



PARENT/STUDENT HANDBOOK

2022-2023

St. Barnabas Catholic School

8300 Rahke Road
Indianapolis, Indiana 46217
Phone: 317-881-7422 FAX: 317-887-8933
<http://school.stbindy.org>

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Dear Parents and Students,

***“What greater work is there than training the mind and
forming the habits of the young?”***
St. John Chrysostom

Welcome to St. Barnabas Catholic School! In choosing St. Barnabas School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Barnabas School for the 2022-2023 school year and supersedes and replaces any prior policy or handbook. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Barnabas School during the 2022-2023 school year.

The faculty and staff of St. Barnabas School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mr. Ryan Schnarr
Principal

St. Barnabas Catholic School

St. Barnabas Catholic School is a pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Archdiocese of Indianapolis Catholic Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Barnabas, we are attempting to "teach as Jesus did."

The Archdiocesan curriculum guidelines, consistent with the State of Indiana guidelines are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

History

St. Barnabas School opened in September of 1965 with grades 1 through 8. Nine classrooms were staffed by four Benedictine Sisters of Our Lady of Grace Convent, Beech Gove, and five lay instructors. The school has since grown to include both PreK and Kindergarten. In 2004, St. Barnabas School was named a Nationally Recognized Blue Ribbon School of Excellence by the United States Department of Education.

Mission Statement of St. Barnabas School

St. Barnabas School is a vital part of the mission of St. Barnabas Catholic Church. St. Barnabas School will provide a Christ-centered Catholic education, with a focus on academic excellence, and the development of each individual child.

Philosophy

St. Barnabas School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Archdiocese of Indianapolis.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.

3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Absence

When a student is absent from school, a parent must call the office by 9:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Barnabas students and is aligned with the state statutes of the state of Indiana.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Please avoid writing the absence note on a napkin or a receipt. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Taking children out of school early before a break is not an acceptable practice. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 PM – 3:00 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also *Homework due to vacations/planned absences.*)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Due to the educational advantage of returning graded tests to students in a timely manner, some missed tests may not be made up.

Any child who is absent (5) or more consecutive days must have a doctor's note upon return.

Excessive absence (10) days or the equivalent of 20 days including tardiness, can be cause for a student to be retained in the current grade for another year.

Absences Due to Covid-19

If a student tests positive for Covid-19 or is deemed by the local health department to be a close contact of an individual who has tested positive, the school will follow the most up-to-date CDC Guidelines for student and faculty attendance. Students who are not Covid-19 positive and/or symptomatic, but just a close contact will be expected to be in attendance for virtual instruction. In addition, students will be expected to complete all work and assessments.

A student who is absent due to a positive Covid-19 test or named as a close contact, will be marked absent and coded as VC to denote the reason for absence.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence. Students who are tardy more than 25 times will be charged an administrative fee of \$10 per tardy or early withdrawal due to the excessive time and paperwork involved. Due to compulsory attendance requirements, excessive tardiness may result in a student needing to be retained and to repeat the school year.

Academic Information

Curriculum

The Archdiocesan curriculum guidelines, consistent with the State of Indiana guidelines, are followed for the teaching of all secular subject areas. The Academic Standards for the state of Indiana are posted on the Indiana Department of Education website. (www.in.gov/doe/students/indiana-academic-standards)

St. Barnabas School offers students opportunities for growth in the following major subjects:

Religion

Catholic doctrine and tradition, Bible study, Catholic Social Teaching, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Liturgical services are held on Thursday of each week for the entire school community.

Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) Test in January.

Computer Literacy

Word Processing, Data Base, Spread Sheets, Web Design, Effective Use of Social Media, Internet Predators, Online Threats, Hacking, Internet Etiquette, appropriate and ethical use of E-devices, and Integration with Curricular Subjects.

Fine Arts

Music, Visual Arts, Art, Performing Arts, and Band.

Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

Students in Grades 3 thru 8 take the Indiana ILEARN Standardized Test.

Students in Grades 3 take the Indiana IREAD-3 Standardized Test.

Mathematics

Mathematics Skills, Pre-Algebra, and Algebra I. All 8th grade students receive instruction covering the IDOE standards for grade 8 and are fully prepared to enroll in Algebra I for grade 9.

Layering

In order to allow teachers to meet students' individual needs in mathematics and reading instruction, students in Grades 5-8 are placed into layered groups.

Teacher(s) and administration will place students into instructional math and reading groups. **Student math averages, reading averages, ILEARN and NWEA scores, and teacher recommendation** based on observations of student skills, effort, and

ability determine placement. All 5th-8th grade math and reading groups will complete the **same curriculum**. Each group may work at a different pace or be given different homework assignments or enrichment as needed.

Using the process identified above, some students will be placed in **8th Grade Algebra** in their 8th grade year. This placement is probationary and contingent upon ongoing acceptable performance in the Algebra class. This course brings with it an elevated expectation of time and effort.

Physical Education

Physical fitness programs appropriate for each grade.

Science

General Sciences and Laboratory Experiences.

Social Studies

History, Geography, Economics, State History, and Current Events.

Spanish

Vocabulary, common expressions, grammar, conversation, and culture.

Academic Warning, Probation, and Suspension

St. Barnabas faculty, staff, and administration are committed to the education of all enrolled students. If after any mid-term of a quarter or a quarter, a student has a failing grade in any subject, the student will be placed on **Academic Warning** status, and this will be communicated to the student and parents. This will serve as a warning to the student and their parents that immediate academic improvement is necessary.

If after the next mid-term of a quarter or a quarter the student improves their academic performance and does not have any failing grades in any subject, they will move off **Academic Warning** status and this will be communicated to the student and parents. If, however the student has a failing grade in any subject the next mid-term of a quarter or a quarter after having been on **Academic Warning** status after the prior mid-term of a quarter or a quarter, then the student will be placed on **Academic Probation**, and this will be communicated to the student and parents.

Any student on **Academic Probation** is immediately ineligible for extracurricular and athletic activities, including practices and competitions/performances (e.g., school plays and CYO sports). The student will remain ineligible until at least the conclusion of the next mid-term of a quarter or a quarter, even if it is the first mid-term of a quarter of the next academic year. This ineligibility for extracurricular and athletic activities will

allow the student more time to focus on their academics and will serve as an incentive to improve their academic performance so that they can regain their extracurricular and athletic activities eligibility.

If after the next mid-term of a quarter or a quarter the student improves their academic performance and does not have any failing grades in any subject, they will move off **Academic Probation** status and will regain their eligibility for extracurricular and athletic activities. This will be communicated to the student and parents. If, however the student has a failing grade in any subject the next mid-term of a quarter or a quarter after having been on **Academic Probation** after the conclusion of the prior mid-term of a quarter or a quarter, the student will be remain on **Academic Probation**, or they may be placed on **Academic Suspension** if in the judgement of the school administration and involved faculty they determine the student is not making sufficient effort toward academic improvement. This will be communicated to the student and parents.

Any student on **Academic Suspension** will be subject to immediate exclusion and disenrollment from school. In this situation, no tuition will be refunded, and the parents will be responsible for the remainder of the tuition balance based on Financial Obligations Policy.

As important collaborators and contributors to their student's education, parents are expected to ensure the terms of **Academic Probation** are enforced with their student. The school administration, staff and faculty and the leaders and coaches of the extracurricular and athletic activities are not expected to enforce the terms of **Academic Probation**. If the school administration determines that any parent has not enforced the terms of **Academic Probation**, this could subject the parents and their student to immediate exclusion and disenrollment from school. In this situation, no tuition will be refunded, and the parents will be responsible for the remainder of the tuition balance based on Financial Obligations Policy.

Accreditation

St. Barnabas School is accredited through Cognia®.

St. Barnabas School is accredited by the Indiana Department of Education.

In 2004, St. Barnabas School was recognized as a Blue Ribbon School of Excellence by the United States Department of Education. This school recognition is awarded to elementary schools that distinguish themselves as among the nation's most successful institutions of learning. The schools chosen are judged to have strong leadership, high-quality teaching, and appropriate and up-to-date curriculum and policies, as well as practices which ensure a safe environment conducive to learning, strong parental interest and involvement, and evidence that the school helps students of varied ability levels achieve.

Admission Information

Nondiscriminatory Policy

St. Barnabas School admits students of any race, color, gender, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to St. Barnabas School:

1. Members of St. Barnabas Parish
2. Members of other Catholic parishes
3. Non-Catholic students

Children entering Pre-K must be four (4) years of age by September 1st.

Children entering Kindergarten must be five (5) years of age by September 1st.

At the time of registration, all new students seeking admission to St. Barnabas School are evaluated based on current standardized test scores and report cards.

Requirements include:

- Verification of active parish affiliation/stewardship
 - Use of weekly envelopes or automatic deposit
- Health Records
- Immunization Records
 - All students entering St. Barnabas School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of IEP or 504 Plan (These must be presented at the time the Application is submitted.)

Additionally, students applying for admission in Grades 6-8 must present a copy of the current report card and standardized test results. These will be reviewed to

determine whether the program at St. Barnabas School will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Barnabas School. The recommendation and decision of the school is final. St. Barnabas School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. St. Barnabas School cannot accommodate students who have *extraordinary* learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered *reasonable*, the student may need to be excluded from St. Barnabas School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to exclude the student from St. Barnabas School is made by the school, the student's paid tuition due would be prorated.

Non-Catholic students whose parents accept the philosophy of St. Barnabas School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances and be respectful of Catholic teaching, rituals, and tradition.

Financial Obligations

TUITION SCHEDULE SCHOOL YEAR – 2022-2023

KINDERGARTEN - GRADE EIGHT

Tuition Rate per child..... **\$6,730.00**

School Fee per child of parish family who meet participating parishioner status **\$1,480.00**

PRE-KINDERGARTEN

Tuition Rate per child (Monday-Friday full week, all day)**\$5,175.00**

Tuition Rate per child (Monday/Wednesday/Friday, all day) **\$3,105.00**

Stewardship

St. Barnabas Catholic Parish has been committed to total stewardship since its beginning in 1965. As a ministry of the parish, St. Barnabas Catholic 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 participating parishioner rate 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 at least one of the many ministries of the parish
- Treasure – by tithing in the Catholic Church.....5%

Enrollment/Re-Enrollment

- The \$250.00 Application Fee for each student must be submitted with the application.
- Returning students may reserve their spot for the next year by paying the Application Fee by the date designated.
- All Application Fees are **NON-REFUNDABLE**.
- There will be a \$25 returned check fee for all checks made payable to St. Barnabas School that do not clear the bank.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for 1/2 of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

State or City Ordered School Closures

If school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards-based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE PARISH BUSINESS OFFICE at 317-882-0724.

**SCHOOL YEAR 2022-2023 SCHOOL FEE
(NON-TUITION STUDENT).....\$1480.00**

Covers registration materials, rental of hard-cover textbooks, consumable workbooks, e-books, classroom supplies, assignment books, art materials, technology fees, physical education equipment, audio-visual licenses, Science lab fees for consumable materials; DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.) or other after school activities.

Application Fee: (non-refundable).....\$250.00

Allergy Policy

St. Barnabas School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated as needed.

1. Asthma/Allergy Medication

Immediate access to reliever inhalers and Epi-Pens® is vital. Children are encouraged to carry their reliever inhaler/ Epi-Pen®. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

2. Record Keeping

At the beginning of each school year, or when a child joins St. Barnabas Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma/allergy registry which is available for all school staff. If medication changes in between times, parents are required to inform the school.

3. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals

in science and art lessons that are potential triggers for children with asthma or allergies. St. Barnabas School makes no claim to be an allergen or peanut-free school.

4. Food Allergy Policy

St. Barnabas School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Barnabas School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

5. Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school office. Teachers on playground duty can contact the office via the emergency radio system located on the playground.

Information will be kept about students' allergies in the classroom and in the classroom teacher's emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of allergies.

A parent or guardian of a student with food allergies is asked to provide optional classroom snacks for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Schools with government lunch programs adhere to the mandated National School Lunch Program Standards regarding food allergies.

Tables will be washed with soap and water following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

6. Field Trips

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. St. Barnabas School will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

Achievement Scale

ACHIEVEMENT SCALE: Grades K-2		ACHIEVEMENT SCALE: Grades 3-8		
Levels of achievement are provided to help you better understand how your child is performing on specific standards.		A+	98-100%	4.33
		A	95-97%	4.00
		A-	93-94%	3.67
4 Exemplary	Demonstrates a deep understanding of key concepts and consistently applies and extends them above grade level.	B+	90-92%	3.33
		B	87-89%	3.00
		B-	85-86%	2.67
3 Mastery	Demonstrates an understanding of key concepts and consistently applies them at grade level.	C+	82-84%	2.34
		C	79-81%	2.00
		C-	77-78%	1.67
2 Partial Mastery	Demonstrates partial understanding of key concepts and/or inconsistently applies them at grade level.	D+	75-76%	1.34
		D	72-74%	1.00
		D-	70-71%	0.67
1 Non-Mastery	Demonstrates little understanding of key concepts and/or rarely applies them at grade level without support.	F	Below 70%	0.00
		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.		

Awards

The following awards may be presented at the conclusion of the academic year.

Spirit of St. Barnabas Award

Grades Kindergarten through Grade 8: One boy and one girl in each homeroom.

*Student exemplifies the spirit of the mission of St. Barnabas School.

Criteria:

- +Spirit of reverence
- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Respect for others
- +Integrity
- +Evidence of service (willingness to help)
- +Exhibits leadership
- +Goes above and beyond the norm

St. Pope John Paul II Award for Excellence in Religion

Grades 2 – 8 (One boy and one girl in each homeroom.)

Criteria:

- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Exhibits interest in and knowledge of the Catholic faith
- +Goes above and beyond the norm

St. Vincent de Paul Service Award

Grades 5 – 8 (One boy and one girl in each homeroom.)

Criteria:

- +Commitment to service outside of school above and beyond the classroom projects

St. Cecelia Award for Excellence in Music

Grades 3 – 5 (One boy and one girl in each homeroom.)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +True love for Music performance and learning

- +Active participation in Musical Programs
- +Goes above and beyond what is expected in the curriculum

St. Francis of Assisi Award for Excellence in Science

Grades 2 through 4: (One boy and one girl in each homeroom.)

Grades 5 – 8 (One boy and one girl in each homeroom.)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Science
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Thomas More Award for Excellence in Social Studies

Grades 2 through 4: (One boy and one girl in each homeroom.)

Grades 5 – 8 (One boy and one girl in each homeroom.)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Social Studies
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Thomas Aquinas Award for Excellence in Math

Grades 2 through 4: (One boy and one girl in each homeroom.)

Grades 5 through 8: (One boy and one girl in each grade.)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Math
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Paul Award for Excellence in Language Arts

Grades 2 through 4: (One boy and one girl in each homeroom.)

Grades 5 through 8: (One boy and one girl in each grade.)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Language Arts

- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Sebastian Award for Excellence in Physical Education

Grades 3 – 8 (One boy and one girl in each homeroom.)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Physical Education
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Luke Award for Excellence in Art

Grades 3 – 8 (One boy and one girl in each homeroom.)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Art
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Isidore Award for Excellence in Computer

Grades 3 – 8 (One boy and one girl in each homeroom.)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Computer
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

Our Lady of Guadalupe Award for Excellence in Spanish

Grades 3 – 8 (One boy and one girl in each homeroom.)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Spanish
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Barnabas Outstanding Educator Award - nominated by peers

Criteria:

- +Spiritual Leadership
- +Educational Excellence
- +Current Pedagogy
- +Educating the whole child intellectually, socially, and spiritually
- +Creates an instructional environment that supports diverse learning styles
- +Uses multiple instructional strategies
- +Collegial relationship with peers
- +Implements technology
- +School and community involvement
- +Continued professional development

Birthday Observances

Students in Grades Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday or a day identified by the principal in May (if their birthday falls during the summer months). Students with birthdays that fall on a weekend may use the Friday (or last day of the school week) prior to that weekend. In addition, birthday treats may be brought to school for students. All treats should be pre-packaged with ingredients listed on the package. No homemade treats. **No birthday cakes, flowers, or balloons are to be delivered to the school.**

Blogs

Engagement in online blogs such as, but not limited to Facebook®, Twitter®, Instagram®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish.

No parent should open a Facebook®, Twitter®, Instagram® account under the name of the school or a particular grade or school organization without approval from administration. The only official St. Barnabas Facebook® or Twitter®, Instagram® page is the one created and monitored by the St. Barnabas IT Specialist. The classroom teacher and the principal will be included in the "friend" list of each such group. A parent or student who chooses to create such an account without approval from school administration may subject his/her child(ren) to exclusion from the school.

Buckley Amendment

St. Barnabas School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a

confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher, staff member, or principal is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Bullying and Cyberbullying

St. Barnabas School strives to provide a safe environment for all individuals. Verbal or written threats made against the physical, mental, spiritual, or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Car Pool

There are two areas for afternoon pick-up: the Front Lot and the Back Lot. Drivers will be assigned a pick-up and drop-off location prior to the start of school. Please use the assigned areas throughout the year unless approval for switching has been obtained from the principal.

Parents are asked to remain in their cars and to proceed through the regular carpool process.

Parents are asked to pay close attention during the carpool process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

It is the responsibility of the parent to contact other carpool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.

Homeroom teachers should be advised in writing if a child is to go home in a different carpool or by a different means on a given day.

Cell Phones

The practice of students bringing cell phones to school is strongly discouraged. However, if a student needs a cell phone due to walking to or from school or for pick up after an after-school event, students may bring the cell phone to school. Cell phones should at no time during the day be ON. Cell phones pose a distraction to the learning process. The cell phone of any student not following this policy will be taken away and sent to the office and may be subject to searches by administration. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the week.**

Cheating Academic Integrity

Cheating or Academic Fraud of any type will not be tolerated. Students who choose to cheat may receive a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extra-curricular activities who is involved in cheating may also be unable to participate in sports/extra-curricular competition.

First Offense

- Student is permitted to redo the work for partial credit and will have their conduct grade lowered by two letter grades
- Teacher contacts the student's parents and explains the violation
- Student receives a detention
- Student is ineligible for extracurricular and sports activities for one day

Second Offense

- Student receives a zero on the assignment and an "F" in conduct
- Administration notifies the student's parents
- Student receives a one-day suspension
- Student is ineligible for extracurricular and sports activities for one week

Third Offense

- Student receives a three-day suspension
- The student and 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 parents.
- Student is ineligible for extracurricular and sports activities for one semester and up to permanent ineligibility

Child Abuse Laws

St. Barnabas School abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal

relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, e-cigarettes, vaping products, questionable books and pictures, knives, guns, matches, cigarettes, toys, trading cards, laser lights, cameras, or anything that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the grading quarter.**

Counselor

A certified social worker/counselor serves the needs of students and parents through class and individual consultation.

Crisis Plan

St. Barnabas School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to secure designated locations.

Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

Discipline

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a notification of the detention. Students receiving 4 checkmarks in any given week will serve a detention. Detentions will be held on Mondays, Wednesdays, and Fridays from 3:00-4:00 pm. The day, date, and time of the detention

are at the discretion of the Principal or designee who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.** Depending on the circumstance, the principal may excuse a student for certain medical appointments.

Suspension

Students who are given an in-school suspension will be required to report to school each day and work in a designated space assigned by administration. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work. ***Students are not permitted to attend or participate in extracurricular or school sponsored activities for the day(s) assigned a suspension.***

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Barnabas School. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal.

Exclusion

Exclusion is a separate category of long-term or permanent removal. Examples of reasons for exclusion are but not limited to; failure to comply with compulsory immunization laws, failure of the student to meet minimum academic standards, inability of the school to meet the education needs of the student, non-payment of tuition or tithe by the family, failure of the parents to support the school in its enforcement of discipline, religious and other policies, and other similar reasons.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Barnabas School.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Eighth Grade

Eighth grade is a special time at St. Barnabas Catholic Church and 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 on Fridays
- Class polo which can be worn any day
- Glorifying God through “Stations of the Cross”
- Honoring Mary through “May Crowning” Court
- 8th Grade Talent Show
- 8th Grade Picnic
- 8th Grade End-of-School trip

Concession Stand

Each eighth-grade family will be required to work 3-4 two-hour shifts in the concession stand during the school year. The funds earned from the concession stand offset the cost of the class trip and dinner/dance. Families who do not volunteer in the concession stand will be billed to cover the per person cost to participate.

Conduct Expectations

Participating in the many extra eighth grade activities is a privilege. The pastor, administration, and junior high faculty team reserve the right to restrict various activities if warranted by student behavior. St. Barnabas must be confident that students will make good choices when away from campus for school sponsored events. Therefore, any student who is suspended or repeatedly violates school rules and policies may lose the privilege of participating in eighth grade events.

Emergency Drills

State Law requires that **fire drills** be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Emergency Forms

Each year parents/guardians must complete a current Emergency Form. This form will include the names of individuals who are authorized to pick up students at dismissal or due to an emergency. In addition to the custodial parents, students will only be released to the individuals named on this form. Parents are to update this form with current contact information should phone numbers, names, etc. change during the year.

Emotional Support Animals

No emotional support animals will be permitted in school unless a student's IEP specifically states the need for such an extraordinary accommodation.

Facebook®, Instagram®, Twitter® and other Social Media Postings of Student Photographs

St. Barnabas School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Barnabas School adheres to these laws in its attempt to protect the privacy rights of all students.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If

your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.

10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. St. Barnabas School risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
17. All chaperones must be 25 years of age or older.

Gifts

Students should not exchange individual gifts at school. This gesture may create hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students and not through the school in any way unless an invitation is being given to every student in the entire grade.

Valentines **will be** limited to grades PreK - 4.

No birthday cakes, flowers, or balloons are to be delivered to the school.

Gum

Students should not chew gum at school at any time that they are on school/parish property. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day or during morning or afternoon carpool.

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, St. Barnabas School uses a Friday paper/electronic folder system. Official folders containing all correspondence are sent home on Fridays and should be returned the following school day. Your child is responsible for emptying the contents of his/her folder when it is returned to their homeroom. There is a \$2.00 replacement charge for folders that are lost. Information is not sent home if the Friday folder has not been returned. Official school-wide emergency communications are sent using the PowerSchool® system. Parents/guardians are also encouraged to check email on a regular basis. Email can be used as a very efficient tool for parents to communicate with the school. However, all email communication should follow email etiquette. Challenging or confidential issues should be shared through face-to-face communication in lieu of email. Only communicate with teachers using the St. Barnabas email or Jupiter. Teachers will respond to email within a timely manner, usually within 48 hours of emails sent during the school week. There is no expectation that teachers will respond to emails over the weekend.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. A good range would be 10 minutes for each Grade. For example, students in Grade 1 would have approximately 10 minutes of homework; Grade 3 – 30 minutes, etc. If a problem arises, the teacher should be contacted.

Teachers may deduct points/percentages from student work for unexcused absences.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation or other unexcused absence. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

Homework Policy Due to Illness

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 PM – 3:00 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Immunizations

All students enrolled in St. Barnabas School must have current immunizations. The only exemption to the policy is if a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year.

Students are not required to receive a flu shot or a Covid vaccine.

Instagram®

Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, other parents, or the parish in a defamatory way may result in disciplinary action.

Items Brought to School

St. Barnabas School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices. St. Barnabas School reserves the right to search any items brought to school.

Library

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.

2. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

Lost and Found

Any items left in the school building or on the school grounds should be given to the school office to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there until the end of the quarter. At the conclusion of the grading quarter, unclaimed items are donated.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Parents are to be advised that many items are *placed* in the *Lost and Found* by the student when the student would like a different item. Parents are encouraged to look for their child's item in the Lost and Found box.

Lunch Program

St. Barnabas School offers a hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants.** Parents should refrain from bringing forgotten lunches to school. This creates a disruption to the learning process as class time is lost when a student is called out of class. Any student forgetting a sack lunch, will be provided a lunch. Reimbursement for the lunch must be made the next day. Any lunch accounts in arrears will not be issued a quarterly report card.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

- Saint Barnabas School will participate in federal school meal and milk programs.
- Foods and beverages sold or served at school will meet the current nutrition recommendations of the U.S. Dietary Guidelines for Americans.

- St. Barnabas is an equal opportunity provider.
- All students in grades PreK to 8 will have opportunities, and encouragement to be physically active on a regular basis.
- St. Barnabas School will integrate nutrition education into the curriculum areas of mathematics, science, language arts, religion, as well as health, and physical education.
- St. Barnabas School will have a school administrator, in compliance with the federal and state laws, designate a team of individuals on the faculty or staff to spearhead this effort in conjunction with the existing School Commission, 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.

Parents and/or family members are welcome to join their student(s) during lunch. All lunch guests should go to the cafeteria only. Visitors may not go visit other students or teachers during instruction. Lunch times are not for parent/teacher conferences.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Office in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date (No expired medication will be dispensed by the School.)

All non-prescription medication (cough drops, pain medicines, etc.) should be taken to the School Office with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

Off-Campus Conduct

The administration of St. Barnabas School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date. In addition, parents/guardians should notify the school office of any transportation changes.

Online Instruction Behavior Guidelines

In the event that instruction should be online students should:

- Be respectful of the teacher and other students
- Use their correct names
- Be seated in a chair or at a desk – not in bed
- Not use cell phones during instruction
- Be dressed appropriately – no pajamas
- Understand that the session will be recorded
- Never share the log-in information
- Not be eating during instruction
- Pets should not be in the learning session
- Due to confidentiality guidelines, only the student enrolled in the class should be present in the session

Students involved in inappropriate online behavior may be separated from the session and not allowed to return until a conference has been held with the student and the parent/guardian.

Out of Uniform Guidelines

On days when out-of-uniform attire is allowed, modest, tasteful attire is always a requisite. Length and fit of clothing always follow the uniform guidelines. These would include but are not limited to the following: stockings/socks at all times, no bare midriffs, 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.

Good Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.

Parents as Partners

As partners in the educational process at St. Barnabas School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time
- Has lunch money or nutritional sack lunch every day
- Takes prescribed medications.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy; (these notes are kept for one year)

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers, or the administration on any social media.

In an e-learning environment, the daily support of a parent/guardian is critical to providing students with continued quality education through e-learning. Specific guidelines will be provided to parents/guardians with detailed information regarding the e-learning schedule.

Parent's Role in Education

We, at St. Barnabas School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Barnabas School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Barnabas School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. **Speaking negatively about a child's teacher, staff member, or administration at home will only create an attitude of distrust toward the teacher, the school, and the parent.**

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned (**student grades are earned and not given by teachers**) and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God created them to be.

Parent Teacher Organization

St. Barnabas Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

Parties

Students are permitted three class parties a year: Halloween Party, Christmas, and Mardi Gras. Room parents may assist the classroom teacher with these three parties. We request that treats be already prepared into individual servings and include ingredient labeling.

Promotion Policy/Retention/Transfer Policy

Advancement to the next grade in St. Barnabas School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be **PLACED/ASSIGNED** to the next grade. A student who is placed/assigned to another grade may not be allowed to continue as a student at St. Barnabas School.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

Progress Reports will be available mid-way between each nine-week grading period.

No student will be given a Progress Report or Report Card if tuition, lunch accounts, library fines, school fees, or After School Care Program fees are in arrears.

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.

Returning to School After Dismissal

Students are not permitted to return to the school building after the 2:45 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 2:45 PM without a teacher, face detention, suspension, or expulsion. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Barnabas School. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and Confirmation in Grade 8. In accordance with the Archdiocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

School Hours

Grades Pre-K through 8: 7:30 AM – 2:45 PM. Students not in their homeroom at 7:30 AM are considered tardy.

At St. Barnabas School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are open for students at 7:00 AM. Students arriving at that time will go to the cafeteria until they are dismissed to their classrooms at 7:15 AM.

Prayer and afternoon announcements begin at 2:40 PM each day. Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates.

St. Barnabas School offers an After School Care Program. Please refer to the 2022-2023 Extended Care Handbook for a complete list of policies.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who arrive prior to 7:00 AM or who are not picked up by 6:00 PM will receive:

1. a phone call reminding you to not drop off your child early or to pick up your students on time
2. a registered letter reminding you that dropping your child off at school prior to 7:00 AM or failure to pick up your child on time constitutes neglect. Child Protective Services may be notified.
3. repeated early drop off or failure to pick up your child from After School Care on time will result in expulsion from the school.

Three (3) tardies or three (3) early withdrawals is considered a one-half day absence. Excessive tardiness will have a direct impact on a student's academic evaluation and promotion to the next grade. Due to compulsory attendance requirements, excessive tardiness may result in a student needing to be retained and to repeat the school year.

Students not picked up by the end of carpool (approximately 3:00 PM) will be sent immediately to the After School Care Program. **Parents will be charged a \$5.00 rate per child for this tardiness. Additional fees will be charged based on the length of stay in After School Care.**

School Office Hours

The school office is open on all school days from **7:15 AM – 3:15 PM.**

School Property

The parent of a child who carelessly or intentionally destroys or damages any furniture, computer, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

School Safety

St. Barnabas School strives to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Service Projects

The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. In addition, the Service Projects provide students with the opportunity to learn about Catholic Social Teaching. Each grade will participate in a pre-planned fall and spring service project. A parent coordinator will be assigned to each class and oversee the organization and participation of each project. All grades have been assigned a specific area of stewardship emphasis. **Grades K through 2** will be organizing events directed towards helping other children. Projects in **grades 3 through 5** will emphasize the sick and elderly of our community, and the **6th through 8th grades** will participate in projects directed toward the hungry and homeless.

Smoking and Vaping

Smoking and vaping of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco of any type, marijuana, e-cigarettes, or vapors are not permitted on campus. E-cigarettes are forbidden on school property.

Student Records

St. Barnabas School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Barnabas School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Surveillance Cameras

St. Barnabas School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy, such as restrooms.

Technology Concerns

Blogs/Social Media: Engagement in online blogs such as, but not limited to Facebook®, Instagram®, Snapchat®, Twitter® etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook®, Instagram®, Snapchat®, Twitter® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's social media page may result in the children of the parent being excluded from the school. If a student is involuntarily excluded from the school, there will be no reimbursement for tuition and/or fees.

Cell Phones: The practice of students bringing cell phones to school is strongly discouraged. However, if a student needs a cell phone due to walking to or from school or for pick up after an after-school event, students may bring the cell phone to school. We consider these devices a family-owned student device, and when on campus they are subject to all the same policies and rules as other student devices. Cell phones should at no time during the day be ON. Cell phones pose a distraction to the learning process. The cell phone of any student not following this policy will be taken away and sent to the office and may be subject to searches by administration. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school week.** Possession of a mobile phone on campus is a privilege, not a right, and students are expected to behave responsibly with them at all times.

Chromebooks: Chromebook or personal computer devices are quickly becoming ubiquitous in our digital culture, and they simply cannot be ignored. St. Barnabas School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our Chromebook Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

Chromebook Acceptable Use Policy:

The wide variety of hardware and software capabilities of available devices makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, the St. Barnabas Chromebook Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the Chromebook Acceptable Use Policy may immediately lose the privilege to use devices at school for a length of time commensurate with the nature of the violation.

1. All Chromebooks must be registered with the St. Barnabas IT Specialist and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
2. Chromebooks are to be used **only** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the Chromebook must comply with the spirit and policies of St. Barnabas School.
4. All Chromebooks must have cellular and network capabilities disabled (turned off) while the device is at school.
5. Chromebooks must be used at appropriate times in accordance with teacher instructions. The device must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. Chromebooks are not to be used during lunch, breaks, or during playground/recess time or during carpool.
7. The student is responsible for knowing how to use their Chromebook properly and effectively and this should not be a burden for the teachers.
8. Users may not share passwords; use any user account/password that is not assigned to them; or attempt to circumvent network security systems. Users may not attempt to gain unauthorized access to any school systems.
9. Users may not attempt to use any software, utilities, or other means to access Internet sites or content blocked by campus filters.

Facebook®, Instagram®, Twitter®, TikTok®, and other Social Media Postings of Student Photographs

St. Barnabas School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Barnabas School adheres to these laws in its attempt to protect the privacy rights of all students.

Facebook®, Instagram®, Twitter®, TikTok®, and other Social Media: Photos and captions on a student or parent’s social media account that depict the school, the faculty, other students, other parents, or the parish in a defamatory way may result in disciplinary action.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Indianapolis Metropolitan Police Department will be notified.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality and other Social Media Sites: Virtual Reality and other Social Media Sites may pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, administration, or parish staff in a defamatory light face detention, suspension, or expulsion.

Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher’s classroom is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should NEVER use the teacher’s cell phone to make a telephone call.

Testing

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

The Indiana Learning Evaluation and Readiness Network (ILEARN) is given in Grades 3 through 8. The Indiana Reading Evaluation and Determination (IREAD-3) is given in Grades 2 and 3. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

Middle School students (Grades 6 – 8) may be given a **maximum of three quizzes or tests per day.**

Title IX

St. Barnabas School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Uniforms and Dress Code

Uniform components (pants, shorts, skirts, jumpers, blouses, shirts, and sweaters) may be purchased through

LANDS’ END®
Phone 1-800-963-4816
Preferred School Number: 900069113
Color: Burgundy/Gray Plaid

Or order online at www.landsend.com. (Use the school ID when ordering online.)

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. Parental cooperation is expected.

The uniform for St. Barnabas School is listed on the **LANDS’ END®** website.

Uniform Guidelines

All students 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. No tight pants/shorts are allowed. They must fit around the waist and not be excessive in length. All pants and shorts must be hemmed. **Cargo shorts or cargo pants are not allowed.**

Jumpers/Skirts/Skorts/Kilts: (GIRLS) The St. Barnabas uniform plaid is burgundy/gray. 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/skorts/kilts must be no more than 3 inches above the knee.

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. (except for St. Barnabas uniform logo) are

considered uniform. **Shirts must be always tucked in.** No t-shirt should extend below the uniform shirtsleeve and all t-shirts worn are to be white.

Sweatshirts: St. Barnabas School sweatshirts, which can be worn with the school uniform, are ordered through the school only. Contact the school office for additional information. **No athletic sweatshirts or hooded sweatshirts may be worn as uniform clothing.**

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 but not sit higher than the calf. **A small logo is permissible on the socks, but stripes are not allowed.**

Tights: (GIRLS) may wear plain, white, navy, or maroon tights in solid colors and without holes under their uniform.

Shoes must be appropriate for physical education classes. No sandals, no open-back shoes, no boots or hi-top shoes (taller than 1 inch above the ankle bone), no slippers, no crocs, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe), no shoes with wheels are permitted. **NO BOOTS/UGGS®/COMBAT, etc. MAY BE WORN.** Shoes with laces must be tied at all times.

All students

Student hair should be clean and well-groomed at all times. Hair should be its natural color. Extreme hair coloring and bleaching is not permitted. No beads, ornate headbands, or scarves should be worn in the hair. Hair may not cover the eyes.

No cosmetics, artificial nails or lashes may be worn. No visible tattoos of any kind.

No body piercing except pierced ears. Girls may wear **one pair of earrings not larger than a dime and without hoops.** Boys may not wear earrings of any type. **Jewelry** should be limited to one watch and simple crosses or holy medals on a narrow silver or gold chain. No rubber band jewelry.

Watches with a beeping device/timer/or alarm should be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year. Wearable technology and devices are subject to the same school policies as mobile phones.

If protective masks are recommended by the state or local officials, students will be expected to wear a mask while at school. Masks must not contain any offensive messages, fabrics, or be distracting to the learning environment.

Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.

Uniform Warm Weather Policy

Grades K-5: 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 1st and from April 1st until the end of the school year.

Grades 6-8 ONLY: Khaki or navy uniform shorts as described above may be worn year round. No tight shorts are allowed.

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors will be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer in any capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Parents and/or family members are welcome to join their student(s) during lunch. All lunch guests should go to the cafeteria only. Visitors may not go visit other students or teachers during instruction. Lunch times are not for parent/teacher conferences.

Alumni are welcome to visit their previous teachers during after school hours.

Volunteers

All individuals who volunteer in the school must complete the Archdiocesan mandated Safe Parish training and background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to assist with class parties, or other tasks.**

Wearable Technologies

This is a growing class of devices that includes, but is not limited to earphones, headphones, and smart watches. Many of these devices are designed to connect to a smartphone, either wired or wirelessly. These devices can be a distraction from learning. They are subject to the same school policies as mobile phones.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the cell phone, and e-mail account listed on a student's file via the PowerSchool® system.

Withdrawal of Students

Notice of withdrawal of a student should be made by the parent in **writing** to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

Right to Amend

St. Barnabas School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Folder or through e-mail communication.

Appendix A

The Warrior Way

The saints are the best examples of virtue. But like us they were not free of brokenness in their lives. As St. Barnabas Warriors we must find our strength in virtue. The eight principles of the Warrior Code help us to stay grounded.

St. Barnabas Warrior Code

1. **Take the field.**
2. **Victory is secured in the heart.**
3. **Know yourself.**
4. **Know your opponent.**
5. **Aspire to excellence.**
6. **Respect others.**
7. **Loyalty.**
8. **Fight the good fight.**

As the teachers lead students in pursuing a life of virtue, they also model the code of the Warrior and call students to do the same. Each classroom displays the Warrior Code. All are called on a daily basis to grow in virtue – the act of loving God and neighbor in order to bring about the peace that surpasses understanding. (Phil 4:7)

1. **“Take the Field”** means "show up," be present physically and mentally, and participate. Whatever you do in life, if you take the field in this way, you can win the field.
2. **“Victory is Secured in the Heart”** means you give it all, and you show up to win. A half-hearted or defeatist attitude will end in defeat, but a positive attitude and an indomitable spirit will bring about a victory.
3. To **“Know Yourself”** implies both humility and confidence. We recognize both our limitations and our abilities. If we do not know our limitations, we will suffer defeat. Likewise, if we do not know our abilities, we cannot use them to win.

4. To “**Know your Opponent**” is to be alert and observant. Your opponent may be another person, or any challenge in life (such as a test at school). Show up to every situation with alertness, mindfulness, and observing your surroundings. If you observe your opponent's strengths and weaknesses, you will have the advantage. See things as they are, not as you imagine them to be.
5. “**Aspire to Excellence**”. Never develop the lazy attitude of "it's good enough." Be your best by being disciplined in the smallest of things. Pay attention to the tiniest details and try your best to do all things perfectly. Discipline in the smallest of things results in great victories.
6. To “**Respect others**” is to acknowledge their intrinsic value as human beings made in God's image and loved by Him. To respect others is to give them their dignity and to show them honor. Those who show respect win the respect of others, even the respect of their enemies.
7. “**Loyalty**” means we are trustworthy, and others can count on us to be there for them, and they can believe what we say. Our word means something because we are honest. Others trust us because we are committed to them, and we will show up for them in their time of need. Loyalty also implies integrity, which means we are on the inside what we appear to be on the outside.

Loyalty means that we serve the needs of others even if it means inconvenience or sacrifice to ourselves.
8. “**Fight the Good Fight**” refers to living a life of faith in God. This life of faith is more than just believing in Jesus Christ and what He has done for us; it means living out our faith in imitation of Jesus. To fight the good fight of faith is to resist sin, and the bad examples of the world around us, as we desire to be holy, and to please God. It means we strive with all our strength to answer God's call for our lives. A true warrior is a spiritual warrior, who fights the good fight of faith!

Appendix B

St. Barnabas Athletic Code of Conduct for CYO Student-Athletes, Coaches, and Parents

INTRODUCTION

This section has been written to enhance communication between parents, coaches, and school administrators. Please familiarize yourselves with the rules and regulations that govern participation in our program. Parents are asked to demonstrate their support by attending as many athletic events as possible. Student-athletes appreciate seeing their parents at their games. Complete schedules are available at the start of every season. By design, athletic participation is filled with successes and failures, setbacks and triumphs. Parents can make a significant difference in how these situations are handled. Parents who encourage their son or daughter to go to their coaches for clarification, understanding, and counsel are contributing to their child's normal growth, development, and maturity.

ATHLETIC PHILOSOPHY:

St. Barnabas views athletics as an opportunity for students to carry the love of Christ into yet another part of their developmental and educational experience. While the ultimate goal of athletic competition is commonly conceived as knowing victory, we stress the importance of cultivating crucial virtues that will assist students within and outside of athletics. Thriving athletic traditions are founded upon the concepts of charity, honesty, humility, meekness, moderation, purity, and good sportsmanship. Coaches, athletes, and parents alike must strive to ensure that the athletic teams at St. Barnabas behave in a manner that is conducive to allowing the love of Christ to permeate the bodies and souls of the wider community.

TO THE STUDENT-ATHLETES:

The St. Barnabas is very pleased you have chosen to become a member of one of our athletic teams. CYO athletics provide many opportunities for you to grow and develop as a young adult. We hope the friendships you make, the challenges you face, and the excitement you generate will make each season a memorable experience.

It is crucially important to remember that you are above all: a student-athlete. Participation in CYO athletics is a privilege, not a right. Therefore, you must maintain good academic standing in order to be part of any athletic program.

As an athlete, your actions on and off the field reflect on the entire school community. Your behavior helps to shape the perceptions of those who make decisions that will impact the future of St. Barnabas. The parish and school administration along with the parish community cherish the values associated with competitive athletics and support our programs accordingly. We expect our athletes to conduct themselves in a manner consistent with the school's values and formative philosophy.

Warrior Athletic Teams take tremendous pride in their preparation and performance. Our athletes work long and hard, compete intensely, and treat opposing teams with respect. Our athletes are not interested in selfish gain or personal popularity, but in the greater good of the team and wider community. We strive above all to bring Christ to others in an athletic setting. No social situation

prevents us from serving our Lord and each other. We are counting on you to continue this successful tradition of using athletics as a path for personal growth; but more importantly, as a way to contribute to the happiness of teammates, opponents, coaches, and parents alike. We encourage you to set high goals and commit yourself to their attainment. The rewards will not come quickly nor easily; but when you do succeed, the sense of accomplishment will be well worth the effort. One athletic season is loaded with a series of life lessons. Adversity ought never to cause you to quit the team, and therefore let your teammates down.

CYO Athletics can be a fun, rewarding, and memorable part of the Catholic school experience. While academics offer the primary source for formal education, athletics can contribute to the total value of that education in many different ways. Building upon the concepts of teamwork, fair play, sportsmanship, and self-esteem, athletics can help to provide a well-rounded educational experience.

To those who strive to succeed in the classroom comes the privilege to compete outside of it. Student-athletes earn playing time through good work ethics in practice, skill development, sportsmanship, and overall team attitude.

TO THE PARENTS:

Being a parent can be rewarding and challenging. Hopefully this handbook assists your understanding of the St. Barnabas Athletic mission, the benefits of the St. Barnabas CYO athletic program objectives, offerings, policies, procedures and guidelines; and insight into some of the responsibilities of being a student-athlete and a parent of a student-athlete. Please take the time to review the information in this handbook with your child. In the end, you and your child will have to sign stating that you have read, understand, and agree to abide by the policies contained in this handbook.

SECTION A: RELATIONSHIPS

PLAYER-COACH RELATIONSHIP:

All too often during athletic events, situations arise where many adults become too involved in the game in progress, professing to know more than the coaches or even the officials in charge. While this expertise may heighten a person's appreciation for a particular sport, it in no way changes the status of the individual as a parent-spectator. You should be there only to observe and enjoy the athletic performance. The player-coach relationship is perhaps the most critical of all relationships in athletics. Parents can have a very profound effect upon this important and delicate balance. While you as a parent may not agree with all decisions that a coach may make, how and when you express your feelings can have an effect upon your child. If you express a negative opinion in front of your child, you need to remember that he or she may carry your convictions into the next practice or game. This in turn can lead to a player-coach confrontation. You, as a parent, have great influence upon this delicate relationship. Please allow the coaches to do the job for which they were chosen. Coaches are expected to be leaders to their players and role models. They are expected to teach and guide the players who play for them. They are not there to be friends or buddies. Coaches must demand respect from their players and give respect to their players in return. **Concepts such as charity, honesty, humility, and good sportsmanship provide the foundation upon which our coaching philosophy is based.**

PARENT-COACH RELATIONSHIP:

As a parent you obviously want what is best for your child. Allowing the coach to guide and instruct the team is crucial. Again, you are asked to please allow the coach to do his/her job. Should you have any questions or concerns, do not approach the coach immediately after a game. At this time, coaches have other responsibilities, and it may be a very emotional moment. Call and make an appointment for a later time and approach this meeting in a calm and logical manner. For many coaches, one of the post-game responsibilities is to meet with his/her players. Athletes should not be expected to stop and talk to parents and friends immediately after a game is over. These team meetings are essential to the learning process and are important in efforts to build team unity and understanding.

PARENT-PLAYER RELATIONSHIP:

Sometimes parents may try to re-live their own athletic memories through the real-life athletic efforts of their children. Being positive and supportive is very important but adding pressure and unrealistic expectations may be extremely harmful. Allow your child to enjoy and to grow, and to take responsibility for his/her athletic experiences. Encourage your child to give 100% effort and become a team player, not an individual statistic seeker. In the end, it is the child's perception of the game that really matters, not that of the parents.

PARENT/PLAYER-GAME OFFICIALS RELATIONSHIP:

It is often the case that if a game is seemingly leaning toward one side over the other, irate fans will infer an unfair advantage given by the officials. Game officials agree to, and follow, a code of conduct and ethics. They really do not have a vested interest in which team emerges victorious. It is very essential to understand that officials are an integral part of the game. While you may not agree with all of their calls, please do not harass and taunt game officials. Parents should be good role models for their children. Remember that officials are in charge of the game and have complete authority to have unruly spectators removed. A given team may see the same officials on several occasions throughout the course of a season. Coaches, Athletic Directors and school administrators work hard to establish good working relationships with game officials. This relationship can be easily damaged or destroyed by spectator interference.

SECTION B: RESPONSIBILITIES

RESPONSIBILITIES OF THE ATHLETE:

Athletes are expected to adhere to the following guidelines:

1. Strive for academic success to assure athletic eligibility.
2. The team's goals and success should always come before individual interests.
3. Athletes need to attend all scheduled practices and games.
4. Athletes must be receptive to coaching styles.
5. Team members are responsible for all issued uniforms and equipment.
6. Athletes are responsible for the security of all personal items.
7. As a team member, an athlete must abide by established team rules.

8. All injuries must be reported to the coach.

RESPONSIBILITIES OF THE COACH:

Coaches are responsible for all the following:

1. Lead by example.
2. Running fair and balanced training regimes and practices.
3. Determining the style of play, including offensive and defensive philosophy.
4. Teaching, instructing, and overseeing all practice sessions.
5. Determining starting line-ups; making decisions regarding playing time.
6. Selecting position players.
7. Establishing and enforcing team and school rules.
8. Coordinating communication with players and parents about games and practices.
9. Providing appropriate supervision at all times (before, during, and after all games and practices).
10. Presenting themselves as appropriate role models.
11. Be willing and available to discuss player-coach or parent-coach issues.
12. Be consistent, fair, and respect individual differences.
13. Develop team and individual objectives and goals.
14. Foster a healthy atmosphere for athletic competition.
15. Comply with CYO policies and complete Archdiocesan Safe Parish training and background checks.

It is important to remember that participation on an athletic team is a privilege and not a right. Being part of and maintaining one's membership on a given team means accepting all the responsibilities of an athlete. Unlike recreational or intramural teams, equal or guaranteed playing time is not assured. Coaches are encouraged to prioritize equal playing opportunities. Coaches will make the necessary decisions and utilize those players best suited to the conditions or demands of the particular contest on any given day.

SECTION C: SPORTSMANSHIP

SPORTSMANSHIP PROCEDURES- THE SCHOOL'S ROLE:

It is the expectation of St. Barnabas, and more specifically that everyone in the parish community will conform to and demonstrate good sportsmanship and fair play during all athletic contests. This concept is presented to the staff and to the athletes throughout the school year. The St. Barnabas Administration, Pastor, and Athletic Department reserves the right to expel from athletic events any student-athlete, coach, parent, or fan who fails to meet the required expectations for charitable conduct.

St. Barnabas Catholic Church and School views the need for good sportsmanship as a very important issue, because of the standard of charity modeled by our Lord while he preached and healed on earth. We will continue in our efforts to assure that every student-athlete understands that need as well.

Sportsmanship also involves a commitment to fair play, ethical behavior, and integrity. This means that:

1. Vulgar or inappropriate language from student-athletes or fans is not tolerated, nor permitted.

2. Taunting or trash talking with opponents, or with their fans, is not tolerated.
3. Spectators cannot leave the bleachers, or step onto the court or field of play, during a game or contest.
4. Fans should be supportive and positive. Cheering should be done for our team, not against our opponent.
5. Fans should not interfere with the opponent's cheerleaders, preventing them from leading their cheers.
6. Fans should let the officials officiate. Remember: it is a game.

SECTION D: IMPORTANT PARTICIPATION INFORMATION

RISKS ASSOCIATED WITH ATHLETIC PARTICIPATION:

The very nature of athletic competition provides for potential risk and injury to occur. Even with protective equipment, proper supervision, and sound instruction, injuries still do happen. In extremely rare cases, even death could result. All athletes and parents need to be aware of the potential hazards that exist within the athletic arena. The St. Barnabas Athletic Department and Men's Club will always do whatever we can to ensure that our athletes have a safe and healthy athletic experience.

PRE-PARTICIPATION ELIGIBILITY CHECKLIST:

Athletes and their parents have certain responsibilities to uphold even before training begins. All the following requirements must be satisfied before any student will be allowed to train, practice, or participate on an athletic team at St. Barnabas:

Physical Examination Form: This form must be completed, signed by the parents/guardians and the physician, and submitted to the Athletic Director to be kept on file. Athletes' must have a "current year" physical exam form on file in order to be cleared and eligible for athletic participation. It is suggested that physical exams be scheduled over the summer months so the entire school year will be cleared for athletic participation.

Emergency/Athletic Information Form: This form must be signed by both the athlete and his/her parents/guardians as evidence of reading and understanding the information contained in the Parent/Student Handbook and must be returned to school before the start of athletic practices in August. Student-athletes will not be allowed to participate in athletic practices until this form is submitted.

EXPECTATIONS OF ROSTERED PLAYERS:

All athletes, who after tryouts, are selected as final rostered players must agree to the following:

1. As a rostered student-athlete you are expected to serve as a role model for others. Efforts in the classroom are just as important as efforts on the field. Respect and responsibility go hand in hand. You lead by example when it comes to sportsmanship.
2. As a rostered student-athlete you agree to comply with all school and team rules.

3. As a rostered student-athlete you agree to maintain academic and disciplinary eligibility throughout the season.
4. As a rostered student-athlete you must finish the season once you commit to participation by the fixed commitment date.

PRACTICE SESSIONS AND GAMES:

Practice sessions may be closed to spectators at the discretion of the coaches. These sessions are the equivalent of a teacher's classroom; there is real instruction taking place. Interference and interruptions to an athlete's concentration and focus on practice cannot be allowed any more than a disruption would be tolerated in an academic classroom. Coaching should not be compromised.

ELIGIBILITY, ACADEMIC OR DISCIPLINARY:

The student-athletes at St. Barnabas are here for their education first and foremost. Athletic participation is a privilege and granted only to those who are deserving of this opportunity. Issues with grades and or behavior are justifiable reasons for academic or disciplinary ineligibility. Athletes are expected to:

1. Meet all academic criteria for eligibility as stated in the Parent/Student Handbook.
2. Remain in good disciplinary standing.
3. Attend school on time to be eligible to practice or play on a daily basis.

UNIFORMS AND EQUIPMENT:

Students have an obligation and responsibility for all equipment issued to them. Each student is responsible for the proper care and retention of their equipment from the date of issue to the date of return. St. Barnabas cannot be responsible for personal belongings or issued equipment of student athletes. If a student loses parish equipment or fails to return same, they are responsible to meet the current replacement cost of the equipment. Payment is required at the time of the loss, prior to the next season of athletic involvement, or graduation; whichever comes first. No student will be allowed to try out for another sport until all outstanding equipment has been returned or paid for. If an athlete leaves the team during the season due to injury, academics, discipline, or quitting; it is his/her responsibility to return all school equipment immediately to either the coach or the Athletic Director.

BUILDING AND FACILITY ACCESS:

At the conclusion of each school day, student athletes should bring all items they will need the next day to the athletic area. Students will not be allowed access to the main school building after practice, games, or on non-school days. No student will be allowed access to any athletic facility without proper supervision by a school staff member. Students may not use the gymnasium unless there is a coach, teacher, or staff member present.

TRANSPORTATION:

Families are responsible for transporting student athletes to all practices and games.

OFF SITE PRACTICES AND GAMES:

For some sports, off campus facilities are used. Transportation to and from these off-campus locations must be organized and planned. St. Barnabas does not have the budget to provide daily transportation for these activities, so parental assistance or individuals driving may be necessary. Again, parental permission is essential regarding any transportation needs.

SECTION E: ATHLETIC POLICIES

E.1 St. Barnabas Athletic Program

St. Barnabas Catholic Church and School has developed a rich tradition over the years in athletic achievement throughout Marion County, one of which the entire St. Barnabas community is extremely proud.

The goal of the St. Barnabas Catholic Church and School Athletic Department is to provide the best opportunities for its student-athletes to excel in teamwork, sportsmanship, self-discipline, and moral character. The purpose is to provide each participant with experiences that will be positive and memorable. This will help him/her to develop the capacity for commitment to a cause, acceptance of responsibility and loyalty towards any chosen endeavor.

Participation in Catholic Youth Organization (CYO) athletics is a privilege that carries with it varying degrees of honor, respect, responsibility, and sacrifice. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the St. Barnabas Pastoral Council and other specific coaches' rules for their sport. Student-athletes represent their parish, school, family, and community. It is the athletes' duty to conduct themselves in a dignified and respectable manner.

The St. Barnabas athlete is defined as and includes all young men and women who represent a St. Barnabas team that engages in either CYO or club sports competition. This includes all participants and cheerleaders.

E.1.2 Eligibility

Any student who is not on Academic Probation or Academic Suspension status is eligible to participate and compete on a St. Barnabas CYO team.

E.1.3 Use of Supplements

The number of types of nutritional supplements that are available over the counter continues to increase. Some of these supplements are known to be potentially dangerous to the long-term physical health of men and women. Others have no known long-term effects but are still the subject of research that may someday indicate negative effects. Our position as a parish is that we do not recommend that student athletes take nutritional supplements without conferring with a licensed doctor. We urge parents to become informed about the issues surrounding supplement use and that parents be proactive in discussing supplement use with their children. A good place to start for those wishing to

find out more about the various supplements available and their potential benefits and side effects is www.fda.gov, www.aap.org and www.nfhs.org.

E.1.4 Athletic Code of Conduct

The following St. Barnabas athletic rules are established in conjunction with the Catholic Youth Organization Mission Statement and Codes of Conduct which state:

Contestants' conduct, in or out of school, shall be such as:

- 1. not to reflect discredit upon their parish or the CYO or,*
- 2. not to create a disruptive influence on the discipline, good order, moral or educational environment in a parish or school community.*

It is recognized that Principals, by the administrative authority vested in them by their pastor, may exclude such contestants from representing their parish or school.

Additionally, any contestant ejected from a contest for an unsportsmanlike act shall be suspended from the next contest at that level of competition and all other contests at any level in the interim, in addition to any other penalties assessed.

St. Barnabas applies the athletic code of conduct to all CYO athletics and activities.

E.1.4.1 Enforcement of the Code of Conduct

The principal (or designee) shall enforce all rules and regulations as described in the Code of Conduct for athletes. All rules regarding behavior and/or training as outlined in CYO regulations apply. The code will be reinforced by the coach of each sport during the year. Any alleged violation of the Code shall be reported first to the principal (or designee) and Athletic Director.

Important - The Code of Conduct is in force twelve (12) months of the year for all athletes in grades Kindergarten (K) through twelve (12).

E.1.4.2 Code of Conduct for Athletes

St. Barnabas Catholic Church and School is not asking its athletes to make sacrifices. Sacrifices imply giving up good things. We are asking our athletes to do the opposite. Live clean, think clean and do those things that allow each student athlete to have a positive influence on not only their own lives but also those of their team members. All St. Barnabas athletes are expected to comply with the standards of our athletic code of conduct in conjunction with the student expectations found in this Handbook.

The administration in conjunction with the pastor have the right to levee harsher penalties including expulsion from school for any of the offenses to the Code of Conduct for Athletes.

- The good of the team is first and foremost. In sports where individuals can advance, after team elimination, he/she then becomes most important. No

player(s) will ever employ tactics in violation of rules to gain an undeserved advantage.

- All players will devote themselves to being a true student/athlete.
- All athletes will care for all parish and school equipment, including team uniforms, as though it was their own personal property. If equipment is “worn-out” through practice, it will be replaced by the parish. If equipment is lost or stolen, the athlete is responsible for the replacement costs.
- Specific team rules may be set forth by the coach of each sport team. These rules, and the penalties for breaking them, will be made known to the athletes and their parents by the coach at the parent meeting conducted at the beginning of that sport’s season.
- Game/Match Officials deserve courteous respect. Realize that officials do not lose a game or contest. They are there for the purpose of ensuring both teams a fair contest.
- All athletes are prohibited from the consumption of illegal drugs, alcohol, and nicotine containing substances.
- No athlete shall take a picture, video, or any other recording within any locker room, changing room, restroom, training room, etc. where there is an inherent and lawful right to privacy.
- Athletes shall conduct themselves as good citizens within the community. The following disciplinary actions may be enforced:
 - Any athlete found by the administration to be involved in any form of disrespect, vandalism or theft are subject to the following:
 - **FIRST OFFENSE:** Will result in automatic suspension from the athletic team for 25% of the current/future season contests (Carryover Rule).
 - **SECOND OFFENSE:** Suspension from athletics for one calendar year.
 - **THIRD OFFENSE:** Suspension from athletics for one calendar year.
 - Any athlete charged with a misdemeanor offense may be subject to an athletic suspension for 25% of the current/future team season contests (Carryover Rule). This decision will be made by the administration pending an investigation of the incident. A second or succeeding offense will result in athletic suspension for one calendar year from the date of the infraction.
 - Any athlete charged with a felony offense will be suspended immediately from all athletic participation pending further investigation by parish or school administration.

E.1.4.3 Carryover Rule

If a violation of the following rules occurs, the athlete in violation will be required to serve an appropriate suspension from athletic participation. If an initial violation occurs between seasons, or if less than 25% of current in-season contests remain at the time of the violation and the participating athlete cannot fulfill the terms of the resulting athletic suspension within that sport’s current season, the

suspension carries over in equal percentage amounts until complete to the next sport season(s) in which the athlete has previously participated.

E.2 Code of Conduct

Everyone at St. Barnabas Catholic Church and School is expected to show respect for themselves and those around them, as well as the material and physical surroundings which are provided. Each member of this parish community has the right to grow and mature intellectually, physically, emotionally, and spiritually. At the same time, each person has the responsibility to see that others' rights are respected and upheld. Language and behavior should contribute in a positive way to parish and school life.

Rules and regulations represent guidelines for behavior. It is impossible to write rules to cover all situations that may arise but the rules in existence are designed to enable all those at St. Barnabas to function harmoniously with each other. If everyone abides by the rules, we contribute to an environment in which persons can find experiences that will help them grow in meaningful ways. By breaking rules, a student athlete infringes on another's rights, disrupts the community, and often hurts him/herself in the process. If this happens, the offender must accept the consequences for what he/she did. At St. Barnabas, the consequences will take various forms, according to the degree of violation of the rules and of people's rights. Everyone makes mistakes. No one is perfect. The goal is that everyone learns from mistakes and thus becomes an individual who makes an even better contribution to the total parish and school community.

When a situation arises that requires questioning of students related to potential handbook and/or disciplinary violations, the policy of the school is that the principal and/or other members of the administration will meet with the student. The school cannot meet the expectation of a family that would request parental or guardian presence during any such questioning. For myriad reasons why this request cannot be accommodated please contact the principal.

E.2.1 Expectations

Each student at a Catholic school is to exemplify the highest behavior, that of being a Christian with all its implications. One of the essential purposes of a St. Barnabas education is the formation of character. The rules of the school, designed for the purpose and in the interest of good order, are exercised with discretion and justice.

St. Barnabas does not hold itself responsible for student offenses committed outside its jurisdiction; yet any conduct that is detrimental to the reputation of the parish or school or that binds the advancement and moral good of the students in general is sufficient cause for suspension or expulsion.

St. Barnabas Catholic Church and School prides itself on being a welcoming, Christian community. As such the behavior of our students should always model this welcoming spirit. Language and/or behavior that is racist, sexist, homophobic or ethnically degrading is not acceptable and would be grounds for disciplinary action. This would include but not be limited to items such as the confederate flag, swastika, etc.

E.2.1.2 Home and Away Athletic Competitions, Fine Arts Performances, Academic Competitions, etc....

Extracurricular and co-curricular activities are extensions of the school day. Students, whether participating in or spectating at such activities, are held to the standards indicated in this Handbook. Students are expected to comply with directions given by the administrator of the event whether they are on St. Barnabas's campus or at another venue. Failure to comply with these expectations may result in disciplinary action.

E.3 Disciplinary Action

At St. Barnabas, all regulations are designed to foster orderly operation of the parish and school and mature development of the student. All members of St. Barnabas must realize that their conduct, no matter time, or place, reflects both upon their personal dignity and the dignity of their fellow students. Consequently, student conduct at any time not in keeping with the guidelines of the educational philosophy and objectives of St. Barnabas Catholic Church and School is a discredit to the individual and to other students, parishioners, faculty, and administration.

Any conduct unbecoming a St. Barnabas student is considered a breach of discipline and exposes the student to the imposition of an appropriate penalty. Hence, it is the responsibility of each student to know and follow the guidelines set down herein. The gravity of penalties will be determined by the seriousness of the offense and its attendant circumstances.

St. Barnabas School
8300 Rahke Road
Indianapolis, Indiana 46217
Phone: 317-881-7422
FAX: 317-887-8933
<http://school.stbindy.org>

FIELD TRIP PERMISSION FORM

Field Trips are privileges afforded to students; no student has the absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements. **The following Field Trip Permission Form MUST be signed by the parent or guardian and given to their homeroom teacher.** Students who fail to bring in this form will not be allowed to participate in the field trip. Telephone calls or any other written note are not acceptable – please refer to the School Handbook.

I/WE, the parent(s)/guardian(s) of _____ request that the school allow my/our son/daughter to participate in a field trip to

Educational Purpose:

Date of Field Trip:

Departure from School:

Arrival back to School:

Fee:

Other Information:

Administrator's Signature

Teacher's Signature

We hereby release and save harmless the school of St. Barnabas and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip. In case of emergency, I give permission for (name of child) _____ to be taken to a physician or hospital by either a parent in charge or by school personnel. I understand that every effort will be made to contact me.

Parent/Guardian Signature: _____

MEDICAL RELEASE FORM

Student's Name: _____

Medical Insurance Information:

Group/Company Insurance Company: _____

Policy Number: _____

Known Allergies/Allergic Reactions: _____

Other Pertinent Medical Information _____

Current Medication(s): _____

Mother's Daytime #: _____ Father's Daytime #: _____

Mother's Cell Phone #: _____ Father's Cell Phone #: _____

(Keep for emergency purposes.)

TELECOMMUNICATIONS USE AGREEMENT

Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom.

As a technology user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Barnabas School:

1. I recognize that all technology users have the same privileges to use the equipment; therefore, I will not use the technology resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, flash drives, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, or games from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for technology equipment; I will not use technology systems to disturb or harass other technology users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the server.
5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network resources must comply with the appropriate rules for that network or resource.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
8. The use of school technology resources is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son/daughter _____ to be photographed or videotaped at St. Barnabas Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, the school Facebook® page, or other publications. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Barnabas Catholic School

Signed: _____

Date: _____

Return by August 10, 2022

Parent and Student Signature Page

I have read the 2022/2023 Parent/Student Handbook and Appendices and agree to follow the school policies and procedures as stated.

Family Name _____

Parent (Legal Guardian) signature

Date

Parent (Legal Guardian) signature

Date

Student signature

Date

***Parents and students must both sign.**

SIGNED FORM DUE TO MR. SCHNARR August 10, 2022.