at the grade levels determined by the Pastor of the parish.
- d) Parents interested in his/her child receiving a sacrament can contact the Director of Religious Education to schedule a meeting.
- e) The Eucharistic Celebration, the Mass, has a prominent place in our school schedule. Students in grades K-8 attend Mass twice a week. May Crowning (May 4<sup>th</sup>) is **mandatory** for students in grades 2-8.
- f) All Catholic students are expected to attend Mass on Sundays.

## **Admission**

### **The Admissions Process**

Parents must submit an application, test results and grades. The admissions process evaluates 3 criteria; grades, behavior/attendance and standardized test scores. If a child has academic or behavioral concerns as determined by the principal, the child and parent will have an interview. After the interview, the child may be admitted or denied at the discretion of the principal.

### **Children enrolling at any grade level must submit:**

Birth certificate, sacramental certificates (if applicable), immunization records, last report card, standardized test scores, records of previous ability and/or psychological testing (if applicable) from previous school. Students entering Kindergarten are required to have a school physical and a vision test.

### **Age Requirements**

- Children entering Pre-School must be three years old on or before August 1<sup>st</sup>, toilet trained, and out of any type of diaper or pull-up.
- Children entering Pre-Kindergarten must be four years of age on or before August 1<sup>st</sup> and toilet trained.
- Children entering Kindergarten must be five years of age on or before August 1<sup>st</sup>
  
- Admissions of students to other grades will involve the age of the student, and the ability of the student to do the work in those grades. The Principal has the authority to determine the placement of all students. Prior student records will be part of the decision process.

### **Non-Catholics**

Non-Catholics and non-Christians are welcome. No student is required to become a baptized Catholic or to receive Catholic sacraments. However, students are expected to participate in all classroom religious instruction, attend Mass/pray, and other prayer services with their class. Eighth grade students must attend the eighth grade spiritual retreat.

### **Registration Fee**

The registration fee is a non-refundable fee paid during the pre-registration campaign which begins in January of each school year. This is necessary to guarantee enrollment for the next school year. Everyone must include a registration form and fee payment if applicable.

### **School Choice Lottery**

If St. Casimir School were to receive a number of School Choice Scholarship applicants that exceeds the possible number of Choice Scholarship places that St. Casimir School can successfully accommodate, then St. Casimir School would conduct a random lottery drawing of eligible Choice Scholarship applicant students who meet admission standards for St. Casimir School at a public meeting.

Below is a list of priority admissions order that St. Casimir School will abide by during the process which would occur before the lottery process would take place:

1. Returning students
2. Returning students' siblings
3. Parishioners
4. Students from a sister Diocese school
5. Students from a "feeder school"
6. New students/lottery

Deadline for completed application is August 1, 2022, in order to be considered for lottery if it is necessary. August 12, 2022, is the date of the lottery drawing.

### **Tuition/Fees**

St. Casimir School uses the FACTS program to collect all tuition/fees, service hours, and school sponsored extra-curricular activity payments, etc. and manage school family accounts. Parents/Guardians must set up an automatic payment plan through FACTS online. Tuition payments are broken into 10 equal monthly payments from August, 2022 through May, 2023, provided that the parent is enrolled online by August 1, 2022, otherwise it will be broken in 9 equal monthly payments ending in May, 2023. Tuition payments are due on 15<sup>th</sup> of the month. Payments made by credit or debit card will be charged a 2.85% fee (or as determined by FACTS). Late payments will be charged a \$10 fee by the school.

### **NON-PAYMENT OF TUITION&NON-RELEASE OF TRANSCRIPTS**

If a family leaves our school and does not pay the balance of tuition and other outstanding fees, another Catholic school in the diocese may not accept that student until the tuition is paid in full.

If a family leaves our school and does not pay the balance of tuition and other outstanding fees, our school will only send the health records onto the public school. Grades and test scores will not be sent to the public school until the balance is paid. Verbal confirmation of grades may be given.

Report cards will be held for non-payment of tuition or any monies due to St. Casimir School and the ability to check grade books on Parent Web will be withheld until payment is made.

### **Tuition Exclusion**

Per the discretion of the Principal, we will have tuition exclusion days. If your tuition is two months past due, you may be asked to keep your child at home until your balance is paid or arrangements have been made. If you send your child to school, you will be called and asked to pick up your child. You will be notified of tuition exclusion days via letter.

If there is tuition due at the end of the school year and the student is in Pre-K 3, Pre-K 4, Kindergarten or 8<sup>th</sup> grade, they will be unable to participate in graduation. Student records and diplomas will be held until all accounts are paid in full. Accounts not paid in full are subject to be turned over to a collection agency.

### **PreK Activity Fee**

The activity fee for pre-school is \$75 per student. This fee is non-refundable.

### **Service Hours –**

A total of 10 service hours is required per family of any student enrolled at St. Casimir School. Opportunities to complete service hours will be announced during the school year and information on how to register to complete service hours.

All Families, grades Prek3-8, who do not complete their service hours by the end of the 2021-2022 school year will be charged a \$200 fee.

### **Attendance**

**Absence:** (Indiana Code 20-33-2) The State of Indiana requires that students must be in school for 180 days. All absences and tardies are reported to the State of Indiana and entered on their permanent record.

### **IF YOUR CHILD IS ABSENT...**

1. Parents are to call (219-814-2686) by 9:00am to report absences. The parent's name, student's name, grade and the reason for the absence must be given. **Text Messages will no longer be accepted** .If no call is made by 9:00am, the parent will be contacted by the school to confirm the absence.
  - a. If no call is made and the office is unable to verify the absence, the absence will be documented as UNEXCUSED.
  
2. Upon returning to school, the student must submit a parent's written excuse. Students must check with teachers upon returning to school for all missing assignments. Parents are responsible for seeing that the make-up assignments are completed. One day for makeup work is allowed for each day of absence. **Any student missing three or more consecutive days must bring a doctor's note upon return to school. No exceptions.**
  - a. **EXCUSED ABSENCES:** Excused absences are defined as absences that St. Casimir regards as legitimate reasons for being out of school.
    - Personal Illness-properly verified
    - Family funeral
    - All court appearances
    - Military connected families (e.g. absences related to deployment and return)
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No Other absences are exempt and count towards the maximum of five (5) days of absence allowed each semester. Excessive absences will be reported to the Department of Child Services/State of Indiana Law Enforcement. **Vacations are considered by the State Board of Education as unexcused absences. Vacations should NOT be scheduled during the school year.** If you are taking your child/children out of school for more than 3 days, you must meet with the principal.

**b. UNEXCUSED ABSENCE:** Is any absence not covered under the definition of excused.

### **Truancy.**

Under Indiana Code 20-33-2-11, a child who is designated as a habitual truant is defined as “a child who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.”

Under SEA 1: The principal shall report a child who is habitually absent to an intake officer of the juvenile court or Department of Child Services. The intake officer of the Department of Child Services shall proceed in accordance with IC 31-30 through IC 30-40.

### **Tardy to school**

Our school day **begins at 8:00 a.m.** A student is tardy if not in his/her classroom when the bell rings. A school is responsible for the students developing a sense of self-management. Demanding on-time attendance for class is directed toward that goal. Punctuality is the duty and responsibility of each parent. The parent should allow ample time for transportation, trains, and weather conditions to reach school on time.

Know that every time your child/children are tardy, it is reported to the State of Indiana. If your child/children have 10 or more tardies, we are obligated to report this to the Department of Child Protective Services/State of Indiana and Indiana Law Enforcement.

### **Early Dismissals:**

Students may not leave the school grounds during the school day without contacting the Main Office. Any students receiving permission for early dismissal must be picked up in the school office where the identity of the person can be verified. Parents cannot excuse anyone but his/her own children. This includes all doctor's and dentist's appointments that require an early dismissal.

### **Progress Reports**

**Progress Reports:** Mid-way between report cards, every child, from 1st through 8th grades will be issued a progress report. This report is available on RenWeb. For the student doing well, the report is an additional motivation to continue the high effort level. For the student doing poorly, the progress report is a warning of impending failure and a signal to parents that steps need to be taken to ensure improvement.

**Report Cards:** Report of student academic progress is issued at the end of each academic quarter, every nine weeks, in the format prescribed by the Diocese of Gary.

**Grade Point System:** A=93-100, B=85-92, C=75-84, D=70-74 and F=69-Below

**Honor Roll Requirements:** Honor Roll consists of Grades 6-8. Academic Achievement consists of Grades 3-5. All subjects including physical education, computers, music, conduct and effort are included. The following constitutes Honor Roll/Achievement Awards:

**A Honor Roll** – All A's

**A/B Honor Roll** – All A's and B's

Any conduct or effort score of "D" or below automatically eliminates a student from any Honor Roll. Any child who receives an "In" or "Out" of school suspension for behavior may not receive Honor Roll status.

### **Homework:**

Homework is beneficial for all scholastic development. It is a reinforcement of the learning at school. It is a parental responsibility to ensure that time and space is set aside at home that will be conducive to study. Homework assignment books are issued to students in grades 3-8.

Suggested time allotments for homework are:

Grades K-1	20-30 minutes
Grades 2-3	30-40 minutes
Grades 4-5	40-60 minutes
Grades 6-8	60-90 minutes

### **Summer School**

Any child who fails ILEARN or IREAD is mandated to attend Summer School and the parent/guardian is responsible for any fees associated with summer school. Summer school can also be mandated for any child by teacher recommendation.

### **Achievement Tests**

Achievement tests are to be administered yearly. The ILEARN test to determine educational progress is administered in grades 3,4,5,6,7,8. The IREAD test is administered to grade 3. NWEA MAP testing is administered to grades K-8 at least two times a year. Psychological tests and individual tests to determine learning dysfunction are administered through the Hammond Public Schools at the request of the school or the child's parents for Hammond area residents only.

### **Conferences**

Parent conferences are scheduled following the first report card during each academic year. If a parent cannot attend the scheduled conference, they must contact the teacher to make other arrangements for a suitable conference time. Individual conference appointments may be made at any time throughout the school year. Parents need an appointment to see their child's teacher. Appointments with the teacher or principal may be made through the school secretary.

**Parents are not permitted to see their child's teacher without an appointment or during a time when the teacher has a class in session.**

### **Promotion and Retention**

All students are expected to meet the minimum requirement for each grade level to merit promotion. These requirements are the successful completion of a standardized test and maintenance of at least a 1.0 (D) grade point average (GPA) (Religion, Language Arts, Math, Science and Social Studies) Failure of students to meet these requirements will result in retention. The final decision as to whether or not a child is retained regardless of grade average will be made by the classroom teacher(s) and the principal. This decision will be made with the best interest of the student in mind. Parents will be notified no later than the beginning of the fourth quarter if retention is a likely possibility for their child. Students in grades three through eight will take the ILEARN and grade 3 also takes IREAD. This test is scheduled for the window of time in the months of March and April. **Parents are not to plan vacations or daytime appointments during these weeks of school.**

In order to receive 'promotion 'status a student must maintain above a 2.0 GPA or higher, placement: under 2.0GPA; retention: under 1.0GPA. Only Core Subjects(Religion, Language Arts, Math, Science and Social Studies) will be considered.

### **Curriculum**

St. Casimir School meets state requirements in regard to the number of minutes daily devoted to each subject in the curriculum.

### **Textbooks**

Students are responsible for all books in their possession. If books are torn or otherwise damaged, the student will be required to pay a fine. The Parent/Guardian will be assessed a fee for lost or badly damaged textbooks which represent either partial or complete cost of the text depending on the condition of the text at the time it was first put in the student's possession. All textbooks may be taken home by the students. Students are responsible for having all books and materials as well as homework in class each day. **STUDENTS WILL NOT BE PERMITTED TO CALL HOME FOR BOOKS, HOMEWORK, GYM UNIFORMS, ETC. The school phone must be available for school business only. Proper planning every night for homework, books, uniforms, rides, etc. will eliminate the need to call home.**

### **Communication/Social Media**

Student and/or parent use of social media, (Facebook, Twitter, Instagram, Snapchat, RenWeb, etc.) whether inside or outside of the school, that demeans or defames others in our school community including, but not limited to teachers, administrators, students, or other school personnel, or communication that is detrimental to the reputation of the school or any school personnel may result in immediate suspension from school and possible expulsion of the student and/or termination of the student and family from SCS. Parents/family members may also be denied from volunteering their time for school events, such as field trips and class parties, as well as from having any interaction with SCS.

### **Conduct and Discipline**

It will be at the discretion of the teacher to discipline your child/children when they are out of uniform or are disrespectful to their peers or an adult. If it becomes a repeated offense or a more serious offense, the Principal will intervene and a meeting will take place with the parent/guardian of the child. The child may be disciplined by losing a lunch recess/recesses, may be given a written assignment or may have to serve detention. However, the Administration reserves the right to discipline a child according to the severity of the offense and the child's age.

### **Physical Restraint**

Physical restraint should only be used when the student possesses a physical risk to himself/herself or others, (i.e. fighting). In the event physical restraint has to be enforced, the student will be brought to the principal.

### **Gum Chewing**

Gum chewing is always prohibited at St. Casimir School.

### **Fighting**

Students who get into a fight on their way to school, during school, or on their way home from school or at any school-related activity will be suspended for up to five days and may be subject to expulsion.

### **Gang Related Activities**

A gang is defined as any group of students who are perceived as a distinct group (not an approved organization) which prompts a disruptive response in the school community.

A student engaging in gang-related activities is subject to suspension and expulsion from school. SCS will not tolerate any open display of gang symbols, colors or gestures, the recruitment of members or any form of intimidation, including bringing knives or weapons of any sort to school.

### **Weapons**

Students possessing, handling or transmitting any object that can reasonably be considered a weapon are subject to expulsion. Storage of a weapon in one's locker or on one's person is

included in the definition of possession. Students found in possession of a weapon will immediately be suspended for a period of five (5) days with possible expulsion as a consequence.

### **School Lockers**

All lockers are the property of SCS. They are provided to the students as a service and as a way to store clothing and school items. Lockers may be searched at any time when the administration deems it necessary.

### **Vandalism**

Destruction or damage to school property, grounds, desks, washrooms, lockers, projectors, STAR Boards, Chromebooks computers, iPads or any technology item. etc. is the financial responsibility of the student and his/her parent/guardian. The parent/guardian will be notified if their child engages in acts of vandalism and appropriate monetary and disciplinary action will be taken.

### **Personal Items**

Cell phones are permitted but must be turned off and kept in the student's locker. Cell phones are not to be used during school hours and can only be used outside of the school building. If a student is found with the item in their possession or in their desk. The parent/guardian will be called and will need to come to school to retrieve the item. **Saint Casimir School is not responsible for any lost/missing/stolen items.**

### **Academic Dishonesty**

St. Casimir strives to teach students to learn and achieve honestly. Students' work and achievement must be the result of their own efforts. Cheating or attempted cheating will not be tolerated in any form: copying homework from another student or allowing another student to copy one's own work, looking at a student's paper during a test or quiz, using a 'cheat sheet', plagiarism, or any attempt to gain an unfair advantage in a dishonest manner. Loss of credit for the written assignment and a grade of zero for test, quizzes, or exams will be automatic. The Teacher or Principal will notify parents concerning any academic dishonesty. Repeated offenses will result in a disciplinary hearing with student, parent/guardian and principal. Student may be suspended up to 5 days. Repeated offenses may be subject to dismissal from school.

### **Anti-Bullying Policy**

We are responsible for providing a safe, caring, Catholic, Christian environment for each student. Any bullying whether it be physical, verbal, psychological, or internet will not be tolerated. If a child participates in bullying the situation will be investigated by the principal and the consequences will be determined based on the severity of the offense. Consequences may include detention, suspension, or expulsion.

### **Alcohol/Drug Possession and Use**

Student possession or use of alcohol or tobacco or other drugs which are not prescribed by a physician is strictly prohibited. Students at risk will be monitored by the school faculty and

instances of behavioral, academic, and psychological changes will be documented. Appropriate action will be taken should violations occur, as determined by the administration. Action may include suspension and up to/including expulsion.

### **Suspension**

Suspension is a disciplinary measure which temporarily withdraws from a student the privilege of attending school and attending or participating in any and all school related activities, including athletics. The suspended student is not allowed on school property until the suspension has been lifted.

All suspensions are issued by the Administration.

**All suspensions require a parent/administrator conference before the student may be readmitted to school.**

Students who have been suspended are only able to make up tests and assignments that **SIGNIFICANTLY** impact their grades that were due during the time missed. This will be determined by the teacher and principal. It is the student's responsibility to see each teacher for make-up work.

**Note: Sponsors of athletics and every other extra and co-curricular activity are not permitted to let any student on suspension attend or participate in any school-related activity or event.**

### **Classroom Suspension (Being Sent from Class)**

A teacher has the right to remove a student who is a serious behavior problem from class. The student who is asked to leave the classroom by his/her teacher **MUST** report immediately to the Principal. The Principal will contact the parent / guardian by phone and/or email describing the incident and explaining the consequence.

### **Expulsion**

The student who does not accept or conform to the basic philosophy of St. Casimir School deviates from the purpose of this institution and thereby forfeits his/her privilege of attending St. Casimir School.

All matters of dismissal from St. Casimir School are ultimately the decision of the Principal and Pastor.

The following are possible reasons for the expulsion of a student but are not limited to the list provided:

1. Written, verbal and/or physical abuse of a member of the faculty, staff, or student body.
2. Possession\* and/or use of illegal substances or paraphernalia

3. Possession\* of weapons
4. Possession\* and/or use of fireworks
5. Indecent behavior as defined by the administration
6. Causing or attempting to cause substantial damage to school property or other's personal property
7. Stealing or attempting to steal
8. Setting false fire alarms
9. Gang Activity
10. Conspiracy

**\*POSSESSION** means either on the student or in his/her locker.

Students, who are expelled or asked to withdraw, may not attend any school sponsored event, or participate in any activity after the withdrawal/suspended date.

### **Corporal Punishment**

Corporal punishment will not be used even if parental consent is given.

### **Health**

**Sport Physicals:** Physicals are required before any child can participate in any sports program.

### **Medications**

Students are not allowed to carry drugs or any type of medication (prescription or over-the-counter) during the school day. The exceptions are inhalers and Epi-pens. A Medication Form must be completed and signed by the parent/guardian and will be kept on file in the office.

If your child is required by a doctor to receive any prescription drugs (i.e. antibiotics, cough medicine, etc.), it must be in the original bottle from the pharmacy and have the doctor's orders written on it. Also, a note from the parent must be sent to the office. If your child must use an inhaler, your child must be able to administer it to himself/herself. St. Casimir personnel cannot be held responsible to administer this treatment.

### **Illness:**

If a child becomes ill during the school day, the teacher will send the child to the office or nurse's office. If a higher-than-normal temperature is present or if the child complains of pain, the parent/guardian will be contacted immediately at home or work. It is the responsibility of the parent/guardian to arrange to have the child picked up in the school office.

### **Accidents**

Basic first aid is administered by the office personnel, school nurse or the person in charge of the child at the time of the accident. If a serious accident has occurred, parent/guardian will be

immediately notified. **Each child must have an emergency form on file in the school office which includes:**

- **The parent's/guardian's address and phone numbers at home and at work**
- **Friend or relative to call in case of an emergency, if parent/guardian cannot be reached. (Please choose someone that can drive and lives close enough to the school to pick up the child if sick or hurt.)**

**IF THIS EMERGENCY INFORMATION SHOULD CHANGE DURING THE COURSE OF THE SCHOOL YEAR, YOU ARE TO NOTIFY THE OFFICE IMMEDIATELY. IT IS VERY IMPORTANT THAT THIS INFORMATION BE KEPT CURRENT.**

In case of a serious emergency when the parent/guardian cannot be reached, the school will call paramedics and allow the hospital to then make appropriate care decisions.

### **Insurance**

All students are covered by the First Agency, Inc. of the Diocese of Gary, as a secondary insurance.

### **Fire, Tornado, and Code Red Drills:**

Fire, tornado, and code red drills are held at regular intervals. Students are expected to walk quietly to their assigned places and teachers are required to bring their record books for the purpose of taking attendance.

**The school will not be responsible for any accidents or injuries that involve children who are knowingly on school property during unsupervised times.**

### **Dress Code**

Uniforms are to be worn by all students in Preschool through Grade 8. **All uniform apparel must be purchased at Dennis Uniform.** All clothing except for the pants, dress shorts, jumpers and skirts/skorts will have the St. Casimir logo. Specific uniform regulations are as follows:

#### **PreSchool 3 and Preschool 4**

- Tee Shirt with St. Casimir logo (Mandatory)
- Sweatpants with St. Casimir logo (Mandatory)
- Athletic Shoes must be worn. Black or White Athletic Shoes only

\*Optional: Gym Shorts and Sweatshirt (Must have St. Casimir logo)

#### **Boy's Uniforms:**

- Grey Pants
- Belt **must** be plain black(No designer belt buckles)
- Grey uniform walking shorts may be worn from May 1- October 31
- Purple knit polo
- **All shirts must be tucked in**
- No undergarments may be exposed (plain, white undershirts only)
- Grey cardigan sweater (optional)
- Grey vest (optional)
- Grey fleece pullover (optional)
- Plain black, white or grey socks may be worn (**Socks must cover the ankles**)
- Boots may be worn to and from school, but not during the school day.
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#### **Girl's Uniforms:**

- Plaid jumper for grades K-3(optional)
- Plaid skirts/skorts for grades 4-8 (optional)
- Grey pants for Grades K-8
- Belt **must** be plain black (No designer belt buckles)
- Grey uniform walking shorts may be worn from May 1 -October 31
- Purple knit polo
- **All shirts must be tucked in.**
- White undergarments only
- Grey cardigan sweater (optional)
- Grey vest (optional)
- Gray fleece pullover (optional)
- Plain black, white or grey anklets, knee highs or tights. (**Socks must cover the ankles/no leggings**)
- Boots may be worn to and from school, but not during the school day.

#### **Physical Education Dress Code-Grades k-8**

The St. Casimir Gym uniform consists of a tee-shirt and sweatpants. Shorts and sweatshirts are optional. All Gym uniforms must be purchased at Dennis Uniform. Athletic shoes must be worn with the Gym uniform. Any style/color is allowed for Gym. Students out of uniform will not be able to participate in class that day and will be given a "0" for participation. No necklaces/watches are to be worn on Gym day for safety reasons.

#### **Hairstyles**

St. Casimir students are to keep their hair clean and appropriately styled. Head shaving/shaved designs, whether on the sides or the entire head is not allowed. Mohawks are not allowed. Students must have their natural /normal hair color (**No streaking or highlights**). Hair accessories (i.e.headbands, barrettes, bows, scrunchies) must be plain white, black or purple and in compliance with the school uniform. Uniform hair accessories can be purchased at Dennis Uniform. Hair accessories including feathers, flowers, oversized bows, or fake colored hair pieces

are not permitted. Bangs for both boys and girls cannot obstruct the student's vision. Hair length for boys should not exceed in length beyond the base of the head (in direct proportion with the tip of the ear lobes). No facial hair is permitted. Boys must be clean-shaven. Questionable or inappropriate styles or colors will be reviewed on an individual basis.

**This policy is in effect the first day of school. Please check your child's hair style and color before bringing him/her to school.**

#### **Additional Dress Code Information**

- Watches are permitted/**NO SMART WATCHES**
- Girls are allowed to wear one earring in each ear. (**Studs only – No hoops or dangling earrings**)
- Boys are not permitted to wear earrings
- One religious necklace is allowed (simple cross or religious medal, 15 or 18 inch chain). ***School is not responsible for lost or broken jewelry.***
- **No bracelets.**
- No other jewelry, including rings.
- No fingernail polish, fake nails, nail tips, etc.
- No face or eye makeup
- No facial or body piercing.
- No permanent or temporary tattoos.

On occasion, students may have a dress up or a dress down day in which they will be out of uniform. A respectful and neat appearance should be maintained on these days. Tight fitting tops, tank tops, bare midriffs, spandex slacks, leggings, ripped jeans, and tight pants are NOT allowed. Skirts should not be worn high above the knee or with high slits on the sides. Sandals, flip flops and boots are not permitted. (**All other dress codes apply**)

**On uniform days, students must always leave the school in their school uniform.**

#### **Lunchroom –**

##### **ALL SCHOOL RULES APPLY IN THE LUNCHROOM**

St. Casimir has a closed lunch policy which means that no child is permitted to leave school property for lunch. On rare occasions, special circumstances may warrant that a child be permitted to leave school property accompanied by a parent or legal guardian. In such cases, permission must be granted by the principal at least one day in advance and under no circumstances, may the child take along any of his/her friends.

#### **Lunchroom Directives**

- Students who are admitted into the lunchroom may not leave without permission of the supervisor.
- Students may talk during lunch provided the noise is kept at acceptable levels. Politeness, table manners, and general good behavior are expected in the lunchroom.

- **Students may not exchange food with other students.**
- Each student is expected to keep his/her place neat and orderly by throwing away lunch bags and lunch utensils, cleaning up spills and picking up anything that has fallen on the floor.
- Students will be walked to the lunchroom by their teacher and will be picked up at the outside doors by the classroom teacher.
- **No fast food is allowed!**

### **Lunchroom Disciplinary Procedures**

The lunchroom supervisor will uphold all the rules in the handbook. If a child chooses to disobey the supervisor a demerit will be given to the child per offense.

### **Computers:**

St. Casimir School has a computer lab, equipped with computers and printers. The lab is used by all students Pre-K4through 8<sup>th</sup> grade during the normal course of the school day.

### **Physical Education:**

Physical education is included in the school curriculum for grades PK-3 through 8<sup>th</sup> grade. All students take part unless a doctor's excuse is presented. If a student is in school but is to be excused from physical education, a written note must be given to the teacher. Students not dressed for gym will not be able to participate and will be given a "0" for participation in class that day. All students from grades K-8 are required to have the proper St. Casimir gym uniform. These uniforms must be purchased at the Dennis Uniform Company.

### **After School Care Services**

After care services will be offered through the YMCA and subject to all applicable fees.

### **Field Trips:**

Field trips are of an educational nature designed to enhance the curriculum and broaden student experiences. The school maintains a record of these educationally sound activities. Students are accompanied on field trips by school personnel as well as parent chaperones. Written parental permission is necessary and transportation arrangements follow Diocesan policy. **ALL CHAPERONES MUST BE IN COMPLIANCE WITH VIRTUS TRAINING AND READINGS IN ORDER TO PARTICIPATE IN FIELD TRIPS.**

## **SCS Volunteer Guidelines General**

1. Volunteers are required to have a background check before a volunteer assignment begins.
2. Volunteers must be Virtus trained and be current on Virtus bulletins before a volunteer assignment begins.
3. All volunteers must sign both in and out in the main office. When entering the office, the volunteer must register in the Volunteer Sign-in Log on the counter and pick up a visitor's badge

that must be worn during service. At the end of the volunteer time the volunteer must return to the main office to sign out and return the badge.

4. Volunteers must make outside arrangements for childcare of non-school age children instead of bringing them to school during volunteer time.

5. Volunteers in school are asked not to use the time to deal with issues regarding their own children. If you wish to speak to the classroom teacher or another staff member, you must make an appointment in the usual way.

6. Personal cell phone should be muted, and use be limited to emergency use only.

7. Classroom picture policy must be discussed with the teacher prior to any students being photographed.

### **Private Parties:**

If you host a personal party you must distribute an invitation to all children in your son/daughter's classroom.

### **School Photographs:**

Individual student photographs are taken each year. In order to compile a class composite picture, all students participate in this project. Uniforms are worn for the school pictures. There is no obligation for parents to purchase these pictures.

### **Student Council:**

Students in 8th grade are eligible to hold office in the Student Council. Students from 4<sup>th</sup> – 8<sup>th</sup> grades are eligible to be class representatives. Student Council meetings are held once a month immediately after school. All officers must maintain the same eligibility as for sports.

### **School Closure**

Sometimes it is necessary to close or delay the opening of school, most often for severe weather conditions.

**Please check your Parent RenWeb, personal email, text message or visit [emergencyclosingcenter.com](http://emergencyclosingcenter.com) for all school closures or early dismissal due to weather. Also, parents will be contacted via a phone recorded message.**

**\*\*\*When school is cancelled due to weather conditions, all after school activities will be cancelled (i.e. sports, band, etc.) – whether full day or half day.**

### **Parent Involvement**

Parents are an integral part of the St. Casimir School Community. Quality education, we believe, must be supported by dedicated parental involvement. We urge all parents not just to send your child to St. Casimir, but to get involved!

**Parent Communication:** In an effort to be eco-friendly any flyers, newsletters, or information sent home will only be sent home with the youngest child in the family.

**Parent volunteer:** St. Casimir School relies heavily on our parent volunteers to staff the lunchroom and to serve as teacher helpers and room parents, as well as recess duty and special activities. Each family is expected to give at least 10 hours of service per year. All Families must have at least one parent that has completed the Virtus, “Protecting God’s Children” program and must be up to date on the on-line readings. Also, every parent who volunteers must have completed the Criminal Background Check.

**Each family is to complete 10 hours of service by the end of the school year. Credit for the hours will not be given if a service hour sheet is not properly completed. That would include hours served and proper verification signatures. It is the responsibility of each family to submit the completed Service Hour sheet to the main office by the end of the school year.**

### **Fundraisers**

In order to keep our tuition reasonable, fundraisers are conducted throughout the school year. Family participation is mandatory for these fundraisers, which includes a School/ Parish raffle. If a family does not participate in the school fundraisers, they will be charged the equivalent of the funds they would have raised. Communication will be sent to each parent/guardian regarding mandatory fundraising.

### **Principal Information**

Any parent or legal guardian has the opportunity to discuss concerns with the principal. Please make an appointment with the school office in advance in order to assure adequate time for your concerns.

We are pleased that we can offer a computer lab, classroom computers and other technology devices such iPads, chromebook, tablets, etc with the Internet access to our students. The internet will be used for educational purposes. To ensure that every student will benefit from time spent in computer class, it is important that everyone understands and complies with appropriate use of computer/technology resources.

As a computer / technology user I agree to follow the terms mentioned in this agreement.

Use of these resources is a privilege which will be revoked by St. Casimir School at any time and for any reason. St. Casimir School reserves the right to remove files, limit or deny access, or refer the student for other disciplinary action at its discretion. St. Casimir School reserves the right to seek financial restitution for any damage caused by a student.

Vandalism will result in immediate cancellation of user privileges and possible disciplinary action. Downloading or creating computer viruses and destroying another user's data or files is vandalism. Destruction of technology equipment is vandalism. Parts, services and labor charges for repair and replacement of damaged equipment (at current market value) will be paid by the student(s) and/or parent(s), regardless of the student's intent at the time the damage was done.

Transmission of any material in violation of State, Federal, or School regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret, illegal activities are strictly prohibited.

While on the Internet, student access is filtered by the filtering software. Inappropriate sites are filtered. A student will be told by the program if he/she enters an unacceptable website. Student files will be accessed by the system administrator. If an inappropriate site comes up on the website, it is the student's responsibility to exit the inappropriate website and inform the instructor about the website. The faculty, staff, administrators, and St. Casimir School are not liable for any damages incurred by the user using the internet.

As a computer user, I agree to follow these rules:

1. The computer lab is like every other classroom and, therefore, regular class rules apply.
2. I will NOT use any software that has not been approved by the instructor.
3. I will NOT attempt to load my software or files from home onto any lab computer.
4. I will NOT modify any system settings.
5. I will use only the assigned computers and will NOT attempt access to any unauthorized machines.
6. I will NOT copy, change, read, or use files, or software without prior permission from that user.
7. I will NOT use my computer privileges to disrupt others.
8. I will NOT misrepresent other users on the computer.

9. When on the Internet, I will NOT reveal any personal information about myself or anyone else (including other students, users, teachers, or administrators names, telephone numbers, or addresses) to anyone on the Internet.
10. When on the Internet, I will NOT send messages that contain profanity, discussion of illegal activity, racial comments, or other inappropriate content.
11. When on the Internet, I will NOT, under any circumstances, download or play network games, enter chat rooms, make racial or ethnic slurs, purchase any good and/or services via the Internet. In the event that I do so, all purchases made via the Internet become my personal obligation.
12. I will NOT utilize the Internet for the purpose of conducting any activities, other than those which are specified by the instructor. This includes, but is not limited to, visiting websites that are not instructor approved, choosing inappropriate links, and/or any other inappropriate or non-academic activities.

### **DIOCESE OF GARY SCHOOLS STUDENT & ATHLETIC INSURANCE**

Dear Parents/Guardians:

The Diocese of Gary Schools has a continuing concern about the increasing cost of medical care as it relates both student and athletic accidents. As a result of this concern, we have purchased a program of blanket student & athletic accident coverage for students.

This program is intended to supplement your family or employer group coverage or plan. It is NOT designed to replace your present coverage. Please review the information contained on this sheet. It is intended to be a brief description of the coverage and is not the policy. The policy is held by the school.

The coverage is for medical bills only resulting from ACCIDENTS only that take place during supervised and sponsored school activities including the official play and practice of interscholastic sports. An accident is defined as an unexpected, sudden and definable event which is the direct cause of a bodily injury, independent of any illness or congenital predisposition. Conditions which result from participation in school activities do not necessarily constitute an accident. Illnesses, disease, degeneration and conditions caused by continued stress to a particular area of the body, an existing conditions aggravated or exacerbated by an accident may not be covered.

The plan is excess coverage and payment is made only after payment has been made by the primary carrier. If you are a member of an HMO/PPO, the proper procedures outlined by that plan must be followed before this coverage has any liability.

Treatment by a licensed practitioner of medicine must begin within **90 days** of the accident. Only expenses incurred within **52 weeks** of the date of the original accident are considered. All bills

and insurance information must be submitted within **15 months** of the date of the original accident. Benefits are determined by the REASONABLE AND NECESSARY charges for the geographic region.

**If a claim is otherwise payable and it is denied by your family or employer group coverage or plan because your deductible has not been met, this coverage will apply.**

If your son or daughter should be injured in a school activity, report the accident to the Principal immediately and obtain an insurance claim form.

**THE FOLLOWING ITEMS ARE NOT COVERED:**

1. Suicide or a suicide attempt while sane: or self-destruction or an attempt to self-destroy while sane.
2. Riding in a vehicle or device for aerial navigation, except as a passenger in a scheduled aircraft used for transportation of passengers.
3. Loss covered by other valid and collectible insurance or plan .
4. Hernia, in any form.
5. Sickness or disease in any form.
6. Fighting, unless as an innocent victim.
7. Expense incurred for the use of orthotics unless used exclusively to promote healing.
8. Use of electric, bio-mechanical devices.
9. Non-prescription drugs.

**The Catholic Youth Organization (CYO) Academic Policy reads...**

**GRADES:**

- “C” average with only one “D”, no F’s, in all solid subjects (religion, reading, language arts, math, social studies, science, and computers.)
- Parent of student not attending the Catholic school must provide principal and DRE with copy of report card during season.
- A copy of mid-quarter grades, four (4) weeks after report cards, is also necessary.
- Special needs students will be monitored by the principal. Principal discretion is to be used.

**CONDUCT AND EFFORT:**

Conduct and effort grades must be a “C” or higher.

**St. Casimir Elementary School Parent Expectations**

St. Casimir Elementary School is grateful to have supportive and involved parent body. Our parents recognize that in order for our children to succeed in school, teacher, student, and parent need to work together to equip our students with the necessary skills to be successful as an adult.

We appreciate our parent's involvement and sacrifice and encourage you to continue to participate fully and interact daily with your child's education.

The goal of this policy is to serve as a reminder of our expected code of conduct from our parents and visitors when interacting with or conversing with St. Casimir Elementary School faculty and/or staff.

**Parents of St. Casimir Elementary School students are expected to:**

- Recognize that the education of each student is a joint responsibility of the parent, student, and school community.
- Respect all members of the school community and be a good example with their own speech and behavior. Set a good example for children at all times.
- Refrain from using abusive language or behavior towards any staff member.
- Become familiar with school policies to help their children better understand them.
- Build good relationships with teachers and communicate appropriately with them to better the education of their child.
- Keep an open line of communication with the school on events that may affect student conduct or performance.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful resolution to the issue.
- Help students find a productive place to study and ensure that homework is completed in a timely manner.
- Contact the educator directly that you may have questions for or issues with.
- Set an appointment time to meet with the staff member either before or after school. Please don't just show up to school expecting or demanding to see school personnel. Chain of Command should be as follows:
  1. Take your Concern to the person closest to the situation
  2. Present your concern to the next level (I.E. Principal, Assistant Principal)
- Make arrangements to ensure students arrive at school on time and are picked up after school on time.

**Parents of St. Casimir Elementary School Should NOT:**

- Use loud, abusive, or profane language towards students or staff.
- Display disruptive behavior at school events that interfere with the overall operations of the school or event.
- Threaten staff members or other students.

- Damage or destroy school property.
- Use Facebook or any other Social Network to make rude/offensive comments towards individual staff members or the school in general.
- Use Facebook or any other Social Network to campaign against or fuel outrage against individual staff members, the school, or policies implemented by the school.
- Approach a staff member or another child in an intimidating or abusive way.
- Refuse to comply with any reasonable order of an identifiable school district official attempting to perform his/her duties.

**Should any parent not follow the expected Code of Conduct, they may be asked to leave the school premises. If necessary, school officials may ask the appropriate authorities to remove a parent or even ban the adult from entering school grounds in the future. The administration also reserves the right to withdraw a family from attending St. Casimir Elementary School in the interest of school safety.**

#### **RIGHTS RESERVED**

The Administration of St. Casimir School reserves the right to change the requirements for admission or graduation announced in these guidelines and to change the arrangement, scheduling, credit, or content of courses, the books used, fees charged, regulations affecting students, and to refuse or readmit and to dismiss any student at any time, should it be deemed to be required in the best interest of the student and/or the school to do so.

**It is the personal responsibility of each student and parent/guardian to acquire an active knowledge of all regulations set forth in the guidelines. Students, parents, and guardians who fail to familiarize themselves with this Handbook are not thereby excused from adherence to its requirements.**

**School policies are subject to interpretation and/or modification by the school administration with or without notice.**

**The principal/pastor has the final decision on all matters related to school policies.**

**ANY ISSUE NOT ADDRESSED IN THIS HANDBOOK WILL BE HANDLED ON AN INDIVIDUAL BASIS AT THE DISCRETION OF THE ADMINISTRATION.**

**Any updates/changes made to the school handbook will be announced via an addendum**

**Parent/Student Agreement Form provided in the Family Orientation Packet must be signed and returned to school.**