



St. Barnabas Catholic School

Barnabas rejoiced and encouraged them all to remain faithful to the Lord in firmness of heart, for he was a good man, filled with the Holy Spirit and faith.

Acts 11:23-24

GROWING IN MIND, HEART, AND SPIRIT TO BECOME LEADERS IN THE WORLD

2021-2022 School Year Student & Parent Handbook

An Indiana Four Star School

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ST. BARNABAS CATHOLIC SCHOOL
THROUGH OUR CATHOLIC FAITH
GROWING IN MIND, HEART, AND SPIRIT
TO BECOME LEADERS IN THE WORLD
2021-2022

INTRODUCTION

Welcome to St. Barnabas Catholic School. We have been committed to educating children on the southside of Indianapolis since 1965. St. Barnabas Catholic School is a very special place focused on developing a strong Christian faith among our faculty, staff, students and families through the celebration of the Eucharist, sacraments, and traditions. We are proud of our rich history focused on faith, academic excellence, leadership, and service. In May 2018, St. Barnabas was once again named a Four Star School. To be named a four star school:

- A school must have received an “A” school for the 2016-2017 school year
- A school must have tested at least 95% of students on ISTEP+ English/Language Arts and Math.
- Grade 3-8 Combined ISTEP+ Pass Percentage (Pass Percentage of English/Language Arts ISTEP+ + Pass Percentage of Math ISTEP+) must be in Top 25th Percentile for each grade tested. (minimum of 10 students)
- Grade 3-8 Percent Passing Both ISTEP+ (Percent of students who passed both the English/Language ISTEP + and Math ISTEP +) must be in the Top 25th Percentile for each grade tested. (minimum of 10 students)

Our mission is to help all children grow in mind, heart and spirit to become leaders in the world. To accomplish this mission, teachers, staff, faculty members, and the pastoral staff work in partnership with parents in a shared commitment to this effort.

St. Barnabas presents this handbook as a general guide by which responsible decisions can be made. Information changes annually (classroom rules, tuition rates, etc.) and will be published in separate memoranda.

We invite you to become involved in our school through volunteerism with PTO, our School Commission, or as a classroom volunteer. All our welcome!

Admissions

Please read the updated Admission requirements outlined on the Admissions Policy form and on the school website. They include information about tithing requirements, admission of state choice voucher students and admission of students with tax credit scholarships.

Pre-K students must be 4 years old on or before September 1. Kindergarten students must be five (5) years old on or before September 1. Ages must be verified by a birth certificate and immunization records must be complete. Baptismal certificates should be presented to the school upon initial registration.

Upper level students who are transferring from other schools should arrange to provide copies of their academic record and their immunization record to ensure their admission. Students entering grades 5-8 will meet with the principal prior to admission. Admission criteria and priorities are established by the School Commission and are communicated at the time of registration. Fees associated with registration follow the School Commission Admission Policy.

STEWARDSHIP

St. Barnabas Parish has been committed to total stewardship since its beginning in 1965. As a ministry of the parish, St. Barnabas School is supported through the time, talent, and treasure of the parish families. Embracing stewardship as a way of life challenges us to see God's generosity and then imitate it out of our love for God. In the words of founding pastor, Fr. Sciarra, "As each one has received a gift, use it to serve one another as good stewards of God's varied grace." All families benefiting from the school fees/stewardship plan are required to follow the stewardship guidelines.

At St. Barnabas, the practice of stewardship is supported through the four pillars of hospitality, prayer, formation, and service. Each pillar is used as a means to share the good news of God's love for us and our response to that love. All school families are expected to share their:

- Time - by attending Mass at St. Barnabas each weekend
- Talent - by volunteering in one of the many ministries of the parish
- Treasure - by tithing.

Academic Formation

ACADEMIC PROGRAM

Our academic program offered to children in grades PreK through grade 8 is challenging and comprehensive. Students at Saint Barnabas have consistently ranked in the upper percentiles of standardized achievement tests that are administered annually. Saint Barnabas School is fully accredited by the Indiana State Department of Education and accredited by the North Central Association (NCA).

ACADEMIC PROBATION

A Student whose academic work is deficient can be placed on academic probation. The terms of the probation are set by the administration on a case-by-case basis. A student can be asked not to return to St. Barnabas Catholic School for the next semester if he/she does not meet the set criteria.

ACCREDITATION

St. Barnabas School is fully accredited by the State of Indiana and Advanc-Ed for grades PreK-8. Its curriculum is designed to challenge and prepare all students in all areas. Its course offerings are carefully matched to the students whose progress is carefully monitored. All health and safety standards are met. Standardized test scores are one indication that our school is achieving its goals for the students.

CURRICULUM

St. Barnabas School follows the state of Indiana and Archdiocesan guidelines for textbook adoption, standardized testing, and curriculum. We offer courses designed to challenge and prepare students in all areas and are fully accredited by the state of Indiana. Spanish is offered to students in grades PreK-8. Some 8th grade students have the opportunity to take Algebra 1 and the Algebra End-of-Course assessment.

In some grade levels, Math and Reading are taught in layered classes. In grades 7 and 8 Science is also a layered class. This allows the teachers to focus instruction to a particular set of student needs, either accelerating instruction or repeating key ideas. The layers are fluid and students may move layers throughout the year based on benchmark data, formative assessments, and parent and teacher input.

FIELD TRIPS

The teachers at St. Barnabas School strive to provide experiences through field trips that expose students to parts of our community that cannot be brought into the classroom. There is a small fee for each field trip and for transportation. Let us know if finances are a problem with these excursions. We are required to have individual permission slips for each field trip, which may be downloaded from the school website. **STUDENTS CANNOT BE PERMITTED TO LEAVE SCHOOL IF THE PERMISSION SLIP IS NOT SIGNED.** A field trip is a privilege and the Administrator has the right to deny permission for a field trip based on behavior or grades.

GRADES AND HONOR ROLL - see page 26 for 2020-2021 reporting scale

St. Barnabas School determines report cards grades quarterly though parents and students have access to student progress through Jupiter Grades, the online system, at all times. In grades K-2 student achievement is reported as:

- (4) Deeply understands grade level standards and consistently performs above grade level expectations,
- (3) Demonstrates an understanding of grade level standards and consistently performs at grade level,
- (2) Demonstrates partial understanding and inconsistently performs at grade level,
- (1) Demonstrates little understanding of grade level standards and rarely performs at grade level.

Additionally, student learning behavior will be reported as to whether the student is ready to learn in class each day and allows others to learn as well both inside and outside the classroom (M or N). Percentage grades are issued in grades 3-8 and are published on the report cards. Students in grades 5-8 are eligible for quarterly high honors and honor roll.

First Honors: GPA of 4.0 - 4.33 with no D's or F's and a cooperation/conduct grade of A- or higher.

Second Honors: GPA of 3.5 - 3.99 with no D's or F's and a cooperation/conduct grade of B or higher.

Numerical averages will be figured to one decimal point **without** rounding to the next higher point.

Honor Roll Requirements:

- All special classes are included. They average together as one grade. That grade will be averaged with the academic classes to determine GPA.
- All cooperation/conduct grades must be A's and/or B's
- No incompletes may be received at the time of the report card. Exception would be a doctor's note stating the child was physically incapable of completing work.
- Suspensions of any type will disqualify a student from the honor roll.
- Missing/late homework assignments will affect honor roll. If a student has 4 or more missing/late assignments in that quarter, he/she will be ineligible for the honor roll.
- Conduct will remain a letter grade. It will not be averaged to determine Honor Roll. However, it must be an A or B for the student to attain honors.

A web-based online grading program, Jupiter Grades, is used for students. Parents and students can access progress at any time. It is encouraged that students and parents check the website regularly in order to stay abreast of individual progress.

HOMEWORK

One of the chief means of communication between parents and the school is homework. It provides parents with the opportunity to follow what and how their children are doing in school. Written work is not the only type of homework; study and oral assignments are also given. Each assignment has a definite educational purpose. Homework assignments are part of the school program and require parental support and supervision. It is best to provide a regular time and a definite place, as well as a learning atmosphere where assignments are done. Parents are not expected to do the child's homework, or help them unduly, but parental interest goes a long way in encouraging a child. It is expected that homework be turned in to the teacher on the due date. Late and missing homework will adversely affect honor roll eligibility. Students will also lose points for each day an assignment is late.

LATE/MISSING HOMEWORK: Students who are not prepared to turn in assigned work to the teacher during the class period in which it is due will receive conduct marks for each missing assignment. Students may also lose points off of the assignment for each day it is late.

Excessive homework is not intended. If assignments seem to be taking an inordinate amount of time, please confer with the teacher. Suggested maximum time allotments are as follows:

Grades K, 1, and 2..... 20 minutes

Grades 3 and 4.....30 to 40 minutes

Grades 5 and 6.....50 to 60 minutes

Grades 7 and 8.....70 to 90 minutes

The teachers will accept a written note on a particular day if the parent determines that reasonable time was spent on homework but that the child did not finish or if the child was physically unable to work. If this is a continuing situation, parents are urged to consult with the teacher to work out arrangements.

See **STUDY SKILLS** for further classroom expectations.

LIBRARY/MEDIA CENTER

St. Barnabas is a branch library of the Indianapolis-Marion County Public Library and all students and staff will be issued library cards. Books may be reserved and delivered to St. Barnabas each week. Books are then returned to St. Barnabas to be delivered back to the Central Library. Students are encouraged to use this system to access thousands of books.

The library is open on a regularly scheduled basis and is supervised by library volunteers. Students are permitted to use the library during library hours under the supervision of their teacher. If a book is noticeably damaged or is lost, it must be paid for by the student/parents.

LITURGY

All students attend Mass one day per week, Wednesday at 8:30 a.m. and parents are encouraged to join us.

NATIONAL JUNIOR HONOR SOCIETY

St. Barnabas middle school students (grades 6, 7, and 8) who have achieved High Honor Roll status for the first three grading periods of the current school year are eligible to apply for membership. Students must also submit a Candidate Information Form by the deadline, make sure that all required service hours for religion class are up-to-date, and receive positive recommendations from a middle school faculty survey. Students must also attend the chapter induction ceremony.

PROGRESS REPORTS:

St. Barnabas Catholic School offers its students and parents full access to viewing the student's grades through an online grading system - Jupiter Ed. Students and parents are given login information and passwords that allow them to access academic performance to date in each of his/her classes. Also a part of this online viewing system is the inclusion of each teacher's email address in hopes of making communication as simple and timely as possible.

With 24-hour access to updated grades for parents and students, we will no longer send home a written progress report at the midpoint of each grading period. It is the school's expectation that parents take full advantage of monitoring their child's academic progress and feel comfortable contacting teachers as needed.

Parents will receive a report card each quarter and are asked to sign and return it.

RELIGIOUS EDUCATION

Our Religion curriculum follows the standards of the Archdiocese of Indianapolis and is balanced to enhance the total religious formation of each child. It provides practice in Christian daily living situations as well as meaningful liturgical experiences and sound instruction in Catholic teaching and scripture.

All students have daily Religion classes and participate in weekly liturgies. Our Religion curriculum includes the Archdiocesan chastity program “A Promise to Keep”. Students in grade two prepare to receive the sacraments of Reconciliation and Holy Communion. All students have the opportunity to receive these sacraments throughout the year. Parent sessions are an integral part of the sacramental programs for the students. Ceremonies associated with the initial reception of the sacraments can be truly meaningful only if the child is led to regularly practice his/her faith. Regular attendance at Sunday Mass is a minimal expectation.

Religious instruction is an integral part of our curriculum. Special preparation is available for older students who have not received the sacraments but wish to do so. Contact the director of Faith Formation if you have questions. Non-Catholic students will participate in all aspects of the Religion program except sacramental preparation.

RESOURCE PROGRAM

Academic testing for special services such as speech, resource learning, and occupational therapy is done through Perry Township Schools. Parents may request testing through the principal, homeroom teacher, Resource teacher or direct request to Perry Township Schools. Students who qualify for services receive them at St. Barnabas according to the Individual Service Plan written for the student.

SERVICE LEARNING

All students, but particularly students in grades 5-8, are encouraged to share their time and talent with their school, parish, and community. The Service Learning program for the upper grades has program requirements that are part of the Religion grade for each quarter. School-wide activities are scheduled throughout the year.

STUDY SKILLS

Specific skills and techniques can make learning easier and more enjoyable. The following are guidelines for achieving good study habits:

- Come to class prepared with pencil, paper, and other necessary materials.
- Be an active participant in class. Listen well and take part in class.
- Ask questions to clarify problems.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible. Just “getting by” is not a worthwhile goal.

TESTS AND ASSIGNMENTS

All test scores, homework grades, and conduct grades will be sent home to the parents weekly through the Friday Folder. Parents are to sign the folder and they are to be returned to the teacher on Monday. In addition, classroom tests must be signed and returned to the teacher. Parents, please see that this policy is followed.

TESTING

Students in grades 3-8 take the ILEARN assessment for the 2020-2021 school year. For more information, please visit:

<https://www.doe.in.gov/assessment/ilearn>

Students in grade 3 take the IREAD test. For more information, please visit:

<https://www.doe.in.gov/sites/default/files/assessment/iread-3-frequently-asked-questions-070617.pdf>

Students in grades 5 and 8 take a standardized Religion test (ACRE) each year to measure our success in that area. Students also complete NWEA testing three times a year to measure academic growth over time.

TEXTBOOKS

Textbooks and workbooks are furnished. **Textbooks are to be covered at all times.** No adhesive book covers. Students will be charged a damage fee if the teacher feels the book has been abused. All texts are inspected at the beginning and at the end of the school year. If a book is lost, misused, or damaged beyond reasonable wear, the student shall be charged a replacement fee.

ACHIEVEMENT SCALE Grades K-2

ACHIEVEMENT SCALE

Levels of achievement are provided to help you better understand how your child is performing on specific standards.

4	Exemplary	Demonstrates a deep understanding of key concepts and consistently applies and extends them above grade level.
3	Mastery	Demonstrates an understanding of key concepts and consistently applies them at grade level.
2	Partial Mastery	Demonstrates partial understanding of key concepts and/or inconsistently applies them at grade level.
1	Non-Mastery	Demonstrates little understanding of key concepts and/or rarely applies them at grade level without support.
X		Standard is not assessed

ACHIEVEMENT SCALE Grades 3-8

ACHIEVEMENT SCALE

A+	98-100%	4.33
A	95-97%	4.00
A-	93-94%	3.67
B+	90-92%	3.33
B	87-89%	3.00
B-	85-86%	2.67
C+	82-84%	2.34
C	79-81%	2.00
C-	77-78%	1.67
D+	75-76%	1.34
D	72-74%	1.00
D-	70-71%	0.67
F	Below 70%	

High Honors = GPA of 4.0 - 4.33 with no D's or F's and a cooperation/conduct grade of A- or higher.

Honors = GPA of 3.5 - 3.99 with no D's or F's and a cooperation/conduct grade of B or higher.

HONOR ROLL

Honor Roll is calculated in the following manner:

The five special area subjects are averaged together to create one grade.

That grade is averaged along with the six academic subject grades (7 in all).

The averaged result is used to determine placement on Honor Roll (3.5-3.99) or High Honor Roll (4.0-4.33).

SUCCESSFUL LEARNER TRAITS

M=MEETS EXPECTATIONS
N=NEEDS IMPROVEMENT

The Archdiocese of Indianapolis fosters Christ-like behavior at all ages. The following skills were demonstrated by Christ and are in being productive citizens who know, love, and serve God.

The student is ready to learn. (Self-awareness and self-management skills that lead to healthy decision-making.

The student supports the learning of others. (Social awareness and interpersonal skills to establish and maintain positive relationships.

SCHOOL SERVICES

AFTER-SCHOOL CARE

After School Care is offered to students from 2:45-5:45 onsite. There is a fee for this service and outstanding bills should be paid weekly. More information is available with registration information. Students are expected to follow school rules while under the supervision of the After-Care supervisors.

AFTER-SCHOOL ACTIVITIES

A variety of after-school activities are offered including sports and scouts. Parents are responsible for the student's transportation to and from after-school activities. **If an activity is not held immediately after school, parental supervision must be provided, the student must go to Aftercare, or the student must go home and return when the activity is scheduled.**

CATHOLIC SOCIAL SERVICES COUNSELOR

St. Barnabas School contracts the services of a school counselor through Catholic Social Services. Requests may be made by teachers or parents for a child to visit the counselor. Students in grades 7 and 8 may make self-referrals. Parents will be contacted if a child meets with the counselor more than one time.

COMMUNICATION and PARENTAL CONCERN PROTOCOL

www.stbindy.org

Telephone numbers:

School – 881-7422

Parish Center – 882-0724

Fax – 887-8933

www.stbindy.org

The following methods are used to keep parents informed of school information and the progress of the child: Online Jupiter Grades reporting system, report cards, school newsletter, special bulletins, web page, and conferences. **Teachers check email at the beginning and end of the day. Do not assume that they read emails sent during the instructional day.**

When there is a concern or question, all are encouraged to approach one another being mindful of the fact that we are a Christian family and each of us deserves respect. All of us (parents, teachers, and administration) have the best interest of our students in our hearts. We all share a common goal - the education and well being of your children. In a school of over 550 individuals, differences are bound to occur. However, through mutual respect and understanding, problems can be overcome.

Step 1: Encourage your child to discuss the problem with his/her teacher, preferably one on one. If the child is shy, encourage him or her to write a note or an e-mail to the teacher explaining the problem.

Step 2: If the problem goes unresolved, the parent is encouraged to either call the teacher and schedule time to talk by phone or he/she may send an email to the teacher explaining the situation. Please be mindful that e-mails do not reflect inflection or tone. The St. Barnabas teacher will respond within 24 hours.

Step 3: If the problem persists, we encourage parents to schedule an appointment with the teacher and the student. Because of classroom scheduling, teachers can meet by appointment only.

Step 4: If the problem has not been resolved, schedule an appointment with the teacher and administrator. The administrator will recommend whether or not the child should be included at this level.

Step 5: If the issue remains unresolved, an appointment with the pastor may be made.

Thank you for trying this protocol when issues arise.

Please remember: If these calls are made during the school day, the teacher will return the call after school has been dismissed. Teachers will also call parents at any time that the interests of the child need to be discussed. PLEASE DO NOT CALL STAFF MEMBERS AT HOME UNLESS THE TEACHER HAS MADE THAT REQUEST.

Being mindful of our shared mission:

- Both parent-teacher and student-teacher relationships are key in the learning process.
- If you are upset, take time before initiating communication. Effective communication takes place when both parties can talk and listen.

Each family will receive a copy of the school newsletter weekly electronically. General student-teacher-parent conferences are held at the end of the first grading period. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.

Students and parents can access grades online at any time. Report cards are sent at the end of the first and last quarter.

STUDENT LOCKERS

Students at St. Barnabas School may be provided with a locker. Students are not allowed to switch lockers with other students. There is to be no writing on the outside or inside of the locker and no stickers attached to the locker. Large books and heavy coats should be placed in the locker in such a way as to allow the door to shut without forcing. All lockers on the school's premises are the sole property of St. Barnabas Catholic School and therefore are subject to be searched at any time by the school administration for any reason.

LOST AND FOUND

Students and staff who find lost articles are asked to turn them over to the office, where they can be claimed by the owner. Lost and Found is cleared out on a monthly basis and unclaimed items are donated to a local charity.

LUNCH

Lunches are served from 10:15 – 12:45. The price for lunch is \$3.00. Extra milk may be purchased for \$ 0.50. We use the MealTime debit system to allow parents to deposit lunch money and to track purchases. The price for lunch for parents/visitors is \$3.50. The hot lunch program operates under guidelines of the Federal Hot Lunch Program. In keeping with these guidelines the following procedures will be in effect:

- No longer are elementary students required to take the entire lunch that is served under the National School Lunch Program. The entire lunch will be offered but children will be able to refuse one or two items...those foods they do not intend to eat.
- The law requires that the price of lunch remain the same whether the student takes the full lunch or only part of it. So, the paying child will continue to pay the full price, the child eligible for reduced price will continue to pay the reduced price, and the child eligible for free lunch will continue to pay nothing.

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and be courteous and neat. Students should not save places in line or at the tables. Students may leave their tables only when excused by the person in charge.

Fast food and/or pizza may not be brought in for students at lunch without prior permission of the principal.

LUNCH GUESTS

Students always enjoy seeing a parent or family member for lunch and we welcome you to join us. During college and high school vacations/breaks, we often get a large number of visitors. To prevent overcrowding on high school/college breaks when St. Barnabas is in session:

- 1.) Call 881-7422 ext. 248. Please say that you would like to come to lunch and give the student's name and lunchtime. If we are already expecting 2 or more guests at that same lunch period, we will ask you to visit during another time.
- 2.) All guests should go to the cafeteria only. They should not go visit other teachers during instruction.
- 3.) Alumni are welcome to visit their previous teachers during after school hours.

CHARGING POLICY FOR LUNCH

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. St. Barnabas Catholic School we adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. This can be done electronically through Mealttime or lunch money can be turned in at the beginning of the day to the homeroom teacher.
- A student may charge up to 5 meals maximum as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to \$10.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" items including extra main entrees.
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- Notifications of negative balances will be done at least once a week.
- Any unpaid balances could cause delayed placement for the following school year.

Students who graduate from St. Barnabas with any balance left in their lunch account will have those balances transferred to their siblings account. If there are no siblings, any positive balances will be refunded.

VISITORS

Parents are welcome and encouraged to visit the school. When visiting the school for any reason, please report to the school office upon entering the building to sign in and receive a visitor's pass. Adults must provide a valid driver's license. When leaving, please sign out.

Arrangements must be made in advance when planning a visit to a classroom.

HEALTH AND EMERGENCY

ASBESTOS

St. Barnabas School has complied with the EPA School Rule (1982) and AHERA (1986). The management plan for meeting the requirements of AHERA is available upon request in the school office. St. Barnabas School does not contain any asbestos materials.

AUTHORIZED MEDICATION

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her learning abilities. Medications should be given at home whenever possible (i.e., if a student needs medication 3 times daily it should be given before school, after school, and at bedtime). No medication is provided by the school.

If a student must bring medication to school, please be advised of the following:

1. Students may not have medication in their possession while on school premises. All medication must be kept in the school office at all times.
2. Parents must fill out and sign a medication request form any time a student is to take medication at school.
3. Medication (whether prescription or over-the-counter) must be in the original container. Liquid medication should include a medicine cup/spoon.
4. Prescription medication label will serve as the written order of a practitioner.
5. Over-the-counter medication must be in its original container with written directions indicating the child's name, medication name, dosage instructions, specific dosage times, and any other pertinent instructions.
6. Refrigeration is available, if required.
7. Medication will be administered by school personnel.
8. Documentation of all medication given by school personnel will be kept in the school office.
9. Parents are responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child.

CHILD ABUSE REPORTING

In accordance with the Safe and Sacred policies of the archdiocese of Indianapolis and Indiana law, any report or suspicion of child abuse and / or neglect will be reported to the appropriate authorities for their investigation.

CIRCLE OF GRACE

Circle of Grace is a safe environment program for kindergarten through grade 12 "Respecting All God's People". It is a program for the safe environment education of children and young people supported and mandated by the Archdiocese of Indianapolis, to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children.

Circle of Grace aims to equip our children and young people by arming them with essential knowledge and skills grounded in the richness of our faith. This program helps children and young people to understand their own (and other's) dignity in mind, body, and spirit. The curriculum will be taught by religion teachers during the month of October.

EMERGENCY INFORMATION

If a student becomes ill at school, a parent or person authorized by the parent will be notified. The Emergency Card, which is kept on file in the office, should be up-to-date with names of persons to contact in the event that parents are not available. Because of the need to reach parents in case of emergency or when a child is ill, we cannot overemphasize the need for parents to update information as it changes. Please call the office or send a note with your child.

EMERGENCY PREPAREDNESS

St. Barnabas Catholic School works with Archdiocesan officials and local law enforcement officials in developing a comprehensive Emergency Preparedness Plan. While no plan is able to cover every conceivable emergency or crisis, the school's plan is comprehensive in nature.

The school complies fully with state and federal regulations with regard to conducting drills for emergency preparedness.

The school will utilize Jupiter Ed to send out emergency text messages should an event merit notification. **It is imperative that families have their cellular information updated in our Jupiter System.**

HEALTH

Archdiocesan health policies may be viewed at

http://www.archindy.org/oce/download_documents/newsletters/policy_medication_administration_4f.doc

Parents should notify the teacher and principal in writing if their child has a health disorder. A record is kept on file in case of emergency. Please keep this updated. Parents should notify the office if their child contracts a contagious disease. Parents are kept informed of outbreaks of contagious conditions in the weekly newsletter. Responsible parents aid all families when they report cases of these conditions to the school.

Prescription and/or over-the-counter drugs may be administered to students by school personnel if they are brought to school in the original containers with a note signed by the doctor. Parents must fill out and sign a medication request form any time a student is to take medication at school. All medications must be kept in the office for safekeeping.

Screenings are routinely administered by the Marion County Health Department as follows:

Vision – Grades 1, 3, and 8

Hearing – Grades 1, 4, and 7

Others may be tested upon written request.

State law requires that every student who is admitted to school must have evidence of a successful vaccination for Hepatitis A, diphtheria, tetanus, whooping cough, and polio; also required, a rubella/rubeola vaccination and a tuberculin skin test. **No child will be admitted to school until immunization record is on file in the school office. The state updates its requirements yearly.** Parents must sign a permission form for the school to relay immunization information to the state.

INSURANCE

The Archdiocese of Indianapolis and St. Barnabas School carries secondary insurance coverage for each student in the case that a child is injured during school time or on a school function. Information is available through the school office in the event of an accident during the school day or while participating in a CYO practice or competition.

LICE

If a teacher notices lice, nits, or excessive itching, he/she may send a student down to the office for a “check.” If live lice or nits are detected, siblings may be checked as well. Parents are then contacted. Students may return to school after treatment. When we have several cases at school, we may do grade level checks. Parents can help stop the spread of lice by diligently following the following three-step plan: 1) Lice Killing Agent (2) Nit Removal (3) Environmental Clean-Up. Please ask the school office for further details.

PESTICIDES

On occasion there will be employees or contractors who are trained and licensed in the State of Indiana to apply pesticides (or who are supervised by trained and licensed professionals) engaged in applying pesticides in and around the school.

Pesticides are not applied when students are in the application area.

SICKNESS

If a student vomits or has a fever, please keep your child home until they are 24 hours symptom-free without fever-reducing medication. This will help us prevent the spread of illness in our school. Thank you.

WELLNESS POLICY

Archdiocesan Policy: <http://oce.archindy.org/library/documents/Member-Area-Downloads/Policies/2007-03---Policy-on-School-Wellness.pdf>

1. Saint Barnabas School will participate in federal school meal and milk programs.
2. Foods and beverages sold or served at school will meet the current nutrition recommendations of the U.S. Dietary Guidelines for Americans.
3. All students in grades Pre-K to 8 will have opportunities, and encouragement to be physically active on a regular basis.
4. St. Barnaba School will integrate nutrition education into the curriculum areas of mathematics, science, language arts, religion, as well as health, and physical education.
5. St. Barnabas School will have a school administrator, in compliance with the aforementioned federal and state laws, will designate a team of individuals on the faculty or staff to spearhead this effort in conjunction with the existing School Commission/Board, to implement, monitor, review, and revise school nutrition and physical activity programs, and prepare an annual report to be submitted to the Archdiocesan Education Commission by April 1, of each year.

WINTER STORM DELAY OR CLOSING INFORMATION

If a storm occurs during the school day, the weather will be monitored by the administration. If worsening conditions are forecast, school may be dismissed early. If a storm occurs at a time other than during the school day, announcements of school closing or delay will be made if practical and advisable. If a decision is made to close or delay the start of school, a text message and email will be sent to all families, an announcement will be made on the local television stations at the earliest possible time, and it will be posted on the school's web page which is the fastest and most accurate way to know of delays and cancellations. **Please do not call the school or stations for closing information.**

CODE OF CONDUCT

ATTENDANCE / ABSENCES

Student attendance is key to student success. When students are absent, they miss valuable class instruction, discussion, collaboration, and work time. Regular attendance builds habits and responsible behavior that are life skills. **On the day a student is absent, parents should report the absence by phone to the school office before 8:30 a.m. by calling 317-881-7422.** Beginning at 9:00 a.m. the secretary will contact parents of children who have not arrived and who have not notified the office. Upon returning to school, a written excuse signed by the parent/guardian stating the child's name, date and reason for the absence should be given to the classroom teacher. A NOTE IS REQUIRED EVEN WITH A PHONE CALL. It is necessary that we keep these notes in a file.

A child who is absent five or more consecutive days, must have a doctor's note upon return. Daily assignments may be picked up at the office at the end of the school day or may be sent home with a family member or friend, if you have notified the teacher and school office before 10:30 a.m..

Students will have the opportunity to make up work. It is the student's responsibility to obtain, complete and return any work assigned during the absence. The student is responsible for completing all tests given during the absence. If the work is not turned in when due, the student's grade will be affected. Generally speaking, the student is allowed the same number of days to make up work as the days the student was absent. Special arrangements may be made with teachers when there is a prolonged absence.

Any student who is absent a half day or more may not participate in or be a spectator at extracurricular activities on the day of the absence.

In the event that a student has reached seven days of absences, the principal will send an official written notification to the parents (guardians). Ten absences is considered excessive. After ten absences, a meeting with the parent, child, and administrator will be called. Students with excessive absences risk not being promoted to the next grade due to the missed work and learning.

A half day of attendance is defined as follows: (7:30-11:15 and 11:15-2:45) If a student is more than 2 hours late, they are counted as half day absent.

A record of attendance and tardiness is maintained for every student. State law requires that the students' attendance records be retained as part of the permanent record.

VACATIONS: Parents should make every effort to ensure that their children are in school every day. Each day of instruction is valuable to education. If it is necessary to take a student out of school for a family event, the parents must notify the principal in advance. We understand that there are unique opportunities that present themselves throughout a school year. The student's classwork, tests, and quizzes will be given to him/her upon return. Taking children out of school early before a break is not an acceptable practice.

FALL BREAK AND SPRING BREAK: Students who leave school early before Fall Break or Spring Break, or return late, will have work counted as "late" and points will be deducted.

ARRIVAL AND DISMISSAL

Students may not enter the school building before 7:00 a.m. Students arriving between 7:00 and 7:15 proceed to the cafeteria for supervision. Students arriving between 7:15 and 7:30 proceed directly to their classrooms. Students are considered tardy if they are not *in their classroom* by 7:30 a.m.. **When the student is tardy, the student must report to the office with a parent/guardian to be signed in and receive a tardy pass to be admitted to class.**

All students are to leave the building at 2:45 dismissal unless under the direct supervision of a teacher. Car riders are dismissed first, followed by walkers/bike riders, and finally those attending After School Care. There will be no exceptions. Please follow all dismissal guidelines. Do not ask students to walk and meet your car on side streets.

Bike riders are to walk their bicycles while on the school parking lot and are to obey all safety precautions. Students should lock their bikes during the school day.

Parents may wish to walk their young children to class during the first days of school. Please make note of the published "Independence Days." After Independence Day, ALL children Pre-K - 8 should follow arrival procedures. Thank you.

CAR RIDERS

At morning arrival, cars will enter from Rahke Road (east entrance, single file) and proceed to the back of the building and exit on Fabyan Road. **Teachers will direct traffic flow. Do not park in the lot and release children unless accompanied by an adult. Do not stop cars to let children out unless directed to by the teachers on duty. Don't stop the flow of traffic unless directed to by the teachers on duty.**

At dismissal, arrive in the parking lot no later than 2:40 P.M. **ALL VEHICLES MUST BE TURNED OFF.** Once car-riding students are dismissed from the building and are walking to the parking lot, no cars should enter the lot. This is for the protection and safety of the students. **Remember not to start or move your car until ALL students are safely in cars. Teachers on duty will signal when it is time to leave. Please do not leave until that time.** Carelessness could cause a serious injury! Vehicles transporting students in grade 4 and younger will park in the back of school. Vehicles carrying students in grades 5-8 will line up on the south edge of the front parking lot. **Do not park in neighboring streets and ask children to come out as walkers if they are actually transported by car.**

DAILY SCHEDULE

St. Barnabas School schedule is as follows for PreK-8 students is a follows:

7:00-7:15	Students may arrive at school
7:30	Instructional day begins with prayer
10:15-12:30	Lunch
2:45	Car riders dismissed
2:50	Walkers dismissed, After-care begins
5:45	After-care ends

Classes begin at 7:30 each day. It is the parent's responsibility to make sure that students arrive in time to begin class at 7:30. Extended care is available for students who stay after 2:45. If it is necessary for a child to leave early, a written parental request must be given to the teacher in the morning. The parent should then personally come for the child at the office and sign the child out. At no time should parents or other visitors go directly to a classroom during school hours without permission from the office. This is for the safety of your children. Students who are habitually tardy will serve detention or may receive other consequences.

LOITERING

Students should leave the school grounds promptly after dismissal. Non-students under 16 years of age are not permitted in school at any time unless accompanied by an adult and registered in advance as official guests in the main office.

TARDIES

Students are considered tardy if they are not in their classroom by 7:30 a.m.. When the student is tardy, the student must report to the office with a parent/guardian to be signed in and receive a tardy pass to be admitted to class. Medical appointments accompanied by a doctor's note will be excused tardies. The principal may deem other instances to be excused. When a student must leave school early or enter late due to an appointment or for other necessary reasons, the parent should send a note to the homeroom teacher. It is important to try to schedule these so the student misses as little class time as possible. It is not expected that an appointment would take an entire morning or afternoon. **Parents must come into school and sign children in and out when they leave or arrive at a time that is not routine.**

- If a child is tardy more than three times in a quarter, parents will be contacted by the principal and a course of action will be mapped out. Tardiness due to inclement weather will not be counted.
- If student tardies are excessive, even after contact with the principal, students may serve a detention or receive other consequences if lateness continues.

APPROPRIATE SCHOOL BEHAVIOR

ACADEMIC INTEGRITY and PLAGIARISM

In order to properly assess the growth and achievement of a student's academic and critical thinking skills, as well as foster in students a commitment to honest academic work, St. Barnabas students are expected to complete their work with academic integrity. Students are individually accountable for their school works originality and are expected to adhere to all school, class, and assignment guidelines. Any student that misrepresents, gives, or receives unauthorized aid from either an individual or outside source, will be in violation of this policy, and a referral for violation of the school's academic integrity policy will be submitted to the administration.

Unless explicitly permitted by the teacher, examples of violation may include, but are not limited to:

- Copying another student's work and presenting it as one's own.
- Providing work to another student to present as their own.
- Working on an individual assignment in collaboration with another student.
- Obtaining or providing assignments, quizzes, tests, and any other course content from a previous or current year
- Obtaining or providing specific information about all or part of an assignment, quiz, or test with another student in the same or different class period.
- Using all or part of any outside sources when not directed to do so by the teacher.
- Plagiarizing another's writing, ideas, or thoughts by presenting it as one's own without proper documentation, whether purposeful or accidental.
- Submitting substantial portions of the same academic work for more than one course without consent of all teachers involved.
- Violating any academic integrity guidelines specific to individual courses and/or teachers.

NOTE: A violation on any portion of academic work, even if not a full assignment, results in the same consequences.

FIRST OFFENSE

- Teacher speaks with the student, documents the violation, and submits a referral to administration.
- Student is permitted to redo the work for partial credit, and his/her conduct grade is lowered by two grades.
- Administrator confers with the student and keeps a record of the violation.
- Teacher contacts the student's parents, explains the violation, and reviews with the parents St. Barnabas's academic integrity policy.

SECOND OFFENSE (see first offense above)

- Student receives a zero on the assignment and receives an "F" for conduct.
- Parent is notified of the second offense by the Administration.
- Student receives a one day suspension.

THIRD OFFENSE

- A third offense will result in a three-day suspension. The student and his/her parents will appear before a Disciplinary Board which will decide on expulsion or readmittance to St. Barnabas School. If readmittance is granted, it will come with probationary terms, which will be communicated to the student and their parents.

CHROMEBOOK

Please see Chromebook 1:1 Policy

COMPUTER USE

Students will have the opportunity to develop technological skills and access information systems through instruction in computer use and the Internet. All students and their parents are required to sign a Computer User Policy Agreement each year before gaining access to the Internet. The expectations for responsible use of this learning tool are spelled out in the agreement. Parents are expected to monitor student Internet and e-mail use at home. Any electronic messages or websites that harm the character and well-being of another student, while done outside of school, may fall under our discipline policy because the relationship between students may be affected within the school. See Student Code of Conduct – Bullying.

DRESS CODE

The faculty of St. Barnabas School pledges to foster religious and academic growth in all students. The primary responsibility for enforcing the uniform code belongs to the parents, enabling the staff to focus on its primary educational goals. Parental cooperation is expected. ***IT IS THE RESPONSIBILITY OF PARENTS TO MAKE SURE THE DRESS CODE IS ALWAYS OBSERVED.***

Violation of the dress code will require that the proper uniform be brought to school or clothes in the office may be given to students to wear so that your child will be appropriately attired and allowed to return to the classroom. Please check your children before they leave for school. All uniforms should be labeled with your child's name; all uniforms look alike! Your cooperation is expected and appreciated.

ALL STUDENTS, K-8, WILL WEAR UNIFORMS AS DESCRIBED BELOW

ALL STUDENTS K-8: A solid gray or solid maroon sweatshirt with the school logo purchased through SPIRIT WEAR is acceptable. **No athletic sweatshirts or hooded sweatshirts may be worn as uniform clothing.**

Tee shirts worn under school uniform shirts **must be plain white** (no motif or lettering).

No tattoos or body piercing is acceptable.

WARM WEATHER POLICY: **Khaki or navy** uniform walking shorts purchased *from the uniform company or the uniform department* of a local retailer may be worn from the beginning of school until November 1 and from April 1 until the end of the school year. Uniform style shorts must be worn. **Grades 6-8 only: Khaki or navy** uniform shorts as described above may be worn year round. No tight shorts are allowed. *See further specifications of shorts under each gender listing.*

COLD WEATHER POLICY: In colder weather, students may wear turtleneck shirts or collared shirts in **white, navy, or maroon** with uniform sweater or sweatshirt. Only St. Barnabas uniform sweatshirts purchased through SPIRITWEAR may be worn in lieu of sweaters.

GRADE 8 STUDENTS: Official 8th grade class shirts may be worn year-round by 8th grade students only.

BOYS (GRADES K-8)

Pants/Shorts: Dress-style slacks and shorts must be purchased from the *uniform company or the uniform department of a local retailer* in **khaki or navy**. No other style will be allowed. They must fit around the waist and not be excessive in length. All pants and shorts must be hemmed. **Cargo shorts or pants are not allowed.**

Shirts: Shirts must be solid colors of **white, navy, or maroon**. Shirts must be tailored, have a color with buttons in front (oxford or polo style), and be exclusive of decoration. No shirts with logos, pictures, writing, etc. are considered uniform. **Shirts must be tucked in at all times.** No t-shirt should extend below the uniform shirtsleeve and all t-shirts worn are to be white.

Sweaters: Crewnecks, v-necks, or cardigans may be worn in solid **white, navy, or maroon**.

Socks: Socks must be worn in solid colors of **white, navy, or black and should be visible**. **A small logo is permissible on the socks, but stripes are not allowed.**

Shoes: No sandals, high-heeled, open-heeled shoes, boots, or slippers are appropriate. Shoes must be appropriate for physical education classes. Crocs for students are not allowed.

Jewelry: No earrings, bracelets or rings should be worn to school. Simple neck chains with religious medals may be worn.

Hair: Hair length should not touch the top of shirt collar or extend over ears or eyes. **Hair should be its natural color and should be well-groomed.** Questionable styles, including color, cut, and length, will be left to the discretion of the administrator.

Make-up: No makeup is allowed.

Students will be required to remove any accessories that become a distraction to the learning environment.

GIRLS (GRADES K-8)

Jumpers/Skirts/Skort/Kilts: The St. Barnabas uniform plaid is gray/maroon. A plaid, navy, or khaki jumper, skirt, or skort is worn in grades K-4; a skirt, skort, or kilt may be chosen in grades 5-8. Jumpers/skirts/skort/kilts must be no more than 4 inches above the knee. **Parents are responsible for monitoring this.** **Pants/Shorts:** Dress-style slacks and shorts must be purchased from the *uniform company or the uniform department* of a local retailer in **khaki or navy**. No other style will be allowed. They must fit around the waist and not be excessive in length. All shorts and pants must be hemmed.

Pants and shorts must not be tight. No skinny pants, pegged pants, yoga pants, etc. are allowed. Pants and shorts must be uniform style. Capri pants are not part of the uniform.

Shirts: Blouses or shirts must be solid colors of **white, navy, or maroon**. Shirts must be tailored, have a collar with buttons in front (oxford or polo style), and be exclusive of decoration. No shirts with logos, pictures, writing, etc. are considered uniform. No t-shirt should extend below the uniform shirtsleeve and all t-shirts worn are to be white.. **Shirts must be tucked in at all times.**

Sweaters: Crewnecks, v-necks, or cardigans may be worn in **white, navy, or maroon**.

Socks: Socks must be worn in solid colors of **white, navy, or maroon and should be visible. A small logo is permissible on the socks, but stripes are not allowed.**

Tights: **Plain, white, navy, or maroon** tights in solid colors are allowed.

Shoes: No sandals, high-heeled, open-heeled shoes, boots, or slippers are appropriate. Shoes must be appropriate for physical education classes. Crocs for students are not allowed.

Jewelry: Only small stud earrings are acceptable. No dangle hoop styles are allowed. No bracelets or rings should be worn to school. Simple neck chains with religious medals may be worn.

Hair: Hair should be out of eyes and well-groomed. Hair accessories should not be excessively ornate. Questionable styles, including color, will be left to the discretion of the administrator. **Hair should be its natural color. Feathers and other adornments are not allowed.**

Make-up: No make-up is allowed.

Students will be required to remove any accessories that become a distraction to the learning environment.

ELECTRONIC DEVICES

Electronic devices such as handheld games, cellphones, cameras, headphones, etc. are not permissible at school, unless teacher-approved. On occasion, they can be used under a teacher's direction. If brought to school without permission, they will be taken and kept in a secure place until parents pick them up from the principal. No toys, dolls, etc. should be brought to school without expressed teacher permission. The school will not be held responsible for damaged or lost items.

If a parent believes that a child needs to have his or her cellphone at school, it is to remain turned off and in the student's backpack and/or locker, and may not be used during the school day or at aftercare. Teachers/administration will confiscate cell phones that are out or cause a distraction to the learning environment without permission of a teacher/administrator, and a detention will be given. Parents will be required to collect the cell phone after school hours. Misuse of cellphones may result in further disciplinary action.

OUT- OF- UNIFORM DRESS CODE GUIDELINES

On days when out-of-uniform attire is allowed, modest, tasteful attire is always a requisite. Length and fit of clothing always follows the uniform guidelines. These would include but are not limited to the following: stockings/socks at all times, no bare midribs, no tank tops, spaghetti straps, or bare shoulders, no tight or low-cut clothing, no suggestive writing on t-shirts or other pieces of clothing. **No skinny pants, pegged pants, short-shorts, yoga pants, etc. are allowed.** Clothing must be neat and clean and fit appropriately. Choices should include clothing that is recognized as proper school attire. When there is a question about the propriety of selected attire, make wise choices or choose the uniform. **Questionable styles are left to the discretion of the principal.**

HUMAN DIGNITY POLICY

The Archdiocesan policy on harassment and violence can be found at

http://www.archindy.org/occe/download_documents/newsletters/harrasment_policy_f.pdf

St. Barnabas School underscores the importance of sensitivity to the backgrounds, feelings, and concerns of students and community members and of meeting the moral imperative of an equal opportunity society free of prejudice and discrimination. Accordingly, in this school, behavior by any member of the school community which insults, degrades, harasses, or stereotypes any other person on the basis of race, gender, handicap, physical condition, socioeconomic background, ethnic or national origin, or religion will not be tolerated.

MISC. BUILDING RULES

- Students must have permission from their teachers to use the telephone.
- Food may not be taken out of assigned eating areas. Chewing gum is not permitted.
- Students may not bring items to sell without permission from the principal.
- Teachers are in charge of “show and share” items brought from home. Expensive personal items are discouraged.
- PERMISSION TO REMAIN INDOORS – Students are expected to dress properly for outdoor recesses. A child can be excused from recess for a reasonable period of time following an illness if parents send a note to the homeroom teacher.

THREATENING BEHAVIOR

At St. Barnabas School, all threats of any kind are taken very seriously. Whether personal threats directed at some particular individual, threats pointed toward some group within the school, or certainly a general threat against the whole school, those menacing gestures or statements will be dealt with immediately. Depending on the severity, scope and circumstance of such an event, a student (or students) responsible for any scenario involving threatening behaviors will be subject to suspension/expulsion and that student (or students) could face criminal charges.

HARASSMENT POLICY

It is the policy of St. Barnabas School to provide equal opportunity for employees and students and not to discriminate on the basis of age, race, creed, color, sex, marital status, national origin, religion, or handicapping conditions. St. Barnabas School commits itself to nondiscrimination in all its educational, employment, and personnel practices.

It is also the policy of St. Barnabas School to provide a fair, supportive, and nondiscriminatory educational and work environment for all students/employees, regardless of their age, race, creed, color, sex, marital status, national origin, religion, or handicapping condition. St. Barnabas School prohibits harassment of its students or employees by any person and in any form.

Any student/employee who believes that he or she has been the subject of harassment should report in writing the alleged act immediately to his/her supervisor. In the case of students, the immediate supervisor shall be the principal.

The principal will make every effort to ensure that complaints of harassment are investigated and resolved promptly, efficiently, and in accordance with any bargained due process rights or employment rights provided by law.

BULLYING *St. Barnabas School follows the anti-bullying policy of the Archdiocese of Indianapolis and its own anti-bullying plan listed as follows:*

Bullying means overt, repeated acts or gestures, including verbal and written communications or images transmitted in any manner, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the

targeted student an objectively hostile school environment. It is aggressive behavior that involves unwanted, negative actions. It typically involves a pattern of behavior repeated over time. Finally, it involves an imbalance of power or strength. It may include but is not limited to these actions:

- Verbal bullying
- Being socially excluded or isolated
- Physical bullying
- Being bullied through lies or false rumors
- Having money or other things taken or damaged
- Being threatened or forced to do things
- Racial bullying
- Sexual bullying
- Cyber-bullying

All St. Barnabas staff and teachers foster an atmosphere of warmth, positive interest, and involvement in the lives of the students and serve as positive role models. They support firm limits for unacceptable behavior. They consistently impose negative consequences when bullying takes place and inform parents and administrators when it occurs. All staff members provide supervision during school hours and school events and intervene in bullying situations. They document incidents appropriately. Students are taught to recognize bullying and how to get help.

Each St. Barnabas classroom adopts the Olweus Bullying Prevention Program and its rules against bullying:

- I will not bully others.
- I will help students who are bullied.
- I will include students who are left out.
- If I see someone being bullied, I will tell an adult at home and an adult at school.

Rules prohibiting bullying apply when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group. They apply off school grounds at a school activity, or traveling to or from a school activity.

Regular class meetings are held to build a sense of class cohesion and community, to teach the rules and consequences of bullying, to help students understand their role in bullying situations, and to address issues about bullying as they arise. A survey to measure the program's effectiveness is given each year to students in grades 3-8. Information about the program is shared with parents through the school website, the Student and Parent Handbook, and at Back-to-School Night.

Teacher and staff training on the Olweus program and responsibilities of staff members takes place at the beginning of each school year and throughout the year as needed. School resources include School-wide Guide, Classroom Guide, Class Meeting Guide, and DVD's. Information on how to deal with the bully and bystanders and ways to communicate with parents of both the child bullied and the child doing the bullying are included in the resources. A record of bullying incidents and communication are kept at the classroom level and school-wide level.

All educators, employees of the school/parish, and all adults involved in any matter related to students understand that they have a duty to report certain information, especially information concerning the welfare of a child, to appropriate government agencies/authorities. The most common such reporting involves the Department of Child Services and the Police. In the State of Indiana, everyone is considered a mandatory reporter and educators have a statutory requirement to report knowledge or suspicion of abuse, neglect, child-endangerment, and other similar matters to the Department of Child Services. Additionally, should criminal activity be suspected, the Police should be contacted. If there is any question about whether a report should be made, the Department of Child Services and/or the Police, as appropriate, should be consulted to determine whether a report should be made.

St. Barnabas School implements the anti-bullying policy of the Archdiocese of Indianapolis and has a team consisting of the administration and counselors that is responsible for investigating reports of bullying and documenting each instance. Reporting forms provided by the Archdiocese of Indianapolis are used to keep

bullying incident records. Confidentiality is essential in every situation and all persons involved, including parents, must respect that it is not possible to share all of the information that is collected or pertinent to any bullying incident.

Students are expected to follow these same rules in all parish and school activities including CYO sports, youth ministry gatherings, and Scouts.

VANDALISM

Our school and school equipment are used by many organizations within the parish. Willfully damaging or destroying this property may be cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid for by the student/parents. If a student accidentally causes damage, he/she should report it to the teacher immediately so that the damage is not misconstrued as vandalism.

DISCIPLINARY ACTION

The Archdiocesan policy on suspension, expulsion, exclusion and fair process may be found at

http://www.archindy.org/oce/download_documents/newsletters/policy_student_suspension_expulsion_fair_process_4f.doc

Philosophy of St. Barnabas Catholic School

The purpose of school rules is to create a Christian atmosphere and attitude of consideration and care for others. All regulations of our school are formulated toward this end and are, therefore, either directly or indirectly related to attaining this goal. Discipline is as fundamental to Catholic education as it is to the Christian way of life.

To this end, the students, parents, teachers, and administration must work together to maintain a positive educational environment in the academic and behavioral areas.

All students are expected to understand and comply with basic school rules and regulations. The disciplinary policies of St. Barnabas are based on principles, which recognize the dignity and worth of every student and teacher. The objective of these principles is student growth in abilities, attitudes, and habits necessary for acceptable, self-controlled behavior. When it becomes necessary to use corrective measures, the action will be based on an understanding of the student and sound guidance principles consistent with these policies.

Discipline at St. Barnabas will be directed toward developing the following: cope with real life situations; develop good relationships with others; become productive individuals; recognize when personal actions are interfering with the rights of others; recognize individual rights within the limits of society; and participate fully in the life of a Christian community.

Our school considers a student's registration as a contract among parents, students, and faculty that the rules of the school will be observed.

Attending St. Barnabas is a privilege, not a right. As with any discipline system, we hope never to have to use it, but if disciplinary action is needed, it will provide a unified code of action.

In order to enable increased Christian spirituality and academic growth, a well-defined discipline plan has been established to provide a structure for students through consistency among staff and faculty. The following is a set of guidelines to be followed by the faculty and staff at St. Barnabas.

MISCONDUCT

These offenses disrupt or interfere with the educational process.

- *Cafeteria Violations – Leaving lunch trays or litter on tables/floor, sitting on tables, running, “horseplay” in line, and excessive noise;*
- *Improper Hall Conduct/Restroom Conduct – Running, loud, boisterous activity or being in the halls without permission;*
- *Insubordination – Deliberate failure to obey the reasonable, fair, and proper directions or instructions of any staff member and questioning an adult’s authority;*
- *Misuse of School Property – Using the school property for any use other than that for which it was intended. If damage occurs, the student will be charged. (Books, supplies, equipment, or building);*
- *Throwing Objects – Throwing any objects at any time to include rocks, dirt, snowballs, crayons, pencils, spitballs, paper wads, etc.;*
- *Violation of Dress Code*

**MISCONDUCT MAY INCLUDE OTHER OFFENSES NOT SPECIFICALLY LISTED WHICH ARE SIMILAR IN NATURE TO THE ABOVE VIOLATIONS. HABITUAL INFRACTIONS OF THESE RULES MAY RESULT IN A CONDUCT REFERRAL OR DETENTION.*

AUTHORIZED DISCIPLINARY ACTIONS: MISCONDUCT

Any one of these disciplinary actions may be used by the teacher.

- *Activity Restriction – Denied participation in scheduled activities;*
- *Classroom Suspension – Assigned to a specific area, during a class period;*
- *Detention – Served afterschool from 2:45-3:45 on a day assigned by the teacher after a parent has been notified. Students who are not picked up at 3:45 will be checked into After Care at the parent’s expense. Any after school detention will take precedence over all other school activities.*
- *In-School Counseling – Counseled within school by school personnel;*
- *Loss of Privileges – Removed from one or more special school activities;*
- *Parental Conference – Communication conducted that may include principal, teachers, parents, student, or other administrative staff concerning improving student’s behavior in school;*
- *Parental Contact – Parents contacted by phone, note, or in person to relate problem;*
- *Referral to Principal – Student sent to the office with background information regarding behavior;*
- *Counselor Referral – Counselor notified to assist in solving exhibited behavior problem;*
- *Verbal Reprimand – Misconduct clarified and warning of consequences should behavior continue;*
- *Work Assignments – Physical or academic work assigned to student. Letters of apology, essays on acceptable alternative behavior, are examples of academic work. Collecting cafeteria trays or picking up litter are examples of physical activity.*
- *Other Disciplinary Actions Authorized by the Principal – This disciplinary action may include one or any combination of the actions from the above list.*

SERIOUS INFRACTION

Violations that disrupt or interfere with the education of oneself or other students.

- ***Damage another person’s reputation*** – *Intentional damage to another’s image through repeated bullying behaviors in any format.*
- ***Bullying*** - *Overt, repeated acts or gestures by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.*
- ***Damage or destruction of Property*** – *Damaging school property belonging to students or staff or damaging school property by misusing it will be considered acts of vandalism. Student/parents are responsible for paying for damages. Acts of vandalism will be reported to law enforcement agencies;*
- ***Cafeteria Violations*** – *Includes throwing food or other objects and ruining another’s lunch; taking food without paying;*
- ***Combative Actions*** – *Disrespectful/aggressive behavior which may lead to a fighting situation;*
- ***Deliberate and Intentional Profanity or Verbal Abuse*** – *Swearing, cursing, or using degrading racial or ethnic words. (Students may not make obscene gestures at any time);*
- ***Failure to Accept Assigned Punishment*** – *Refusal by a student to complete punishment assigned;*

- **Fighting** – Disagreement between two or more students in which physical contact occurs; (Slapping, pulling hair, first blows, kicking);
- **Fireworks** – Having, selling, or giving away explosives or fireworks;
- **Forgery** – Writing the name of another person or altering times, dates, or grades;
- **Gross Insubordination** – The failure to obey reasonable, fair, and proper instructions, directions, or rules of any adult staff member, and after a teacher has taken several steps to remedy repeated violations;
- **Lavatory Misconduct** – Using the facilities in ways for which they were not intended’
- **Lying/Cheating** – The intentional telling of stories that are not true, copying another’s work on assignments or tests, or allowing another to copy one’s own work;
- **Over-the-Counter-Drugs** – Selling, giving away, or accepting non-prescription substances to or from other students or school personnel;
- **Possession of Drugs/Alcohol and/or Paraphernalia** – Possessing any apparatus used for or relating to the use of drugs;
- **Stealing Items** – Taking something that belongs to the school building or another person without permission. This could also qualify as theft and the student may be prosecuted;
- **Use and/or Possession of Tobacco Products** – Using tobacco products in the school building, on school grounds, or during participation in any school-sponsored activities;
- **Verbal Abuse or Use of Profane Language** – Using degrading racial/ethnic words or calling other people derogatory names. Students may not use verbal or written profanity at any time.

SERIOUS MISCONDUCT MAY INCLUDE OTHER OFFENSES NOT SPECIFICALLY LISTED WHICH ARE SIMILAR IN NATURE TO THE ABOVE VIOLATIONS.

AUTHORIZED DISCIPLINARY ACTION: SERIOUS INFRACTION

Any of the disciplinary actions from MISCONDUCT may be utilized in addition to the following:

- **Detention** – Served afterschool from 2:45-3:45 on a day assigned by the teacher after a parent has been notified. Students who are not picked up at 3:45 will be checked into After Care at the parent’s expense. . Any after school detention will take precedence over all other school activities.
- **In-School Suspension** – Assigned to specific room to do assignments for the duration of the suspension; Student is required to complete all work that is assigned for full credit. Failure to complete work will be given a score of zero. All tests and quizzes may be made up for full credit. **STUDENTS ARE NOT PERMITTED TO ATTEND OR PARTICIPATE EXTRACURRICULAR OR SCHOOL SPONSORED ACTIVITIES FOR THE DAYS ASSIGNED ISS (IN-SCHOOL SUSPENSION).**
- **Out-of-School Suspension** – Removed from school for 1 - 10 consecutive days; Student is required to complete all work that is assigned for a score of 69%. Failure to complete work will be given a score of zero. All tests and quizzes may be made up for full credit. **STUDENTS ARE NOT PERMITTED TO ATTEND OR PARTICIPATE EXTRACURRICULAR OR SCHOOL SPONSORED ACTIVITIES FOR THE DAYS ASSIGNED OSS (OUT-of-SCHOOL SUSPENSION).**
- **Other Disciplinary Action Authorized by the Principal** – This disciplinary action may include any one or a combination from the list.

INTOLERABLE CONDUCT

These offenses not only break the school rules but also are against the law. For any student found guilty after due process for offenses listed in this category, the principal may recommend expulsion.

- **Arson** – Setting any fire in school or on school property;
- **Assault** – Threatening to physically harm any student or staff member, and/or threatening to bring a weapon to school and use it;
- **Battery** – Physically touching another person directly or with a weapon or dangerous object and causing him/her injury. This may include a fight involving two or more people;
- **Bullying** - Overt, repeated acts or gestures by a student or group of students against another student with the intent to

- harass, ridicule, humiliate, intimidate, or harm the other student.
- **Deliberate Damage or Substantial Destruction of Property** – Vandalism or willful destruction of property;
 - **Disrupting School While Under the Influence of Drugs/Alcohol** – Students attending school, regardless of age, who are under the influence of drugs, other than those prescribed by a doctor, or who have used substances which can alter their behavior;
 - **Drugs and Alcohol Violations** – Having, selling or giving away drugs or alcohol;
 - **Extortion** – Forcing a person to give up money, projects, assignments, or anything of value by threats, intimidation, or force;
 - **False Alarms** – Making a report, attempting to pull or pulling an alarm for a fire when no fire exists;
 - **Inciting Others to Break the Law or Commit a Violent Act** – Talking or provoking another student into breaking any school rule or committing a violent act that harms others;
 - **Possession of Stolen Property** – Having property that the student knows was stolen by another person;
 - **Repeated Failure to Comply** – Violating rules repeatedly as an act of defiance;
 - **Repeated Violation of Rules** – Violating rules repeatedly as an act of defiance;
 - **Sexual Misconduct** – Touching others in ways that would be considered sexually offensive;
 - **Stealing Items of Value** – Taking the property of the school or another person;
 - **Weapons** – Having, using, selling or giving to any student a weapon, such as a gun or knife;
 - **Willful Exposure** – Showing or revealing parts of the human body in such a manner that embarrasses or offends other people or causes a disruption to others in school.

ILLEGAL/INTOLERABLE CONDUCT MAY INCLUDE OTHER OFFENSES WHICH ARE SIMILAR TO THE ABOVE VIOLATIONS. ANY OF THE DISCIPLINARY ACTIONS FROM MISCONDUCT AND SERIOUS MISCONDUCT MAY BE UTILIZED IN ADDITION TO THE FOLLOWING:

AUTHORIZED DISCIPLINARY ACT: ILLEGAL/INTOLERABLE CONDUCT

- **Expulsion** – Removal from school;
- **Referral to Law Enforcement Agency** – Law enforcement personnel notified for appropriate action;
- **Substance Abuse Prevention Program** – Satisfactorily complete a substance abuse prevention program. The cost of which is the parent/guardian's responsibility;
- **Other Disciplinary Action Authorized by the Principal** – This may include any of the above combinations and may ultimately lead to the expulsion of the student.

Students shall be afforded procedural due process appropriate to the gravity of the penalty;

- A. **In case of expulsion, parents shall be notified and involved in the proceeding;**
- B. **Due process procedure for long term suspension or expulsion includes:**
 1. **Investigation of the misconduct;**
 2. **Oral or written notice to the student of the intent to suspend;**
 3. **Opportunity of an informal hearing before an administrator to allow the student to explain his/her actions and to learn the reason for suspension;**
 4. **A written notice to parents as soon as possible after the hearing, noting the reasons and the length and conditions of the suspension;**
 5. **Parents/guardians may appeal, by written request, to the Commission president or acting Commission president, a long term suspension or expulsion. In which case, a panel or three Commission members will be appointed by the Commission president to hear, within three days of written notice, this appeal.**

DRUGS, ALCOHOL, ILLEGAL SUBSTANCE

- Drug and alcohol related signs and symbols on jewelry, clothing, stickers, and posters in lockers, books or on personal items is not allowed.
- NO tobacco products and/or igniting devices of any type are to be brought to school or to any school-sponsored function.
- The administration has the right in the presence of an adult witness) to conduct a responsible search of a student's person and/or the student's property including book bags, lockers, purses, wallets, etc. if the need for such a search is reasonably indicated.
- The school is bound by law, as are individuals and families, and it will act in compliance with the law.
- A student must realize that his/her conduct, no matter where he/she might be reflects upon his/her personal dignity and the dignity of his/her fellow classmates. Consequently, student conduct not in keeping with the guidelines of the educational philosophy and objectives of St. Barnabas is a discredit to the individual as well as fellow students and is subject to review by the administration for possible disciplinary action.
- When observation and/or evidence of prior inappropriate behavior indicates a possible dependency problem or serious health problem, a qualified professional assessment will be required. When such a professional assessment is required, the administration will provide the family with a list of approved adolescent chemical dependency agencies from which to choose. Should a family refuse the recommended professional treatment, which might include outpatient or inpatient care, the school may suspend and/or expel a student.

If a student is found in possession of, under the influence of, using, alcohol or any other unauthorized or illegal substance, or in possession of any type of drug paraphernalia on the way to or from school, at school or before, during or after a school sponsored event...

- The unauthorized substance will be taken from the student
- Student's parents will be contacted
- Student will be drug tested in a timely manner at the parent's expense
- Law enforcement officials may be called
- Student will be suspended from school with possible expulsion
- The student will be suspended from all CYO or extracurricular school activities for 25% of the season/activity.
- Student may be required to attend a Drug and Alcohol Awareness counseling at the family's expense.
- Student and his/her parents will appear before the disciplinary board which will decide on expulsion or readmittance to St. Barnabas School. If readmittance is granted, it will always come with probationary terms, which will be communicated to the student and their parent(s).
- Student will be required to have a drug test at the family's expense 6 months from the time of the incident.

If knowledge of a student's usage of alcohol, tobacco or any other illegal substance, away from school at a non-school sponsored event is learned by the school...

- Student will be questioned by a member of the administration, and a member of the school's administration will contact the parents regarding the results of this conference.
- Student will be suspended from all CYO and extracurricular activities for 25% of the season/activity.
- Student may be required to attend a Drug and Alcohol Awareness counseling at the family's expense.
- Student may be required to complete a professional drug/alcohol assessment and complete all follow-up recommendations.
- Student will be required to have a drug test at the family's expense 6 months from the time of the incident.

If a student is found in possession of a tobacco product (on person, in locker, in backpack)...

- The tobacco product will be removed from his/her possession.
- Student will receive a three day out-of-school suspension.

- Student and his/her parents will appear before the disciplinary board which will decide on expulsion or readmittance to St. Barnabas School. If readmittance is granted, it will always come with probationary terms, which will be communicated to the student and their parent(s).
- The student will be suspended from all CYO or extracurricular school activities for 25% of the season/activity.
- Student will be required to take a drug test in a timely manner at the family's expense.
- Student will be required to have a drug test at the family's expense 6 months from the time of the incident.

If a student is found in possession of electronic cigarettes or similar (on person, in car or locker etc....)

- The tobacco product will be removed from his/her possession.
- Student will receive a three day out-of-school suspension.
- Student and his/her parents will appear before the disciplinary board which will decide on expulsion or readmittance to St. Barnabas School. If readmittance is granted, it will always come with probationary terms, which will be communicated to the student and their parent(s).
- The student will be suspended from all CYO or extracurricular school activities for 25% of the season/activity.
- Student will be required to take a drug test in a timely manner at the family's expense.
- Student will be required to have a drug test at the family's expense 6 months from the time of the incident.

Note: Since electronic cigarettes can be used in connection with drugs as well as nicotine (oils and resins can be purchased for both uses), greater care and concern will be given to this particular type of infraction. Student could undergo the same circumstances as someone who has used drugs at school or brought paraphernalia onto the school premises.

EXTRACURRICULAR EVENTS/CYO

ALCOHOL OR DRUG VIOLATION

If a student is found in violation of the school's drug and alcohol policy and is readmitted to St. Barnabas, he/she will serve the following disciplinary penalty:

- **Removal from Student Ambassador Program**
- **Removal from the school's chapter of the National Junior Honor Society**
- **Forfeiture of participating in 25% of the CYO sports team contest if violation occurs in-season. The school principal will work with the Athletic Director to determine the number of games that the individual must sit out of for the season. If the event occurs out-of-season, the penalty goes into effect when the sports season begins. If 25% of the season is past, the consequence carries over to the next sport or to the next season.**
- **If the individual is not involved in CYO sports, but is involved in Quest, Student Theatre, or Band, the administration will work with the Director of the program to determine the appropriate consequence.**
- **The administration will speak with the parish clergy about liturgical ministry/serving and the decision will be at his discretion.**

ATHLETIC ELIGIBILITY

A student attending St. Barnabas School and wishing to participate in St. Barnabas CYO activities must be passing in all subjects. If a student makes an "F" in any subject, he/she may not be eligible to participate for the next grading period or until considerable improvement is shown. The student will have a conference with the Administrator and the parent, and the chairperson of the sport will be informed of any actions taken. Failing grades make the student ineligible and he/she may not participate in practices. Students with failing conduct grades may also lose athletic eligibility until improvement is shown.

If a student is absent for more than three hours during a school day, he/she is not eligible to participate in any team practice or game that same day.

If a student has a major behavior problem at any time during a grading period, a conference will be held with the individual involved and the teacher, parents, and Administrator. A decision will be made in regard to the student's participation in the athletic program. A student could receive a temporary suspension. In cases of this nature, all decisions will be made on an individual basis after much consultation. The same rules for eligibility are binding for cheerleaders. Please see Pastoral Council Athletic Rule.

CYO ATHLETICS

Organized CYO sports are available to students. Yearly physicals are required for students participating in CYO sports. Reporting and sign-up times are published in the parish bulletin and school newsletter. All students of St. Barnabas Parish are eligible to play. Students who remain after school for practice must be under the supervision of a CYO volunteer. Students staying after school for practices/games will not be released until walkers and after-care students are released. **Coaches for each sport must arrange for adequate after-school supervision. This is not an obligation of the school staff.** Siblings remaining after school while practice is going on are the responsibility of the coach and arrangements should be made ahead of practice time in order for siblings to stay after school.

SOCIAL MEDIA AND OUT-OF-SCHOOL ACTIONS

Although the school cannot assume responsibility for a student's conduct when the student is outside the school's jurisdiction, students should remember that at all times they are responsible for the good name of St. Barnabas Catholic School. A student involved in off-campus conduct prejudicial to the reputation of the school is liable to disciplinary action by the school administration

Posting information in a social media and/or public forum is the responsibility of the user. If the school becomes aware that a student has posted something that is derogatory to themselves, other students, teachers, the school or others, or indicates that they are engaging in illegal or immoral activities or harassment of others, they will be subject to school discipline which could include suspension and/or expulsion from school.

SCHOOL LIFE

CLASSROOM PARTIES

Classroom parties will be held at the discretion of the individual teachers. Treats may be brought in for birthdays **after the date and time are cleared with the teacher.** It is requested that birthday treats be limited to healthy snacks only. **NO BIRTHDAY CAKES, FLOWERS, OR BALLOONS ARE TO BE DELIVERED TO THE SCHOOL. WHILE HOMEMADE ITEMS ARE NICE, ALL CLASSROOM TREATS SHOULD BE STORE BOUGHT.**

FEES

The school charges a school fee and/or tuition to each student based on the Admission Policy. A fee is charged for AfterCare, PreK, field trips and some class events. Fees should be paid promptly. If a family has a financial problem that affects the payment of school fees, the situation should be brought to the attention of the Administrator or Business Manager so that suitable arrangements can be made. All fees must be paid before registration is complete for the following year.

FUND-RAISING

The PTO is in charge of major fundraising each year and all families are asked to participate. Additionally the school sponsors an annual fundraising dinner, Dinner for Warriors. The Administrator must approve classroom or club fund-raising projects.

PARENT-TEACHER-STUDENT CONFERENCES

Schedule conferences are held annually at the end of the first quarter in all grade levels. In grades 3-8 students lead the conferences to speak about their progress and set goals for the rest of the year. All parents are encouraged to attend conferences and are welcome to schedule additional conferences with teachers at any time.

PARENT-TEACHER ORGANIZATION (PTO)

PTO is the organization formed by parents and teachers to support and promote the activities of St. Barnabas School. PTO supports the school by fundraising for educational materials, providing social activities for families, and acting as a volunteer pool for a variety of special activities. PTO meetings are held throughout the school year. PTO activities include the sale of SCRIPS, Book Fair, Santa Shop, SPIRITWEAR, teacher recognition as well as other activities. All families are encouraged to be active in this organization.

RECESS POLICIES

Weather permitting, students go outside for recess each day. Decisions to have outside recess during cold weather depend on the temperature and the wind chill factor. Shorter outside recess times are scheduled on cold days. Students should always dress for outside recess. All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks. Students are not permitted back inside the building during recess except in case of an emergency. Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Quiet games, talking with friends, etc. are usually allowed by the teacher in charge.

ROOM PARENTS

Parents are invited to participate in classroom activities by acting as room parents to help organize class activities. The PTO is responsible for coordinating these efforts and it is not expected that the room parents personally provide all refreshments, etc.

SAFE AND SACRED

It is a requirement of the Archdiocese of Indianapolis that all staff members and volunteers complete the online training prior to working with children. The information can be accessed at <https://safeandsacred-archindy.org/login/index.php>.

In accordance with Safe and Sacred and Indiana Law, any report or suspicion of child abuse and neglect will be reported to the appropriate authorities for investigation.

SECLUSION AND RESTRAINT POLICY

St. Barnabas 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 nonpublic school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. The full plan is available upon request.

VOLUNTEER SERVICES/PARENT VOLUNTEERS

Our students' education is facilitated and enriched by the use of a variety of resources – especially people who can provide services beyond the usual scope of a textbook. Because of the generosity of many volunteers we have a variety of services to offer the students.

St. Barnabas School considers parent volunteers as a very special resource. Parents are encouraged to help in classrooms, with programs, and extracurricular activities. Please call the office if you have time or skills you can share to make our school a better place for students to learn and grow. All parents/visitors to St. Barnabas School must check in at the school office. All adults must provide a valid driver's license to receive a visitor's pass. This pass must be worn at all times in the building. The visitor must also check out when leaving. **All volunteers must participate in Safe and Sacred training and complete a background check.**

VOUCHER PROGRAM and SGO SCHOLARSHIPS– SCHOOL CHOICE

TAX CREDIT SCHOLARSHIP The Indiana Scholarship Tax Credit Program provides income-eligible families with scholarships given by certified Scholarship Granting Organizations (or SGOs) to attend the school of their choice. The SGO Scholarships for our students are funded by donations to a SGO fund and designated for St. Barnabas students. Donors receive a 50% state tax credit for their donations in addition to any federal tax deductions. Families who fall under 200% of the Federal Free and Reduced Lunch qualifying amount are eligible to apply for a Tax Credit Scholarship and must do so each year. Scholarships are awarded according to our available funds.

CHOICE SCHOLARSHIP (VOUCHER) The Indiana Choice Scholarship Program provides scholarships to eligible students to attend a school of choice to income-eligible Indiana families by utilizing a portion of state funds allocated for that child to follow them to the nonpublic school of their choice. St. Barnabas School participates in the School Choice program in Indiana that is commonly known as the voucher program. This program provides scholarships (vouchers) to eligible students by utilizing a portion of the state funds allocated for that child to follow them to the nonpublic school of their choice. To be eligible, a student must satisfy these initial requirements:

- Be a resident of Indiana
- Be accepted for enrollment into an eligible school (St. Barnabas is an eligible school).
- Be between the ages of 5 and 22 no later than August 1 of the school year.
- Live in a household below the income limits allowed.

After satisfying the initial requirements above, following are the seven different pathways that a student can satisfy to become eligible to participate in the Choice Scholarship Program:

1. Continuing Choice Scholarship Student Pathway
2. Previous Choice Scholarship Student Pathway
3. Previous Scholarship Granting Organization (SGO) Award Pathway
4. Special Education Pathway
5. “F” Public School Pathway
6. Two-Semesters in Public School Pathway
7. Sibling Pathway

Lottery (if needed): If the number of applicants meeting both the income and St. Barnabas’ admission requirements exceeds our enrollment capacity at a given grade level, state guidelines require a lottery (random drawing) to be held to determine accepted students. Thereafter, a “waiting list” of applicants meeting our admission requirement will be established to determine enrollment should additional seats become available.

Information concerning application to these two programs and deadlines is published regularly in the school newsletter and on the school website. The Parish Business Managers are the administrator of the programs and applications are made through them .

YEARBOOK AND PICTURES

Individual pictures are taken in the fall. Additionally, a school yearbook is available to order each spring and available for pick-up the following fall.

Responsibilities of members of the school community

- A. *An environment which permits an orderly and efficient operation of our school must be provided. The responsibility for development and maintenance of this environment falls to the combined effort of students, parents, teachers, and administration.*
 - B. *The students have a responsibility to:*
 - 1. *Attend school regularly and arrive on time;*
 - 2. *Conduct themselves properly at school, on buses, on the playground, or at any school function;*
 - 3. *Abstain from harassment toward students or employees by any person and in any form;*
 - 4. *Be prepared with completed homework and any other necessary materials when they attend classes;*
 - 5. *Consistently put forth their best effort in all homework and study assignments;*
 - 6. *Show respect toward all those in authority;*
 - 7. *Respect the rights and property of fellow students;*
 - 8. *Exercise proper care when using school property.*
 - C. *The parents have a responsibility to:*
 - 1. *Set the example of Catholic faith, especially by seeing that the child attends Mass every Sunday;*
 - 2. *See that all study and homework assignments are completed;*
 - 3. *Follow up on the school's disciplinary action;*
 - 4. *Care for the student's health and personal cleanliness;*
 - 5. *Make sure their child observes the school uniform code;*
 - 6. *Send their child regularly to school and see he/she arrives on time;*
 - 7. *Keep at home students who are ill and arrange to have all class work completed;*
 - 8. *Work with school personnel in solving student-related problems;*
 - 9. *Provide a home atmosphere conducive to learning and the development of good study habits;*
 - 10. *Meet the financial obligations they have accepted by sending their child to St. Barnabas School*
 - 11. *Keep school personnel informed of any physical or emotional problems, which may affect their child's school performance.*
 - 12. *Sign the parent agreement to abide by and support the rules and policies of St. Barnabas School.*
 - D. *The principal and classroom teachers have a responsibility go:*
 - 1. *Strive to help each child reach his/her academic, spiritual, and behavioral potential;*
 - 2. *Provide a healthy atmosphere for learning and teaching;*
 - 3. *Encourage the development of self-discipline in each child;*
 - 4. *Consistently enforce the disciplinary code which has been adopted by the school;*
 - 5. *Seek conferences with parents to resolve behavioral problems before they become a serious matter;*
 - 6. *Encourage students to participate in classroom and extracurricular activities;*
 - 7. *Participate in formulating rules and procedures in the school.*
 - E. *The School Commission has a responsibility to:*
 - 1. *Adopt and support a set of clearly defined student rights and disciplinary policies;*
 - 2. *Support the principal and teachers when they have acted in accordance with the existing school discipline code;*
 - 3. *Review all recommendations for changes in disciplinary policies.*
- II. **General Regulations**
- A. *The following regulations must be observed:*
 - 1. *Everyone must cooperate with school authorities by honoring all regulations and recommendations established for the effectiveness of the school;*
 - 2. *Students must practice habits of health and cleanliness;*

3. *Students are expected to be honest, courteous, and exhibit good moral conduct;*
4. *Appropriate language is to be used at all time;*
5. *Students should walk in corridors – never run, and only quiet talking is allowed in the halls and restrooms during class hours;*
6. *Students are expected to keep the grounds and building clear of paper and other debris;*
7. *Students are not to push, trip, fight, or physically harm another person at school;*
8. *If a student damages or destroys school or personal property, he/she must pay for it;*
9. *Students must exercise care on the playground and play in a responsible way;*
10. *Gum chewing is not allowed at school or church;*
11. *When the recess break must be taken in the classrooms, there will be no loud talking, running or wrestling and supervision will be provided;*
12. *Students will come to and from the playground in a quiet, orderly manner, keeping in mind that other classes may be in session;*
13. *Students will not be allowed to leave the school grounds before dismissal without permission obtained from the school office;*
14. *Students may not bring electronic devices or live animals to school without specific permission from the principal. (St. Barnabas does not accept financial responsibility for these items).*

B. *Teachers and parents must ensure that students understand completely all school regulations.*

Eighth Grade

Eighth grade is a special time at St. Barnabas Catholic School. The entire community looks to our eighth grade class as leaders and to set the tone for the year. Eighth graders can look forward to:

- Special class t-shirt that may be worn Fridays.
- Class polo which can be worn any day.
- Glorifying God through Stations of the Cross
- Honoring Mary through May Crowning Court
- Special 8th grade luncheon
- 8th Grade Picnic
- 8th Grade Talent Show
- 8th Grade End-of-School Trip

CONCESSION STAND

Each family will be required to work 3-4 two-hour shifts in the concession stand during the school year. The funds earned from our concession stand offset the cost of the class trip and 8th grade dinner/dance. Families who do not volunteer in the concession stand will be asked to pay the per person amount to participate. While we hope to eliminate costs to parents for these events, each year is different and we cannot guarantee that there will not be a fee associated with these events.

CONDUCT EXPECTATIONS

Participating in the many extra eighth grade activities is a privilege and must be earned. The junior high team and administration reserve the right to restrict various activities if warranted by student behavior. Our teachers must be confident that students will make good choices when away from chaperones for short periods of time during our 8th grade trip. Therefore, any student who is suspended for drugs/alcohol/tobacco, misuse of technology, or other intolerable conduct will lose the privilege of going on the 8th grade field trip.