

SAINT CASIMIR CATHOLIC SCHOOL

PARENT/STUDENT HANDBOOK 2016/2017 SCHOOL YEAR



TABLE OF CONTENTS

Mission Statement3
Admission, Tuition (Registration & Service Hours)4-6
Attendance (Tardies, Vacations, Early Dismissals)6-7
Pupil Progress (Honor Roll, Homework, Achievement Tests, etc.)8
Curriculum, Textbooks, Communication/Social Media, Conduct and Discipline.....9-10
Academic Dishonesty , Suspension/Expulsion, etc.....11-12
Health, Alcohol/Drug Possession and Use, Accidents, etc.12-13
Safety, Dismissal, Drills, Early Arrivals13-14
Dress Code14-15
Lunchroom Rules/Procedures, Daily Schedule15-16
Student Activities ,Computers, Library, After Care Services.....16-17
School Closure, Parent Involvement18
Addendum19-28
School Wellness Plan29-32
Technology/Internet Policy & Agreement32-33
Diocese of Gary Schools Student & Athletic Insurance..... 34-35
Catholic Youth Organization Academic Policy (Rights Reserved).....35
Parent/Guardian/Student Agreement..... 36

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.

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.

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, 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.

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, audiotope, 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 8th) 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 is questionable in any one component, the child and parent will have an interview. After the interview, the child may be admitted or denied at the discretion of the Principal. If any child is questionable in 2 or more of the components he/she will be denied admission.

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 1st, 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 1st and toilet trained.
- Children entering Kindergarten must be five years of age on or before August 1st. State Law 20-8.1-3-17 establishes a statewide entrance eligibility date for public school kindergarten. A student residing in Indiana must be five (5) on or before August 1st in order to enroll in public school kindergarten. However, subject to subsection (g), the governing body of the school

corporation shall adopt a procedure affording a parent of an individual who does not meet the minimum age requirement set forth in this subsection...

The Diocesan Policy on Early admission to kindergarten is as follows:

- IF THERE IS ROOM AVAILABLE, a school has the option of testing students with a birth date 45 days beyond the August 1st date for early kindergarten admission.
- The Diocesan Kindergarten Entrance Test will be administered.
- Parents must make available third party written documentation which states the child's kindergarten readiness. (i.e. preschool teacher, psychological test, or professional reference)
- Kindergarten admission will be determined through ranking test results and professional recommendations.
- Parent must complete an early entrance application plus submit recommendations and birth certificate.
- Application for early admission must be submitted to the principal before June 30.
- Testing will take place between August 1 and 15.
- Children entering 1st grade must be six years of age on or before August 1st.
- 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, 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 in order to guarantee enrollment for the next school year. Everyone must include a registration form and fee payment if applicable.

Tuition

St. Casimir School uses the Smart Tuition program to collect all tuition/fees, service hours, after care and school sponsored extra-curricular activity payments and manage school family accounts. Parents/Guardians will be able to make payments to Smart Tuition using cash, checks and credit/debit cards. Payments can be made at school, through the mail, over the phone, using a smart phone app or by visiting one of their many authorized payment locations. Tuition payments are broken into 10 equal monthly payments from August 2016 through May 2017. Tuition payments are due by the 15th of the month. Late payments will be charged a \$40 fee by Smart Tuition.

Insufficient Funds

Any checks returned due to insufficient funds will be charged a fee of \$30.00. If you have two NSF checks, we will no longer accept a personal check.

Post Dated

No post dated checks will be accepted for any reason.

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 Fast Direct 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, School Reach phone message or Fast Direct.

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 8th grade, they will be unable to participate in graduation. Student records and diplomas will be held until all accounts are paid in full.

PreK Activity Fee

The activity fee for pre-school is \$75 per student. This fee is non-refundable. The activity fee must be paid by the end of October 2016 or the child will not be permitted to attend school.

Service Hours

All Families, grades Prek3-8, who do not complete their service hours by the end of the 2016-2017 school year will be charged a \$200 fee. Families that complete their hours will have their paid fee rolled over into the next year.

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 the Office by 9:00am to report absences. The student's name, grade, and reason for absence are to be given. 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.

- 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)

No Other absences are exempt and count towards the maximum of five (5) days of absence allowed each semester. **Vacations are considered by the State Board of Education as unexcused absences. Vacations should NOT be scheduled during the school year.**

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.

Tardiness: Our school day **begins at 8:00 a.m.** A student is tardy if not in his/her seat 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.

If your child/children are repeatedly tardy, you will be contacted by the Dean of Students and you will be required to escort your child/children in to the school office every day until the end of the school semester.

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.

Early Dismissals: Students may not leave the school grounds during the school day without the written permission of the parents or guardian and the approval of the principal. Any request for an early dismissal must be presented in **writing to the teacher** by 8:00am. 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.

Pupil Progress

Progress Reports: Mid-way between report cards, every child, from first through eighth grades will be issued a progress report. This report is available on Fast Direct. 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.

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. A Dinner (Grades 6-8) will be held for students who maintain Honor Roll status for the first three quarters. An Ice Cream Social (Grades 3-5) will be held for students who maintain Honor Roll status for the first three quarters.

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

Title 511 IAC 6.1-5-9 states "Each school and school corporation shall adopt, implement and communicate to teachers, parents and students a written homework policy to reinforce the concept that homework is an out-of-school assignment that contributes to the educational process of the student. Homework shall be viewed as an extension of class work and related to the objective of the curriculum."

Summer School

Any child who fails ISTEP 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 according to the directives of the Diocese of Gary. The ISTEP + 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 on an "as needed" basis following the first report card and 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 ISTEP 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.

Psychological Service

Psychological counseling will be available when needed through Catholic Charities. Proper paperwork must be completed in order to participate and parental/guardian permission must be on file.

Curriculum

St. Casimir School meets state requirements in regard to the number of minutes daily devoted to each subject in the curriculum. We follow the recommendations of the Diocese of Gary concerning textbook adoptions. All texts used are approved by the Diocese as well as the State of Indiana.

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, Fast Direct, 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 will result in immediate suspension of **five (5) days** 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 during normal school operating hours, 7:30am-3:30pm, Monday through Friday and other special days.

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, Assistant Principal and the Dean of Students 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.

Time Out (Indiana Code 20-33-8-12) (a)(1):

A time out can be utilized by a teacher for the following reasons: (a) disruptive student (b) overly physical contact with another student (i.e. biting, pushing, hitting, or kicking). Isolated time outs will be used only as a means of maintaining a safe and orderly environment for learning. A time out will not exceed 10 minutes and the student must be in sight of the teacher. The use of cubbies, closets, hallways or in a separate room alone is prohibited. In the event that a student has an IEP, specific procedures will be addressed in dealing with the student's behavior.

Physical Restraint (Indiana Code 20-33-8-12(a)(1): 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 prohibited at all times 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.

Vandalism

Destruction or damage to school property, grounds, desks, washrooms, lockers, projectors, STAR Boards, 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

Laser pointers, CD players, I-pods, I pads or any other electronic device is not permitted in the school. Trading cards, etc. are not permitted in the school. Items of value should not be brought to school from home. 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. All of the above items will be confiscated and given to the office 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 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 Dean will notify parents concerning any academic dishonesty. Repeated offenses will result in a disciplinary hearing with student, parent/guardian, dean, and principal.

Anti-Bullying Policy

Bullying hurts your child! Bullying in any form will not be tolerated at St. Casimir School. 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 Dean and Principal and 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.

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. 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 Dean of Students. The Dean 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. If children are in need of physical correction, the school believes that it is the responsibility of parents to administer such punishment.

Health

School nurse: Services of a public health nurse are provided to the school. These services include:

- Hearing checked in grades 1, 4 and 7, all new students, or students referred by faculty
- Vision checked in grades 1, 3, 5 and 8, all new students, or students referred by faculty

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 according to the Indiana Code. 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. 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 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**
- **The name of the family physician and a phone number**
- **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.

AIDS

St. Casimir School follows the policy of the Diocese of Gary regarding AIDS/HIV. All decisions will be based on the ever-changing scientific data, Christian charity and anti-discrimination laws of the United States. All information regarding students with the disease will be confidential and all school personnel will routinely wear gloves when dealing with incidents involving bleeding or bodily fluids.

Insurance

All students are covered by the “Student Athletic Protection Plan” of the Diocese of Gary, as a secondary insurance.

Safety

Dismissal Procedure: For the safety of our children, St. Casimir has adopted a new system for after-school dismissal and pick-up. The dismissal sites are as follows:

Grade	Location	Door
Pre-K3	Johnson Avenue	Door E
Pre-K4A	Chapel Door	Door K
Pre-K4B	Johnson Avenue	Door D
Kindergarten- 4th Grade	Playground Door	Door C
Grades 5-8th Grade	Front Door Exit	Door A

Fire, Tornado, Earthquake and Code Red Drills: Fire, tornado, earthquake 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. All drills are regularly evaluated by the City of Hammond.

Early Arrivals: No outside supervision is available for the children before 7:40 a.m. The first bell rings at 7:50 and the children then enter the building. Parent/Guardian is advised to time their children's arrivals as closely as possible to this time. **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 Kindergarten through Grade 8. **All uniform apparel must be purchased at Dennis Uniform.** All clothing except for the slacks, dress shorts, jumpers and skirts will have the St. Casimir logo. Specific uniform regulations are as follows:

Boy's Uniforms:

- Grey Pants
- Belt must be plain black (No designer belt buckles)
- Grey uniform walking shorts may be worn from May 1 to November 1
- 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)
- Black, white or grey socks may be worn (**Socks must cover the ankles**)
- Black dress school shoes (No tennis shoes can be worn)
- Boots may be worn to and from school, but not during the school day.

Girl's Uniforms:

- Plaid jumper for grades K-3
- Plaid skirts for grades 4-8
- Grey slacks for Grades K-8
- Belt must be plain black (No designer belt buckles)
- Grey uniform walking shorts may be worn from May 1 to November 1
- Purple knit polo
- **All shirts must be tucked in.**
- White undergarments only
- Grey cardigan sweater (optional)
- Grey vest (optional)
- Gray fleece pullover (optional)
- Black, white or grey anklets, knee highs or tights. (**Socks must cover the ankles/no leggings**)
- Black dress school shoes. (**No sandals, high heels, clogs or moccasin-style shoes are allowed**)
- 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 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. head bands, 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
- 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
- Eyebrow shaving is NOT allowed.
- 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 or 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.

FEES

Breakfast fee is \$1.45 Lunch Fee is \$2.70

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!**
- Lunch fees must be paid in correct change or by check. The school office will not provide change for lunch money. Please send correct change with your child.
- **It is mandatory that each student bring a lunch from home or orders a hot lunch, unless there are medical reasons to the contrary, and then a doctor's note is required.**
- **If a child does not bring a lunch or order a hot lunch he/she will be provided a hot lunch and the parent/guardian will be billed accordingly.**

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.

Daily Schedule

7:00-7:40A.M.	Breakfast Served (Breakfast will not be served after 7:40)
7:50 A.M.	First Bell – All students enter the building.
8:00 A.M.	Second Bell – All classes begin. <i>Any child is tardy beyond this time.</i>
10:45 A.M.	Pre-school half day students dismissed
11:00-1:00pm 2:40 P.M.	Lunch is served to all full day students Dismissal for grades PreK3, PreK4, and Kindergarten
2:50 P.M.	Dismissal for Grades 1-4
3:00 P.M.	Dismissal for Grades 5-8

Computers:

St. Casimir School has a computer lab, equipped with computers and printers. The lab is used by all students Pre-K4 through 8th grade during the normal course of the school day.

Physical Education:

Physical education is included in the school curriculum for grades PK-3 through 8th grade. The class is taught by a qualified physical education instructor. 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.

Library:

When the school library is open, books may be checked out for a period of one week. Overdue books require the same fine as the public library. If a book is lost or damaged, replacement costs will be required. The library is staffed by a school employee and volunteers.

Before and After School Care Services

St. Casimir offers before and after school care to the parents for their children. Both programs are operated in the school cafeteria. The morning program is served a hot breakfast at the fee of \$1.45 the fee for the after school program is charged \$3.00 per hour. All rules in the school handbook apply to after-school care.

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.** (Title 511 IAC 6.1-3-1 (e))

Classroom Parties:

St. Casimir is a nut free school. Teachers schedule parties according to his/her discretion throughout the school year. No birthday parties are permitted; however, students are allowed to bring and distribute a treat.

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 eighth grade are eligible to hold office in the Student Council. Students from grades 4 through 8 are eligible to run as their class representative. 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. This information will be broadcast over radio stations WJOB (1230 AM) Hammond, 105.5 FM and WAKE 1500 AM and television channels 2, 5, 7, & 9. Any announced school closing is for that day only. Subsequent closings will be announced daily as they occur. PLEASE DO NOT CALL THE RADIO STATION TO ASK IF SCHOOL IS CLOSED. IF YOU DO NOT HEAR ST. CASIMIR SCHOOL ANNOUNCED, THE SCHOOL WILL BE OPEN.

Please check your e-mail on Fast Direct for all school closures or early dismissal due to weather. Also, parents will be contacted via School Reach telephone program. Online check emergencyclosing.com

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 newsletter: Parent newsletters and a monthly calendar are issued at the beginning of the month throughout the school year. The purpose of the newsletter is to keep parties informed of school concerns and activities. Please make sure your child brings one home.

Parent Email: Every Monday the school will send out a Fast Direct in regard to issues or events occurring at the school. Please look for this email on your Fast Direct Account.

Parent volunteer: St. Casimir School relies heavily on our parent volunteers to staff the library, 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 20 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.

Each family is to complete 20 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 two of these fundraisers, which include the Festival on November 5th as well as a parish wide raffle. Each family will be responsible for serving 4 hours at the Festival. If a parent does not participate at the Festival the family will be charged the entire \$200 service hour fee. A letter will be sent to each parent/guardian regarding mandatory fundraising. All raffle tickets assigned must be purchased/sold. Unsold tickets will be billed as a fee.

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.

Title 511 IAC 10-6-01:

Staff evaluations are conducted twice a year, once in the spring and once in the fall. These staff evaluations are in accordance with the diocesan guidelines and forms.

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

**ADDENDUM
SEXUAL MISCONDUCT TOWARD
MINORS AND OTHERS AT RISK
The Policy of the Diocese of Gary**

THESE POLICIES AND PROCEDURES ARE TO BE IMPLEMENTED IN RESPONSE TO AN ALLEGATION OF SEXUAL MISCONDUCT TOWARD OTHERS AT RISK.

7-10-93
Slightly revised 4-25-02
Further revised 6-27-02
Further revised 4-1-03

INTRODUCTION

In recent years there has been an explosive increase in reported cases of sexual misconduct towards minors and others at risk throughout our country. Because of the destructive impact of such incidents on the victim, the victim’s family, the local Church community, as well as the accused, a diocesan policy exists to deal in a forthright and compassionate way with situations in which an employee, volunteer or cleric is accused of sexual misconduct toward a minor or other at risk.

Our purpose in establishing this policy is to assure victims of sexual misconduct the healing they need to help reduce the destructive effects of their traumatic experience. It is also our strong desire to ensure appropriate pastoral outreach to the affected families and local Church communities. Pastoral concern is also extended to the accused and to those ultimately found guilty of sexual misconduct as they are made aware of the destructiveness of their behavior by prescribing the necessary professional treatment

With a profound respect for the dignity of each person involved, it is our goal that compassion and healing be the foundation upon which this policy is based. For those abused, those accused and those found guilty of sexual misconduct, this is how we approach this work.

Policies and Procedures

I. RESPONSE TO COMPLAINTS AND ALLEGATIONS OF SEXUAL MISCONDUCT

- A. Indiana Code (I.C.) Sections 31-35-5-1, 31-35-5-3, and 31-35-5-4 (See Appendix II) require that staff members of a private institution, school or facility who have reason to believe that a minor has been physically or sexually abused shall immediately orally report such belief to the local Child Protection Service or law enforced agency.
 - 1. Note that the statute says to report immediately when a person has “reason to believe” that physical or sexual abuse has occurred. This means that if a report is made of sexual abuse, it must be reported immediately and not after an “in-house” investigation.
 - 2. The definition of “Reason to Believe”, according to Indiana Statute, means that if presented to individual of similar backgrounds and training, it would cause those individuals to make a judgment that a child was abused or neglected.
- B. It is the responsibility of every cleric, administrator, employee or volunteer of the Diocese of Gary who receives a complaint or allegation of sexual misconduct to report it immediately to the Bishop’s Delegate. If he/she is not available, the report is made to the Bishop’s Administrative Assistant. In the case of a minor, the public authorities will be notified and then the Response Team.
- C. The diocese will cooperate with the authorities in the investigation. The Bishop’s Delegate will direct an investigation of all rumors, anonymous phone calls and unsigned letters. Members of the Response Team will be contacted to assist in this process.
- D. The Diocese of Gary will not enter into confidentiality agreements except for grave and substantial reasons brought forth by the victim. Such reasons shall be noted in the agreement.
- E. Any modifications to this policy will be made after consultation with the Response Team and if appropriate other consultative bodies of the diocese. Any modifications must have the approval of the Bishop of the Diocese of Gary. If modifications are made, the United States Conference of Catholic Bishops shall receive a copy of the revised policy within three months after such modifications.

II. RESPONSE TEAM

- A. The Bishop has established a Response Team consisting of two priests, a psychologist, and a social worker versed in cases of sexual misconduct and abuse, and six other persons who bring a particular sensitivity to this role. One member of the Response Team is the Bishop’s Delegate and chairperson. He will also serve as

the Assistance Coordinator on behalf of the alleged victim. The concept of the Response Team is to have a small representative group which can act with promptness, fairness, confidentiality and compassion toward all concerned.

- B. The Team Chairperson's responsibility is to convene the Response Team to ensure that the prescribed process is implemented and that proper procedures are followed. It will also be the Chairperson's responsibility to keep the Bishop informed in a timely fashion of an allegation and the progress of the Response Team concerning the allegation.
- C. The response Team will oversee all steps of the procedure for dealing with the accusations and will act as guarantor of the due process for all parties.
- D. Members of the Response Team are appointed by the Bishop who is to ensure that the Team's composition reflects expertise in the areas addressed by the Team. Members are appointed to five-year term which is renewable.
- E. The Communications Director of the diocese is the spokesperson to the media, and will be appropriately informed in each situation by the Bishop's Delegate.

III. INTERVENTION PROCESS

- A. The Bishop's Assistance Coordinator will ensure that appropriate pastoral care be provided for the alleged victim and family to assist them in healing and reconciliation. If the Response Team considers it necessary, reasonable qualified medical/psychological care support groups and other social services will be offered.
- B. The Response Team will, when reasonably indicated, provide prompt pastoral care to all pastoral institutions affected by the allegations of sexual misconduct. The scope, type and duration of this service will be determined by the Response Team on a case by case basis.
- C. The person who made the allegation, the parents of the minor or other at risk, and, if advisable, the victim of sexual misconduct will be interviewed by the Bishop's Delegate or members of the Response Team appointed by him/her.
- D. The victim will be advised of their right to make a report to the public authorities.
- E. The volunteer, employee of the cleric against whom the allegation is made will be informed of the allegation and advised of their right to legal counsel.
- F. Every interview will be respectful and courteous. The goal is to determine each person's account of the alleged incident.
- G. If, after careful review, the Response Team judges the complaint to be without merit, the Bishop's Delegate will fully inform all parties in a timely fashion of the

results of the investigation. The Team will take all necessary steps to protect the accused from defamation and to restore the peace of the community.

- H. If, after careful review, the complaint is judged to be credible, the Response Team will recommend that the Bishop take immediate administrative action toward the accused.
- I. The following procedure will then apply:
 - 1. A volunteer will be immediately relieved of all volunteer duties, responsibilities, and activities.
 - 2. An employee: the employee will be immediately terminated or placed on administrative leave at the discretion of the Bishop who will determine whether or not the leave will be with or without pay.
- J. Where sexual abuse by a priest or deacon is admitted or is established after an appropriate investigation in accordance with common law, the following will apply:
 - 1. The cleric will be immediately placed on administrative leave, and moved to a supervised residency.
 - a) He is asked to sign a medical and psychological assessment release form prepared by the diocese.
 - b) He is required to undergo, as soon as possible, a complete psychological and medical assessment at a facility designated by the Bishop.
 - c) In the event that cleric refuses to comply with the above, he will immediately incur suspension for all priestly or diaconal duties.
 - 2. When even a single act of sexual abuse of a minor by a priest or deacon is admitted or is established after an appropriate process in accord with canon law, the offending priest or deacon will be removed permanently from ecclesiastical ministry, not excluding dismissal from the clerical state, if the case so warrants. The Bishop of the Diocese of Gary has the executive power of governance, through an administrative act, to remove an offending cleric from office, to remove or restrict his faculties and to limit his exercise of priestly ministry. See paragraph 5 following.
 - 3. In every case the process provided in common law shall be observed, and the various provisions of common law shall be considered.
 - 4. The accused priest or deacon shall be encouraged to retain the assistance of civil and/or canonical counsel. If requested, the diocese will supply canonical counsel to a cleric. See paragraph.

5. In case of a minor, where the penalty of dismissal from the clerical state has not been applied for reasons such as advanced age or infirmity, the offender is to lead a life prayer and penance. A priest-offender will not be permitted to celebrate Mass publicly as a priest.
- K. For clerics accused of sexual misconduct toward others at risk: When allegations of sexual misconduct are brought against a cleric and are substantiated, it might be possible for continued ministry within the diocese. However, it will be the responsibility of the Response Team to make a recommendation to the Bishop about a ministerial assignment for the cleric. This will be based upon the evaluation and advice of qualified experts, and following in-patient residential or out-patient psychological/psychiatric treatment. The Response Team’s recommendation may include:
 1. the cleric receiving no ministerial assignment within the diocese
 2. support for resignation from priestly or diaconal ministry
 3. canonical process for laicization
 4. a ministerial assignment with various conditions

IV. FOLLOW-UP

- A. For the victim of sexual misconduct: The Bishop’s Delegate/Assistance Coordination, in consultation with the Response Team, will continue to monitor the pastoral needs of the victim as well as to confirm that proper medical/psychological care, group, support, or other social services are available for an appropriate period of time. Similar pastoral care and reconciliation will be offered to the affected community.
- B. For clerics accused but found not guilty of sexual misconduct: If it has become public knowledge, every possible, appropriate step will be taken by the Bishop’s Delegate, in collaboration with the Bishop and the falsely accused cleric, to repair any damage to the cleric’s reputation.
- C. For volunteers and lay employees accused, but found not guilty of sexual misconduct: Every possible appropriate step will be taken by the Bishop’s Delegate and members of the Response Team to repair any damage to the volunteer’s or lay employee’s reputation.

APPENDIX I

DEFINITION OF TERMS:

In this policy, regarding allegations of sexual misconduct towards minors and others at risk, the following terms are defined:

CLERIC: For the purpose of the Policy, the term “cleric” shall include and be limited to diocesan priests, religious priests, and transitional and permanent deacons.

EMPLOYEE: For the purpose of this Policy, the term “employee” means any person employed by the diocese or any subdivision thereof. An employee may be a cleric, a lay person or a member of a religious order.

REGULAR VOLUNTEER: For the purpose of this Policy, the term “regular volunteer” shall mean any person who serves as a volunteer in a Church-sponsored activity, or under the auspices of the diocese of the diocese or a subdivision thereof. This would include, but it is not limited to, student teachers, aides, coaching assistants, special instructions, catechists, scout leaders, server coordination, etc.

MINORS: For the purpose of the Policy, the term “minors” shall be limited to persons under eighteen (18) years of age.

OTHERS AT RISK: For purpose of this Policy, the term “others at risk” shall include, but not be limited to developmentally disabled persons, and those who place themselves under the trust of a cleric, religious, or employee wherein a power/authority relationship is in place.

SEXUAL MISCONDUCT: In this policy, sexual misconduct means any sexual conduct which is either unlawful and/or contrary to the moral teachings of the Church.

APPENDIX II

INDIANA CODE 31-35-5-1 DUTY TO MAKE REPORT

Sec. 1 In addition to any other duty to report arising under this article, an individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by this article. As added by P.L. 1-1997, Sec. 16.

INDIANA CODE 31-33-5-2 NOTIFICATION OF INDIVIDUAL IN CHARGE OF INSTITUTION, SCHOOL FACILITY OR AGENCY; REPORT

Sec. 2 (a) If an individual is required to make a report under this article in the individual’s capacity as a member of the staff of a medical or other public or private institution, school, facility, or agency, the individual shall immediately notify the individual in charge of the institution, school, facility, or agency.

(b) An individual notified under subsection (a) shall report or cause a report to be made. As added by P.L. 1-1997, Sec. 16.

INDIANA CODE 31-35-5-3 EFFECT OF COMPLIANCE OF INDIVIDUAL’S OWN DUTY TO REPORT

Sec. 3 This chapter does not relieve an individual of obligation to report on the individual’s own behalf, unless a report has already been made to the best of the individual’s belief. As added by P.L. 1-1997, Sec. 16.

INDIANA CODE 31-33-5-4 IMMEDIATE ORAL REPORT TO LOCAL CHILD PROTECTION SERVICE OR LAW ENFORCEMENT AGENCY

Sec. 4 A person who has a duty under this chapter to report that a child may be a victim of child abuse or neglect shall immediately make an oral report to:

- 1) The local child protection service; or
- 2) The local law enforcement agency

As added by P.L. 1-1997, Sec. 16.

APPENDIX III

List of Agencies for Report of Sexual Abuse or Neglect

Lake County

Child Protection Services 219-886-6152
If closed, contact local police or the Sheriff's Department 219-755-3300

LaPorte County

Child Protection Services 219-326-5870
If closed, contact local police or the Sheriff's Department 219-326-7700

Porter County

Child Protection Services 219-462-7555
If closed, contact local police or the Sheriff's Department 219-465-3515

Starke County

Child Protection Services 574-772-3411
If closed, contact local police or the Sheriff's Department 574-772-3771

SAFE ENVIRONMENT PLAN

In conjunction with the Sexual Misconduct toward Minors and Others at Risk Policy of the Diocese of Gary

6-13-03

PURPOSE

The Diocese of Gary has established the Sexual Misconduct toward minors and others at risk in July 1993. To implement this policy as revised on April 1, 2003, a Safe Environment Plan has been established in order to:

- Provide a safe and secure environment for the children and youth in the faith communities within our Diocese of Gary
- Assist the Diocese in evaluating a person's suitability to work with children, youth or the elderly
- Satisfy the concerns of parents and staff members with a screening process
- Provide a system to respond to the victims and their families, as well as the accused
- Reduce the possibility of false accusations against clergy, employees and volunteers
- Reduce the risk exposure of the parishes and the Diocese of Gary

DEFINITIONS

Background Check

The verification of information provided on Application Employment or Volunteer Service, including a minimum of three reference contacts.

Child Abuse

Consists of any of the following:

- a) Sexual Abuse includes any act or interaction whether it involves genital or physical contact, with or without consent, even if initiated by child, which involves sexual

contact, molestation or sexual exploitation of a child by a parent or any other person who has permanent or temporary care or custody or responsibility for supervision of a child, whether physical injuries are sustained or not, to include:

1. The intentional touching of the genitals or intimate parts including the female breasts, the genital area, groin, inner thigh and buttocks of a child or of a perpetrator by a child for purposes of sexual arousal or gratification.
2. Rape, sexual intercourse (vaginal or anal), oral/genital, oral/anal contact
3. The intentional touching and/or displaying of one's own genitals or intimate parts including the female breast, the genital area, groin, inner thigh and buttocks in the presence and view of a child for purposes of sexual arousal or gratification.
4. Permitting, causing, encouraging or assisting in the depiction of or posing for viewing by any person, either in person or by way of graphic means including digital or photographic image of the partially or fully unclothed body of a child, displaying intimate parts, in motion or not in motion, alone or with other persons, or the depiction of a child in apparent observation of sex acts by others in the child's presence.
5. Displaying or distributing to a child any picture, photograph, book, pamphlet, digital image, movie or magazine the cover or content of which is principally made of descriptions or depictions of sex acts or contact, or which is principally made up of descriptions or depictions of sexual acts or contact, or which consists of pictures of nude or partially denuded figures posed or presented in a manner which the average person applying contemporary community standards would find, taken as a whole, appeals to the prurient interest.

Physical Abuse

Includes any act which:

1. Willfully causes or inflicts physical injury to a child or
2. Willfully causes mental injury or psychological injury to a child by intentionally engendering fear or physical injury to that child.
3. It is the policy of the Diocese of Gary that corporal punishment of a child is prohibited in all entities under the auspices of the Diocese of Gary.
4. Physical abuse does not include the appropriate restraint of a child who is attempting to injure another person or him/herself, or the appropriate physical direction of a child away from danger or the minimum restraint necessary to place a child in "time out" or other appropriate limitation of movement to promote the child's regaining safety and emotional control.

Neglect

Includes:

1. Abandonment of a child by a parent, custodian or guardian.
2. Lack of care by not providing appropriate and necessary food, shelter, clothing and education.

3. Not providing care or control in respect to physical or emotional health; the refusal or inability to discharge parental or custodial obligations; and expressions of intention by parent, guardian or institution to discontinue care.

Criminal Background Check

The submission of form to provide information on existence and content of a criminal arrest record.

Substantial Contact

Contact with children in which the duration and scope in both time and exposure to children is neither trivial not limited and may occur on a routine and/or ongoing basis.

Education Purpose and Objective

This policy applies to the programs that provide specific training in the prevention, recognition and reporting of child abuse that are developed and/or offered by the Diocese and is:

- a) Required of all Diocesan personnel and volunteers directly involved or in contact with children.
- b) Required of all children and youth who participate in activities, services and programs under the auspices of the Dioceses and
- c) Recommended of parents and other adults who participate or have children who participate in activities, services and programs under the auspices of the Diocese.

The objective of these programs is to prevent, recognize and appropriately report child abuse through educational programs, such as seminars, workshops and meetings, provided by the Diocese and completed by all Diocesan personnel who have substantial contact with children, on an annual basis.

Personnel

The following Diocesan personnel shall participate in an annual education program on child abuse:

- a) All priests, deacons and members of religious communities.
- b) All principals, administrative staff, teachers, guidance counselors, librarians, all volunteers and staff at all levels, including aides, janitors, food service workers, school nurses, and office personnel of all Catholic elementary, middle and high schools.
- c) All directors, catechists, staff, and volunteers of religious education programs and youth ministry programs.
- d) All Diocesan personnel providing child care services.
- e) All youth ministry coordinators, directors/coaches of children's activities (e.g., athletics, scout troops, choir, camp counselors, etc.) and similar Diocesan personnel who provide such services.

The Bishop shall have the authority to direct additional personnel of the Diocese (other than those specified in a-e) to attend the annual education programs.

Educational Curriculum

VIRTUS will provide the training program for adults. Each parish will have two people trained as facilitators. The facilitators will provide the training sessions for the adults according to the timeline.

Deadlines for Completing Training

New staff and volunteers who will have substantial contact with children shall receive appropriate preventive education programs at the earliest possible date and no later than sixty (60) days following the assumption of their duties.

Pastor/parochial administrators, principals and agency directors will ensure that all personnel required to receive training do so within the requisite time period or are removed from contact with children for failure to attend appropriate training programs. Parishes, schools and agency offices will maintain lists of those who have completed the training requirement.

Educational Programs for Students

The Superintendent of Schools, the Director of Religious Education, and the Youth Director will ensure that age appropriate abuse prevention education programs are available at both the elementary (K-8th grade) and secondary (9th-12th grade) levels. Each school, religious education program and youth program is required to submit the curriculum to the School Office.

Requirements

Each Diocesan entity shall:

- Appoint a Safety Officer (clergy, staff or volunteer) to oversee the Safe Environment Program
- Form a Safety Committee to implement the Safe Environment Program
- Implement the Safe Environment Program following the guidelines and procedures found in the Diocesan Safe Environment Program Booklet

Screening Procedures

The following screening procedures are to be used with clergy, staff, and volunteers who work with children, youth, senior citizens or the developmentally disabled. All collecting information is to be treated as confidential.

- Screening. Volunteers should have attended the parish an adequate length of time to become well known by the other adults and leaders.
- Employment application. Those applying for a paid position must complete and employment application.
- Reference Check. Maintain a written record of each reference check.
- Interview. Interview each new applicant.
- Criminal Background Check. Conduct a criminal background check on clergy, staff, and volunteers who work with children, youth, senior citizens, or the developmentally disabled.

Confidentiality

Like all personal records, information obtained through the Screening Application, Reference, Interview and Criminal Background check must be kept confidential. It is recommended that all material be kept in a locked file cabinet and access to it to be restricted to administrators. These materials should be

destroyed after three years of the employees' employment is terminated or the volunteer ceases his/her/ volunteer duties.

School Wellness Plan For St. Casimir Catholic School

In accordance with Public Law 108.265 Section 204. St. Casimir Catholic School is committed to providing a school environment that promotes and protects children's health, well-being and ability to learn by supporting healthy eating and physical activity.

Policy of St. Casimir Catholic School

It is the policy of the school to engage students, parents, teachers, food service professionals, health professionals and other interested community members in developing, implementing, monitoring and reviewing nutrition and physical activity policies.

All students in grades Pre-K through 8 will have opportunities, support and encouragement to be physically active on a regular basis. Students in grades 5-8 will have opportunities to engage in organized sport activities through the Catholic Youth Organization (CYO).

Food and beverages sold and served at St. Casimir during the school breakfast and lunch programs shall meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.

Students will be provided access to a variety of affordable, nutritious, and appealing foods that meet their health and nutritional needs in a clean, safe and pleasant student dining area.

St. Casimir Catholic School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.

St. Casimir Catholic School in conjunction with the Food Service Professionals (FSP) will participate in available federal school meal programs (i.e. the School Breakfast Program and the National School Lunch program).

St. Casimir Wellness Administrative Regulations

St. Casimir School is committed to providing a school environment that enhances learning and development of lifelong wellness practices. To this end, the following will be implemented.

School Meals

Meals served through the National School Lunch or Breakfast Programs will:

- Be appealing and attractive to children
- Be served in clean and pleasant settings
- Meet, at minimum, nutrition requirements established by local, state, and federal statutes and regulations
- Offer a variety of fruits and vegetables

- Serve only reduced fat (2%) low-fat (1%) and fat free milk and nutritionally equivalent non-dairy alternatives defined by USDA
- Ensure that half of the served grains are whole grain

St. Casimir School will share information about the nutritional content of meals with parents and students. This information will be made available on the school website, in menus, newsletters, and open house.

Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- St. Casimir School will, if needed, operate a School Breakfast Program
- Parents will be notified in the event that St. Casimir School makes available a School Breakfast Program
- St. Casimir School will encourage parents to provide a healthy breakfast for their children through newsletter articles, take home materials, and the school website.

Free and Reduced-price Meals

St. Casimir School will make every effort to eliminate any social stigma attached to and prevent over-identification of students who are eligible for free and reduced-price school meals.

Meal Times and Scheduling

St. Casimir School will provide 20 minutes for students in grades 6-8 and 30 minutes for grades Pre-K – 5th to eat lunch. St. Casimir School will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

St. Casimir School will take responsible steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g. orthodontia or high tooth decay risk).

Staff Development

In conjunction with Food Service Professionals, continuing professional development for all food service staff will be ongoing. Staff development programs for teachers, cafeteria workers and parents will be ongoing and research based. Food safety training and implementation of that training will be a key part of professional development.

Sharing of Foods and Beverages

Given concerns about allergies and other restrictions on some children's diets, St. Casimir School will discourage students from sharing their foods or beverages with one another during meal or snack time.

Vending Machines

A vending machine at the Elementary level (Pre-K through 5th grade) that dispenses food or beverages will be not accessible to these students.

Middle School (Grades 6th through 8th)

In the middle school at least fifty percent (50% of the food and beverage items available for sale and sold individually during the day including those items sold in vending machines or during fundraising activities) will meet the following standards:

Beverages

Water or seltzer without added caloric sweeteners; fruits and vegetable juices and fruit based drinks that contain at least 50% real fruit or vegetable juice and flavored low-fat milk, including chocolate milk, soy milk, rice milk and other similar dairy and nondairy calcium fortified milks.

Foods

Food with no more than 30% of its calories from fat (excluding nuts, seeds and other butters) and 10% of its calories from saturated and trans-fat combined:

Portion Sizes

- One and seventy-five hundredths (1.75) ounces for chips, crackers, popcorn, trail mixes, nuts, seeds, dried fruits or jerky. There is no portion limit if the food item contains not more than two hundred and ten (210) calories.
- Two ounces for cookies and cereal bars
- Three ounces for pastries, muffins, doughnuts and other bakery items
- Three fluid ounces for frozen desserts, including ice-cream
- Eight ounces for non-frozen yogurt
- Twenty fluid ounces for beverages
- The portion size of a- la-carte entrees and side dishes, including potatoes will not exceed the portion of the same entrée item of side dish item that is served as part of the school lunch or school breakfast program.
- Beverage items available for sale at school will not exceed twenty (20) ounces.

Snacks

Snacks during the school day, will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.

Nutrition Education and Promotion

St. Casimir School will provide nutrition education and engage in nutrition promotion that:

Is offered at grades Pre-K to 8 as part of a sequential, comprehensive, standard based program designed to promote students with the knowledge and skills necessary to promote and protect their health.

Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social studies and elective subjects in all grades Pre-K to 8.

Communication with Parents

St. Casimir School will send home nutrition information and post nutrition tips in the lunch room and on the school website. The school will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutrition standards for individual foods and beverages. The School will provide parents with a list of foods and snack ideas for healthy celebrations/parties, rewards and fundraising activities.

Physical Activity Opportunities and Physical Education

All students in grades Pre-K – 8, including students with disabilities and special health care needs, will receive physical education.

Daily Recess

All elementary school students, grades Pre-K through 5 will have at least 20 minutes a day of supervised recess, preferably outdoors, during which moderate to vigorous physical activity will be encouraged.

Physical Activity Opportunities

All students in grades 5-8 will have the opportunity to participate in the CYO (Catholic Youth Organization). The school will offer a range of activities that meet the needs, interests and abilities of all students, including boys, girls, students with disabilities and students with special health-care needs.

Monitoring and Policy Review

The Principal, Food Service Professionals and School Advisory Board will ensure compliance with these policies as well as keeping the pastor informed on policy enforcement.

St. Casimir School **Technology/Internet Use Agreement**

We are pleased that we can offer a computer lab with the Internet access to our students. The internet will be used for educational purposes. In order to insure 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 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 ACIDENTS 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 claims are processed by Student Athletic Protection, Inc. of Kalamazoo, MI. If you should have any questions about the claim filing procedure, please call them at 1-800-232-1579.

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.

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.

PARENT/STUDENT AGREEMENT

Student's Name _____

Grade _____

I (We) have read the handbook on the stcasschool.org for St. Casimir Catholic School. I (We) agree, as a condition for my (our) child's enrollment at St. Casimir Catholic School, to abide by these rules and regulations and assist the Faculty, if required, in the applications of these rules to my child. ****All rules and regulations of this Handbook are at the final discretion of the parish Pastor and the school Principal.**

Father's Signature _____

Mother's Signature _____

Guardian's Signature _____

Student's Signature _____

Date _____

(This form must be signed and returned to school by Tuesday, September 6, 2016)

To access the School Handbook, please log on to www.stcasschool.org.

If you need access to a computer, one will be available in the school library.

Hard copies of the handbook (English/Spanish) can be checked out in the school office.