

Saint John Bosco Catholic School

Policies and Procedures

I. ADMISSIONS POLICY

STATEMENT OF NON-DISCRIMINATION: St. John Bosco School is operated under the auspices of St. John Bosco Parish of Hammond, Indiana. St. John Bosco School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students. St. John Bosco School does not discriminate on the basis of religion, sex, race, color, or national and ethnic origin in the administration of educational policies, athletics, or other school-administered programs.

ADMISSION/REGISTRATION REQUIREMENTS: St. John Bosco Catholic School welcomes the opportunity to enter into an agreement with parents to meet their child's spiritual, educational and social needs while enrolled in a school devoted to the work of Catholic education.

APPLICATION PROCEDURES FOR NEW STUDENTS:

- St. John Bosco School will follow the State's regulations regarding the age to enter kindergarten. This rule states that a child must be 5 years old before October 1st.
- At the time of entry, transfer students must present health and academic records from the previous school.
- Children enrolling at any grade level must bring birth and baptismal certificates, social security card, and health records indicating immunization records.
- Students entering from another Indiana school will be given preference if they successfully passed the State's testing program.
- Student assessment records from the previous school are necessary prior to acceptance. These include but are not limited to state assessment scores, NWEA, IReady, or other learning platforms used by the school to benchmark student achievement.
- All new students are considered probationary for the 1st year after they enroll.

PROCEDURES FOR CONTINUED ENROLLMENT:

St. John Bosco School presumes students and parents are completely aware of the school's rules and a willingness to abide by and observe them. The spirit of the regulations must also be kept in mind since it is never possible to list every conceivable action which might disrupt or contradict the school's goals.

- St. John Bosco School is free to cancel, at its discretion the agreement with parents or students who do not wish to observe the school rules.
- St. John Bosco School has the discretion to automatically suspend its agreement to educate a student whose parents object to the regulations of the school to the extent that the parents seek to file civil suits against the school until such actions are resolved, be it by civil courts or by other means.
- Students currently enrolled (PK-7) are given a preferred registration time period.

GENERAL ADMISSIONS INFORMATION: It is understood that attendance at St. John Bosco School is a privilege and not a right. This privilege may be forfeited by any student and/or family who does not conform with 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. John Bosco School. It is our hope and desire that each student and parent develop a love and loyalty for St. John Bosco which will be strong enough that they would not wish to do anything that would be a detriment to the school. It is noted that even one incidence of drug and/or gang activity which includes signifying, drawing of gang symbols, or the wearing of gang clothing may very well be met with a student's expulsion. Student fighting, physical contact with staff, and any type of sexual misconduct, racial slurs, possession or use of alcohol and/or drugs will also fall in this category.

II. TUITION AND FEES

TUITION: Tuition rates are based upon the projected additional expenses associated with salaries and benefits mandated by the Diocese, utilities and inflation rates, infrastructure costs associated with the upkeep of an aging and much utilized building, and the cost of educational materials.

- Families may choose to pay their tuition bill once annually or use the payment plan described in the tuition payment booklet. (See appendix for school tuition payment policy).
- The school and parish operate on a very strict budget. It is, therefore, necessary that all tuition payments be made when due.
- Families whose tuition and fees are overdue understand that the students' records will be withheld until payments have been updated or an arrangement has been agreed upon.

FEES:

REGISTRATION FEE: Is a non-refundable fee paid to guarantee enrollment for the following year of \$125 per student

BOOK FEE: Is a non-refundable fee which includes book rental. This fee is to be paid prior to the opening of school.

TECHNOLOGY FEE: Is a non-refundable fee which is used for the maintenance of computer technology. This fee is to be paid prior to the opening of school.

FUNDRAISING AND FAMILY PARTICIPATION:

FUNDRAISING: Fundraising is a vital part of the financial budget at St. John Bosco School. Each family is required to participate in our raffle ticket fundraiser in order to raise a minimum of \$300.00 per school year. A fundraising commitment contract must be submitted to the school at the beginning of the school year. (See appendix for fundraising information).

FAMILY PARTICIPATION: The purpose of our Family Participation Program is to encourage parent support and involvement from the entire school community. The participation program is a contractual agreement between the family and school to benefit our most important goal – the Catholic education of our children. The contract calls for 20 hours of volunteer service to the school and/or Church. A participation contract and a \$250.00 post-dated check must be submitted to the school at the beginning of the school year. VIRTUS training must be completed by adult volunteers. (See appendix for family participation information).

III. ATTENDANCE

Attendance rules and policies at St. John Bosco School are made for the benefit of the student. Regular attendance and punctuality are essential to ensure an effective learning environment and enable students to fully participate in the ongoing educational process. Furthermore, this routine will help students create life habits that will benefit them as they progress academically and personally.

In addition, The Department of Education of the State of Indiana holds St. John Bosco School accountable for student attendance and closely monitors attendance rates. Failure to meet the attendance expectations of the Department of Education can result in St. John Bosco School losing its current full accreditation standing from the Department of Education.

ABSENCES:

- Regular pupil attendance is a parental responsibility at the elementary level. Parents are to call the school office (219) 845-6226 by 9:00 am each day to report a child's absence. Each day the school will call the home of each child about whom we have not received a call. This is done in order to confirm parents' knowledge about the absence.
- In accordance with Indiana State law, students absent for more than thirty days during the school year, without a physician's documentation, may be retained in the present grade for the following year.
- Each student, K-8, will be allowed 10 days absence per semester. Any absence that carries a physician's note of excuse is not counted in those 10 days per semester. A physician's note will be required after 3 consecutive days of absence. Parents must have a conference with the teacher and/or principal after 10 days of absence. If the student exceeds the maximum number of days per semester, there will be a loss of credit for each day beyond the 10 days allowed.
- It is expected that any student who is too ill to attend classes is too ill to attend an extra-curricular event. Any student who has been absent for the full day or a half day (the equivalent of three class periods) may not participate in or attend any extra-curricular activity that day. Attendance at any school or C.Y.O. sponsored events to be held during the weekend must be approved by the Principal.
- If a doctor sends in a note to school to excuse a student from gym for any reason, that student will not be able to participate in outdoor recess nor any

extra-curricular sport/physical activity until such a time as released from the doctor.

- Parents are responsible for seeing to it that make-up assignments are completed. Students must check with teachers upon returning to school regarding missing assignments to ensure all work has been completed. **One day for make-up work is allowed for each day of absence.** Parents may call the school office to request homework. Please make your request before 9:00 am. Homework may then be picked up in the office at the end of the school day.

TARDINESS:

- **Punctuality is important** to ensure efficient classroom procedure and to maintain an effective learning environment. Children in grades K-8 are considered tardy if they arrive later than 8:00am.
- Tardy students must report to the office to document the tardy and receive a tardy slip. (Schools are required to keep track of student attendance, including tardiness, and note this on student records.)
- A school is responsible for the students developing a sense of self-management. Demanding on-time attendance for school is directed toward that goal. Punctuality is the duty and responsibility of each student and parent.

EXCESSIVE TARDINESS WILL BE TREATED IN THE FOLLOWING MANNER: (per grading period)

- First tardy: Written notice sent to parents.
- Second tardy: Written notice sent to parents.
- Third tardy: Written notice sent to parents and principal contact.
- Fourth tardy: Written notice sent to parents and principal contact.
- Fifth tardy: Written notice sent to parents and principal contact.
- Sixth tardy: Student suspended from school for one day

Further tardiness will result in mandatory conference with parent(s) and the Principal to set up an attendance contract. Any further violation of the contract could result in a request for dismissal from the school.

VACATIONS: Absences due to family vacations are strongly discouraged. Extended absence disrupts a child's learning patterns and places the child at risk of missing important material. If a parent chooses to take the student out of school for a family vacation, it is the parent's responsibility to notify the school in writing indicating the reason and dates for the absence. Responsibility for the missed work rests with the student and the parent. Teachers will not be held responsible for preparing all assignments in advance. Some assignments may be given to students in advance at the teacher's discretion. The remaining assignments (or possibly all assignments) will be given to the student upon return. Assignments will be due back to the teacher(s) within a reasonable time period determined by the teacher(s). If the student does not return the missed assignments within the set time period, the student will receive zero credit for the missed work. **Any vacation days taken during the school year will be counted as part of the allowable 10 absence days per semester.**

EARLY DISMISSAL/APPOINTMENTS:

- In recognition of the importance of classroom attendance, all medical, dental, and orthodontic appointments should be made during school vacations and non-school hours such as Saturdays. Appointments made during school hours and early dismissals will count as absences.
- Children may not leave school grounds without the written permission of the parents. Any request for an early dismissal must be approved by the school office. Students receiving permission for an early dismissal must be picked up in the school office where the identity of the person picking up the child can be verified.
- When picking a student up early from school, the parent or guardian is to report to the school office and sign out the student. A book marked "student sign out" is available in the office for this purpose. This procedure is implemented as a safety measure for the children.

TRUANCY:

- A student is considered to be truant if absent from school or from a class period without parent/guardian consent.
- Absence from school without a legitimate reason or because of a false reason will result in an immediate suspension. The parent/guardian and student will be required to confer with the Principal.

- Teachers are under no obligation to give the truant student make-up work or tests. The student assumes the responsibility for all material covered in class

CANCELLATION OF SCHOOL: Announcements concerning the closing of school will be made via our Facts/Renweb Communication System and a phone call to the parent. In addition, the information may be posted on the school's social media accounts.

IV. PUPIL PROGRESS

REPORT CARDS:

Report cards are issued four times per year (approximately every nine weeks of school) and indicate student progress in academics, effort, and conduct. Parents are asked to discuss the report card carefully with students. Questions should be referred to the student's teacher. Report cards will be printed out for parent viewing and will be available on-line through our Facts/Renweb Program. All financial accounts and paperwork must be up to date for report cards to be released.

INTERIM/PROGRESS REPORTS:

Mid-way between report cards, every child in grades 1-8 will be issued an Interim Report. These reports are only available on our Facts/Renweb Program and will not be printed out for students to take home. Students in kindergarten will be issued a printed report by their teacher. All financial accounts and paperwork must be up to date for progress reports to be received.

GRADING SCALE:

St. John Bosco School uses the grading policy as stated by the Diocesan School Office. The scale is:

93%-100%	A
85%-92%	B
75%-84%	C
70%-74%	D
69%-Below	F

Students who have been tested and found to be in need of academic adjustments and those who have an Individualized Education Plan (IEP) and/or 504

accommodation plan. The student accommodations and/or modifications will be implemented right away and reviewed annually.

ACHIEVEMENT TESTS:

Achievement tests are administered yearly to students according to the directives of the Diocese of Gary and the State of Indiana. The ILEARN(Indiana Learning Evaluation Assessment Readiness Network) test will be given to students in grades 3-8 to determine educational progress as mandated by the State Department of Education. Students in grade 2 and 3 will take the I-Read Test.

HOMEWORK:

Homework is beneficial for full scholastic development. It is a reinforcement of the learning at school. It is the responsibility of every parent to ensure that time and space are set aside at home that will be conducive to study. **APPROXIMATE** 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

TEXTBOOKS:

Students rent textbooks and are responsible for all books in their possession. If books are lost, torn, or otherwise damaged, parents will be assessed a fee which will represent either partial or complete cost of the text depending on the circumstances.

- All textbooks may be taken home by students. Students are responsible, however, for having all books and materials in class each day.
- Textbooks are to be covered at all times.

PARENT-TEACHER CONFERENCES:

Formal parent/teacher conferences are scheduled at the end of the first and second quarters of the school year. The first conference is mandatory for all parents. Report cards will not be released until the conference has taken place. The second conference is optional and will be scheduled at teacher request or parent request.

Individual conference appointments may be made at any time throughout the year. Parents must make an appointment to visit with their child’s teacher. **Parents are**

not permitted to meet with their child's teacher without an appointment or during a time when the teacher is with the children. Appointments with a teacher may be made by using Facts/Renweb, sending a note, or by phone. Appointments with the principal may be made by calling the school office.

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 the maintenance of at least a 1.00 (D) grade point average (Religion, Language Arts, Math, Science, and Social Studies). Failure of students to meet these requirements may 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.

STUDENT RECORDS:

- Parents/guardians have the right to inspect their student's permanent record, which includes report cards, health records, accident reports, attendance records, and biographical information. Parents may call the school office to make an appointment for this purpose.

- St. John Bosco School abides by the law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent access to academic records and other school related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

HONOR ROLL:

Recognizing student achievement is important at St. John Bosco School. **To qualify for the A Honor Roll, Students must have attained all A's in all subjects. To qualify for the A/B Honor Roll, Students must have attained all A's and B's in all subjects.**

ACADEMIC DISHONESTY

St. John Bosco School 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 tests, quizzes, or exams will be automatic. Teachers will notify parents with their concerns of academic dishonesty. Repeated offenses will result in a disciplinary hearing with the student, parents, and the principal.

V. STUDENT BEHAVIOR

EXPECTATIONS:

St. John Bosco School expects each student to behave in a courteous, honest, and respectful manner to teachers, fellow students, staff, and visitors to our building. Students and their parents should understand that rules of conduct are designed to provide for good order in the school. These rules also provide for academic excellence and a high moral tone expected at St. John Bosco School. Discipline is a continuous process which enables the members of our school community to respect one another and their environment in the interest of maintaining a Christian educational atmosphere.

CLASSROOM BEHAVIOR:

- Teachers have the authority to expect proper demeanor of students in the classroom and on the school grounds, and will hold students accountable for violation of school rules. Students also are accountable for acts committed on the way to and from school or for actions outside of school that reflect discredit to the image, reputation, and sense of mission of St. John Bosco School. Generally, classroom teachers will handle disciplinary matters as they occur in a way they feel is effective for their particular grade. Each teacher will provide parents and students with a copy of their classroom rules and regulations early in the school year.

- When students fail to respond to warnings given by the teacher to correct their behavior, consequences will be assigned appropriate to the offense. In some instances, students will lose privileges which they enjoy.

Students will receive a disciplinary notice when there is a serious behavior problem in the classroom. These notices are to be signed by the parent and returned to the teacher within 24 hours of the date issued. Students who continually misbehave in the classroom will be required to attend a conference with the principal, teacher, and parents to discuss the terms of continued school attendance. Grades 6-8 detention policy must be signed and returned. See policy in appendix.

➤ Students are reminded that they are never to engage in an action that is harmful to the safety of others, such as running in the hallways, pushing or shoving, pulling chairs from under people, throwing objects, etc. “We were only playing” will not be accepted as an excuse for violating this safety policy and avoiding corrective consequences.

BULLYING POLICY:

There are many types of bullying that can take place in a school. Bullying in any form will not be tolerated at St. John Bosco Catholic School. Furthermore parents and students understand that in certain instances of bullying the school is required to report the incident to the state agency and law enforcement when necessary.

Indiana Code 20-34-6-2

- ➔ **Physical Bullying**-These acts include hitting, spitting, pushing, biting, kicking, tripping someone on purpose, or being excessively rough during recess and/or gym class. Physical bullying includes any unwelcome physical contact. In addition, physical bullying includes taking possessions away from others, damaging other people’s personal property, hiding books or book bags, knocking things off of desks, stealing a person’s money or lunch, or any act of intimidation.
- ➔ **Verbal Bullying**-These acts include teasing, name calling, making someone a target of jokes, constantly criticizing whatever a person does, verbal threats, spreading rumors, making derogatory remarks about an individual’s appearance, weight, disability, medical condition, culture, ethnicity, or color, degrading someone’s clothing, possessions, or grades, insulting a person, or harassment of any kind.
- ➔ **Psychological Bullying**-These acts include any form of exclusion, gossiping about an individual, getting other students to “gang up” on an individual, gathering other students to come and laugh at someone, taking someone’s friends away to leave them alone, leaving individuals out repeatedly when

picking a team, and/or manipulating other people to act in agreement with you against another person.

→ **Cyber Bullying-** The use of the internet or cell phone to procure any of the above types of bullying via electronic formats such as instant messaging, e-mail, web pages, social media platforms and apps, or texts.

Consequences of Bullying- Here is an anticipated sequence of consequences. However, depending on the severity of the bullying incident, the consequence will be determined by the teacher and the principal.

- **First Time-** The teacher will speak to the children involved and document the situation.
- **Second Time-** The teacher will again speak to the students, document the incident, and contact parents of students involved. In addition, privileges such as recess will be taken away from the student.
- **Third Time-** Parents will be called for a conference with the principal and teacher.
- **Fourth Time-** Offending student will be suspended and parents will meet again with the principal.
- **Fifth Time-** Students will be suspended and face possible expulsion.

CONSEQUENCE TYPES

EXPULSION-The student who does not accept or conform to the basic philosophy of St. John Bosco School will forfeit his/her privilege of attending. Students, in most cases, are suspended for ten days before being expelled. All matters of dismissal from St. John Bosco are ultimately the decision of the Principal and Pastor. The following are possible reasons for expulsion:

- Written, verbal, and/or physical abuse of a member of the faculty, staff, or student body.
- Possession and/or use of alcohol, tobacco, illegal substances, or paraphernalia.
- Possession of weapons.
- Possession of fireworks.
- Indecent behavior.
- Vandalism to school or other's property.
- Stealing or attempting to steal.
- Setting false fire alarms.
- Gang activity.

SUSPENSION-Suspension is a disciplinary measure, which temporarily withdraws from a student the privilege of attending school and/or participating in any and all school related activities. All suspensions are issued by the Principal and require a parent/principal conference before the student may be readmitted to school. Students who have been suspended will not receive credit in their coursework.

DISCIPLINARY PROBATION/CONTRACT-Disciplinary probation is a period of time when a student is given probation due to his/her past behavior. A contract will be written with behavioral stipulations and consequences. This contract will be signed by the student, parent, and principal.

CLASSROOM SUSPENSION (BEING SENT FROM CLASS)- The teacher has the right to remove a student who has exhibited serious behavior concerns for a single class period. The student **MUST** report to the principal's office during the class period. A written notice such as a disciplinary referral must be signed and the parent may be called into the building depending on the severity of the issue. A parent conference may be required to resolve the issue.

FIGHTING-If in the judgment of school personnel, students are engaged in fighting or in actions which are preliminary to fighting, these students may be subject to suspension and/or expulsion.

GUM-Gum is not permitted in the school building during the school day. Gum use will result in loss of privileges.

DRESS CODE: School uniforms are to be worn as a sign of the St. John Bosco School's Catholic education community. Uniforms are worn from the first day of school to the last day of the school year. The only exception is the occasional Out of Uniform Day which will be announced in advance.

- School uniforms are to be worn by all grade K-8 students. Specific instructions are sent to parents at the beginning of each school year. This dress code is to be followed at all times. (See appendix for dress code information).
- Parents should ensure that students in grades K-8 come to St. John Bosco School in complete uniform and are to leave in the same manner.

➤ Students not dressed according to code will receive a notice from their teacher. This notice is to be signed by the parent and returned to the issuing teacher. Upon the third infraction, students will lose school privileges. Subsequent infractions will result in additional and more severe consequences.

VI. STUDENT ACTIVITIES

RELIGIOUS EDUCATION

ALL SCHOOL MASS-Students and teachers participate in the celebration of Mass once a week. In addition, opportunities are provided for special school Masses and Prayer Services throughout the year. Parents are invited and encouraged to attend these important services.

SACRAMENTAL PREPARATION-Sacramental preparation is one of the primary responsibilities of St. John Bosco Parish. The school, in conjunction with the Parish, works to ensure that all students who have been baptized Catholic, have an opportunity to prepare for sacraments. Students in grade two will be prepared for the Sacrament of Reconciliation. Students in grade three will be prepared for the Sacrament of Holy Eucharist. Students in grades seven and eight will be prepared for the Sacrament of Confirmation. To participate in Sacramental Preparation, a student must have had a prior year of attendance at a Catholic school or a Religious Education Program. Throughout the year, special meetings will be held for the parents of children preparing to receive sacraments. These meetings are mandatory, and will provide needed information to help parents share in the responsibility for preparing children for the reception of the Sacraments.

RELIGION CLASSES AND PRAYER-Each school day begins with the students and faculty joining in prayer. Religious instruction holds a prominent place in the daily schedule. The purpose of this instruction is to foster the knowledge and practice of the Catholic faith. Parental interest and participation in this instruction is encouraged. Through religious experiences and classroom instruction it is hoped that our students will come to a personal knowledge of Jesus and learn to actively participate in the faith which unites our community.

MISSION ACTIVITIES-Throughout the year, students are asked to participate in activities to help the less fortunate. Food drives, clothing drives, and other collections occur throughout the school year. Programs such as these will hopefully encourage responsible stewardship in adult lives.

ALTAR SERVERS-All Catholic grade school children who have received the Sacrament of Holy Eucharist and are in grades 4-8 may be trained as altar servers. Once qualified, students will be scheduled to serve at Sunday Masses, All School Masses, funerals, and other special services. Students may be trained at the end of third grade after receiving the Sacrament of Holy Eucharist.

MUSIC:

- **GENERAL MUSIC:** Students K-8 will attend music class at least one period per week. They will be exposed to all facets of music education. This includes singing, instruments, music history, and music theory.
- **BAND:** The school band is both a curricular and extra-curricular activity open to students in grades 4-8 on a voluntary basis. Fees are paid directly to the band director.
- **CHOIR:** The school choir is open to students in grades 4-8 on a voluntary basis. The choir sings at all school Masses.

COMPUTERS: Students will attend the computer lab for class at least one period per week. In addition, classroom teachers may take students to the lab to work on class projects. Students/parents are responsible for any damage to the Chrome Books and or IPADS while they are signed out to the student. See policy in appendix.

ATHLETICS:

- The athletic program is open to all students in grades 5-8. The program follows CYO rules and regulations. The following sports are included in the St. John Bosco program: Soccer, Volleyball, Cross Country, Basketball, and Track. Coaches for all of these sports serve on a voluntary basis and must be VIRTUS trained.
- Parents are responsible for paying a fee for each of the sports that a student participates in. The fee will be determined by the Athletic Director and the Principal. All fees are non-refundable and due when a student registers for a sport.
- A student athlete must receive good grades and demonstrate proper behavior to participate in athletics. A student who fails to achieve proper standards will be ineligible to participate in any sport until the next interim report or report card shows satisfactory improvement. Being ineligible

means the student **may not practice with the team or play in any games until further notice.** A student is ineligible to compete if he/she:

- Has 1 or more F's in any core subject or
- Has 2 or more D's in any core subject or
- Has 3 or more #1's for effort in **any** subject or
- Has 3 or more #1's for conduct in **any** subject

A core subject is a subject that is taught at least 4 times per week.

Example; math is core because it is taught every day, computers is not core because it is taught once a week.

The Principal reserves the right to suspend a student athlete or remove him/her from athletics for a serious behavioral issue or sportsmanship issue.

PHYSICAL EDUCATION: Physical Education is included in the school curriculum for grades 2-8 and is taught by a physical education teacher. If a student is in school but is to be excused from physical education, a written note must be given to the teacher. An excuse of more than two days requires a doctor's note. Students who are not dressed for gym (see uniform code in appendix) and do not have a written note will receive a zero for the day's class. Exclusion from Physical Education also means exclusion from recess and sport practices and/or games.

LIBRARY: The school library is open to all students and books may be checked out for a specific time period. Overdue books will be assessed 5 cents per day. If a book is lost or damaged, complete or partial payment will be required depending on the circumstances and the age of the book in question.

FIELD TRIPS: Field trips are of an educational nature designed to enhance the curriculum and broaden student experiences. Students are accompanied on field trips by school personnel as well as parent chaperones. **ALL CHAPERONES MUST BE VIRTUS TRAINED.** Written permission is necessary and transportation arrangements follow Diocesan policy.

- Field trips are privileges afforded to students; no student has an absolute right to attend these functions. Students can be denied participation if they fail to meet academic or behavioral requirements.

- St. John Bosco School will not accept written permission forms other than the one adopted by the school. Telephone calls will not be accepted in lieu of proper forms.

STUDENT COUNCIL: Students in grades 6-8 may be elected to the Student Council by their peers. Student Council Officers and Representatives serve various roles throughout the school year. These students are expected to be role models for other students in both academics and behavior. In addition, it is expected that members of the council volunteer plenty of time and energy to help make school activities successful.

- Student Council members must maintain eligibility in the same manner as student athletes.
- Failure to remain eligible may result in removal from office.
- The Principal reserves the right to suspend or remove from office a student for serious violations of school policy.

PARTIES: All students will celebrate Halloween and Christmas with a classroom party. Room Parents may be invited by the classroom teacher. **ALL PARENTS MUST BE VIRTUS TRAINED.** Birthday parties are not permitted but students may bring and distribute a small treat to the class on their special day. Multiple items, with the exception of a treat bag, are discouraged.

VII. SCHOOL SAFETY

FIRE/TORNADO DRILLS: Fire and tornado 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. Both fire and tornado drills are regularly evaluated by the City of Hammond.

VISITORS TO SCHOOL BUILDING: For the protection and security of the students in the school, it is required that any person entering the building during the school day come directly to the office before going to any other part of the school. The log kept in the office will be used in the case of emergency to check that all persons have exited the building. It is important that all guests sign in and out of the guest registry. Parents are **NOT** to interrupt teachers while school is in session or go directly to the classroom door to pick up a child. The only access to the school is through Door “A” near the Main Office.

SCHOOL EMERGENCY PLAN: St. John Bosco School, following State guidelines, has developed a School Emergency Plan. This plan is evaluated yearly and shared with all students, faculty, and staff. The plan was created with the safety of all children in mind. A copy of the plan is available upon request.

SECLUSION AND RESTRAINT PLAN: St. John Bosco School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience. Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior. Parents can access a full copy of our school's plan by request in the school office.

STUDENT ILLNESS:

- Students are **NOT** to be sent to school ill (i.e. temperature above normal). Temperature must be within normal limits (97.6F – 99.6F) for 24 hours prior to being sent to school. Students must not be in school if they are vomiting, have diarrhea, a rash of undetermined origin, or oral temperature above 100.0F.
- In the event that a student becomes ill at school or an accident takes place, parents will be notified immediately. For this reason, an **EMERGENCY FORM** indicating pertinent information regarding your child's health and listing phone numbers of where you can be reached during school hours will be kept on file in the Main Office. Any change in data should be reported **IMMEDIATELY** so as to insure the health and welfare of your child at all times.

ACCIDENTS:

- If a minor accident occurs at school, first aid will be administered without the permission of parent or other authorized person.

- If a serious accident occurs at school, parents will be notified immediately and steps to care for the child will be taken.
- In case of a serious emergency when parents cannot be reached, the school will call paramedics and allow the hospital to then make appropriate care decisions.

PHONES/ELECTRICAL DEVICES:

- A telephone is available in school offices for students to contact parents in the event of an emergency. Parents may also contact the school to send a message to their children. It is highly recommended that students **NOT** bring cell phones and/or electrical devices to school. However, if a cell phone (electrical device) is brought to school, it **MUST** be kept in the student's backpack and must be turned **OFF**. Students should have phones off "car to car." Off when they leave their car and on when they return to their car.
- Violation of this policy will result in an official warning from the school principal. A second violation will require a parent to come into the building and meet with the principal. Again, it is highly recommended that students **NOT** bring cell phones and/or electrical devices to school. The school will not be financially liable for lost or stolen phones/devices. See cell phone policy in appendix.
- Smart watches/fitbits should be left at home.

VIII. GENERAL APPEARANCE

SCHOOL UNIFORM AND HYGIENE: Parents should ensure that the students' appearance is always neat and clean at school. Teachers may need to address these issues with parents if the student's clothing is frequently soiled or if the student is not clean. Students may not wear sunglasses, hats, or bandanas in the school building.

HAIR:

- Boys must be **clean-shaven**.
- Boys' haircuts must be short and neat. Hair should not touch the shirt collar and hair may not be in eyes. Extreme styles and "ladders" cut into the temples are not allowed. Sculptured haircuts or spiked hair styles are not permitted.. Students are not to color their hair. Students must have hair of natural color to attend school. Students

with Afro curly hair must keep hairstyles trimmed to no more than two inches in height/length.

- Girls' hair is to be neat and eyes are to be visible. Spike hair styles are not allowed. Students are not to attend school with their hair dyed. Students must have hair of natural color to attend school.
- No extreme hairstyles are allowed for either boys or girls as determined by the principal.

JEWELRY:

- Boys may not wear earrings. Body piercings are not allowed. No jewelry may be worn except for religious medals and watches. (see smart watch in section 7).
- Girls may wear simple earrings (no dangling, hoop type). No other body piercings are allowed. No other jewelry (including necklaces, bracelets, stickpins, button pins, rings etc.) except for religious medals and crosses. Watches are also permitted (non smartwatches).
- All students are permitted to wear one bracelet at a time only.

MAKE-UP:

- Students may **NOT** wear fake/acrylic /tips etc nails of any kind. and/or makeup at St. John Bosco School. Make-up includes foundation, eye shadow, mascara, powder, lipstick, blush, etc. Boys are not allowed to wear nail polish.
- Visible body art is not allowed. Nail polish is acceptable for young ladies, however gentlemen are not permitted to wear nail polish for any reason.
- Pimple patches are not to be worn. Students should not draw on themselves, if seen they will be asked to wash.

If a student is out of uniform they will receive an out of uniform notice to be signed and returned. Per Quarter:

3 – Out of uniform notices will result in a disciplinary referral.

3 – Disciplinary referrals (and every subsequent DR) will result in a detention.

Multiple detentions are grounds for expulsion.

IX. PARENT INVOLVEMENT

FAMILY PARTICIPATION PROGRAM: Parents are an integral part of the St. John Bosco School Community. Quality education must be supported by dedicated parental involvement. We urge all parents to not just send their child to school but rather to get involved with their child's education.

- The purpose of our Family Participation Program is to encourage parent support and involvement from the entire school community. Parent participation is needed to help maintain the high level of excellence found here at St. John Bosco School.
- Each family is responsible for arranging and carrying out their own 20 hours of service. These hours must be completed by May 1st of the school year. (See appendix for more information).

FACTS/RENWEB COMMUNICATION SYSTEM:

- All parents must enroll in the FACTS/RenWeb communication system to receive updates on student grades and performance, school announcements and programs, as well as manage financial payments and records.
- A training session on how to use the system and setup accounts will be provided early in the school year if needed.

SCHOOL NEWSLETTERS: Parent newsletter emails are issued weekly. The purpose of this email is to keep parents informed of school concerns and activities. Please read each week's email.

HOME AND SCHOOL ASSOCIATION: The HSA is an organization founded to enhance the relationship between parent and teacher and to be a vehicle of communication and support. Meetings are held every month beginning in September and all parents are encouraged to attend.

FUNDRAISING: The Fundraising Commitment Plan is required of every family (grades K-8) at St. John Bosco School. The idea behind the plan is to help keep tuition costs down. Each family is required to raise \$300.00 by selling/buying thirty \$10.00 raffle tickets for our Winter Extravaganza Raffle. (See appendix for a description of the entire plan).

SCHOOL ADVISORY BOARD: The School Advisory Board is made up of the Pastor, Principal, The Director of Religious Education, The Home & School Association President, members of St. John Bosco Parish, and parent representatives. The Board meets once per month and acts as a consultor on school policies and activities.

FINAL NOTE: This handbook is printed in an attempt to make both parents and students aware of the basic rules and policies governing St. John Bosco School. The regulations cited are general guidelines and are not all inclusive. The school administration is the final arbitrator in the interpretation and enforcement of all regulations and reserves the right to make amendments and changes as deemed necessary.

This is a fluid document and may change at any time without notice.

**Thank you for being a part of the St.
John Bosco Family.
HAVE A GREAT SCHOOL YEAR!**