

HUNTINGTON CATHOLIC SCHOOL



PARENT/STUDENT/ATHLETIC HANDBOOK 2017-18

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**HUNTINGTON CATHOLIC SCHOOL
PARENT/TEACHER/STUDENT HANDBOOK-SECTION I**

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P before a number (for example P4010) designates a Diocesan Policy.

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VISION STATEMENT

Academic Excellence in a Catholic Community.

MISSION STATEMENT

Huntington Catholic School provides a Catholic Education to the whole student – mind, body and soul.

SCHOOL PHILOSOPHY

The Christian Community of Huntington Catholic School strives to create an atmosphere where total learning and development take place within the context of the Catholic Faith Community. We treasure and proclaim through our school what we know and experience God and His world. In affirming each other as unique creatures of God, we reverence life and celebrate its events.

SCHOOL PARTNERSHIP

Enrollment in Huntington Catholic School is subject to the approval of the Diocese and the Huntington Catholic School administration. In order to foster an environment which promotes the optimum educational and spiritual development of the student, every parent/guardian of each student is expected to act as a cooperative partner with the Diocese and School and comply with all policies and rules which are established by the Diocese or School. The School retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation on the part of the students' parent/guardian and, as a result, the withdrawal of the student would be in the best interest of the student, the School, other students attending the School, or the fulfillment of the School's mission.

RIGHTS AND RESPONSIBILITIES

PRINCIPAL-TEACHER RIGHTS:

Have the right to establish and enforce rules of conduct in order to maintain a proper Christian atmosphere for learning. School regulations are aimed to control behavior that disrupts the classroom, interferes with discipline, or infringes on the rights of others. All parents and students attending Huntington Catholic will respect and follow guidelines established by the school.

STUDENT RIGHTS:

Students will be dealt with fairly; with an adequate opportunity to present their position of a situation. Each student has the right to...

- an education
- an atmosphere conducive to learning
- fair treatment
- receive consideration and concern of teachers and fellow students

STUDENT RESPONSIBILITIES:

- try to achieve to the level of his/her ability
- do their personal best on assigned work
- attend school regularly and on time
- behave in a way which will make school a pleasant place where all can learn
- use and respect school property properly
- follow all school regulations
- respect the rights of other students and school staff

PARENTAL RESPONSIBILITIES:

- Encourage students to appreciate and respect themselves and their education
- Support and respect the teachers and their decisions
- Pay tuition and fees at the established times
- Contribute to the support of the Church

BELIEF STATEMENT AND GOALS

Belief Statements

We believe:

1. Parents and Guardians are the child's first teachers with the primary right and responsibility for the child's education.
2. A strong partnership among parents, teachers, Church and community creates and promotes a successful Catholic education.
3. The dignity and uniqueness of the individual must be respected.
4. Diversity within and among students must be acknowledged, accepted and embraced.
5. Gospel values are taught, shared and integrated within every aspect of the school.
6. A quality education is rooted in character and academic excellence, seeking to help children develop their fullest potential in heart, mind, body and soul.

Goals

We at Huntington Catholic strive to:

1. Ensure and maintain a standard of excellence in the academic curriculum.
2. Integrate the Gospel values of message, community worship and service into the entire curriculum.
3. Incorporate the basic beliefs of the Catholic faith into the religion curriculum.
4. Create a strong climate of respect and responsibility.
5. Instill a spirit of stewardship and global awareness.

HUNTINGTON CATHOLIC SCHOOL LEADERSHIP

Diocesan policy states that the leadership of Huntington Catholic School or any Catholic Parish school is designed as follows:

1. Bishop
2. Superintendent of Schools
3. Pastors
4. Principal
5. School Board

The principal is charged with running the day-to-day operations of the school. The School Board operates in an advisory capacity to the principal and it is also an advocate of the school in the community at large. The parish priests are the ultimate decision makers and approve all policies. All other school organizations, such as, Home and School and Booster Clubs are under the authority of the principal.

ADMISSION POLICY (HCP002)

Huntington Catholic School shall follow and promote an open enrollment policy accepting students according to Diocesan Policy P4010 and Parish Guidelines.

Diocese of Fort Wayne-South Bend (P4010) - Students

Enrollment

- I. School Admission Policy
Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.
- II. Nondiscrimination Policy
Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to color, race, gender, or national origin, and reasonably accommodate the disabled in its educational programs.
- III. School Entrance Requirements
A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.
If these required documents are not provided to the school within thirty (30 days) of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing

House for Information of Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing. The custodian parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days. Written proof that the child meets state and county health requirements (immunization record) for enrollment shall be required.

IV. Kindergarten Age Requirement

Schools shall follow state law guidelines in enrolling Kindergarten students.

A child entering kindergarten must be five years old on or before August 1, or date set by the state.

A school may choose to administer formal or informal assessment for determining proper placement in kindergarten.

NOTE: A child coming into a diocesan school from an out-of-state kindergarten program or an in-state kindergarten program and who does not meet the Indiana state age-eligibility requirement should be admitted to a kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

V. First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier. Students enrolling in a diocesan school after successfully completing Kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

VI. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children. Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher (s). This recommendation can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school or poses a threat of harm to the student, other students or school personnel.

VII. Students or prospective Students with Diseases

Catholic schools shall comply with all applicable state law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease. Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable. state law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease. However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks. Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established

to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk – how the disease is transmitted;
- B. the duration of the risk – how long the carrier is infectious;
- C. the severity of the risk – the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/or is required.

The review must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction.

Recommended: February 19, 2003
Ratified: June 10, 2003

Diocesan School Board
Diocesan Bishop

ADMISSION PROCEDURE

GRADES PK - 8

Huntington Catholic School gives preference according to the following priority:

1. Children of families presently enrolled in school.
 2. Children of families who are active registered members of the parishes.
 3. Children of families who are non-active registered members of the parishes.
 4. Children of families who are active members of other Catholic parishes.
 5. Children of families who are non-Catholic. These students must participate in all religious activities
- If there is no waiting list and no competition for an open spot in a class, then the first candidate for the open spot will be accepted.

Whenever there are indications that a child has an Exceptional Educational need, the child should be referred to local public school resources to determine what services the child is eligible. Huntington Catholic School will cooperate with local public school resources to meet student's needs. If it is determined that the student has needs unable to be met by HCS, reconsideration of his/her continued enrollment will be reviewed by the school as well as parents and local public school personnel.

PRESCHOOL

Children entering the Three Year old Preschool program must be 3 years old by August 1 and toilet trained. Children entering the Four Year old Preschool program must be 4 years old by August 1 and toilet trained. Proof of birth date is required. Any state or county health requirements must be met.

KINDERGARTEN

Children entering Kindergarten must be 5 by August 1. Students who attain the age of 5 after August 1 may be admitted with the permission of the principal. He/she must also pass the Gesell test for Kindergarten readiness. Proof of birth date is required. Any State or health requirements must be met.

STUDENT TRANSFER

No student transferring into Huntington Catholic School will be allowed to complete registration until the following conditions are met:

1. A copy of the most recent report card is read by the principal.
2. The principal has the opportunity to speak to the releasing school's principal/teacher.
3. Parents present a letter acknowledging any problems the student might have had at the former school.
4. The principal will interview the child(ren) and the parents. Receiving teachers may be included in the interview.
5. Parents will sign a document acknowledging that they understand that their child(ren) will be placed on a year probation period.
6. Principal reserves the right to forego the preceding steps if he/she believes the steps are unnecessary.

Reasons for Immediate Expulsion:

1. If required documents, such as birth certificate, school records, and immunization records, are found to be fraudulent. [Indiana Clearing House for Missing Children will be notified]
2. For disruptive behavior and/or poor academic performance.

WAITING LIST

Placement on a waiting list is determined by the date the registration form and fee are received. Registration fees are not refundable. (See page 4: "Admission Procedure" grades PK-8)

PRACTICE OF THE CATHOLIC FAITH POLICY (HCP001)

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled at Huntington Catholic School. See Diocesan Policy P4410

PRACTICE OF THE CATHOLIC FAITH

All children who attend Huntington Catholic are required to attend religion classes and to attend all liturgical services that the student body attends. Parents are urged to attend any liturgies that the children attend and to participate in the Sunday and Holy Day obligations of the Church.

Students will be expected to memorize specific prayers according to their grade levels. Parents are encouraged to pray with their children. The religion curriculum will encourage spontaneous and meditative prayer.

All Catholic students in the second grade will receive preparation for the Sacraments of Reconciliation and Holy Communion. Students in the eighth grade will receive preparation for the Sacrament of Confirmation.

During the month of May, all students in first through eighth grades will be required to attend the May Crowning celebration. During the Lenten season, students will be required to attend Stations of the Cross

Diocese of Fort Wayne-South Bend (P4410) – Students

Religious Issues

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.

I. Pregnancy – Elementary Student

Every human being is created in the image and likeness of God and his or her life must be respected and protected from the moment of conception until natural death. When a student(s) becomes involved in a pregnancy, the Catholic school must act to provide assistance and support for the student and his or her family. While the first responsibility for the pastoral, spiritual, and psychological care of the students involved in a pregnancy belongs to the parents/guardians of the students(s), the Church and the school also bear serious responsibility.

When a pastor/principal is made aware that a student(s) is involved in a pregnancy, the following action shall be taken:

- A. The pastor and principal should meet with both parties, the male and female, and their

parents/guardians to investigate the situation and to assure them, if necessary, that the young people involved will be provided with the opportunity to complete his/her education in the Catholic school without interruption.

- B. Both parties, the male and female, should then be referred for pastoral counseling given by a priest and a social worker or psychological counselor. This counseling must emphasize the teaching of the Catholic Church on the sanctity of human life from the first moment of conception.
- C. The pastor and principal must seek to assist the young people to ensure that the child is born, not aborted.
- D. The school's administration, after consultation with the school's pastor/designated priest, will decide whether any sanctions are to be imposed on the students. Because of the public nature of the situation and the Catholic identity of the school, the principal, in consultation with the pastor, reserves the right to undertake whatever additional action(s) seem appropriate for the well-being of the student(s) involved and the school as a whole.

II. Pregnancy – High School Student

Every human being is created in the image and likeness of God and his or her life must be respected and protected from the moment of conception until natural death. When a student(s) becomes involved in a pregnancy, the Catholic school must act to provide assistance and support for the student and his or her family.

If it has been discovered that a student enrolled in a diocesan high school is pregnant or is the putative father of an unborn or already-born child, the principal will conduct initial, confidential meeting(s) inviting:

- A. the student(s) involved
- B. the parents/guardians of the student(s)
- C. a priest(s) assigned to the high school

The purpose of the meeting is to investigate and, if necessary, to assure the parties involved that the student(s) will be provided the opportunity to complete his/her education in the Catholic school without interruption and also to emphasize the Church's teaching on the sanctity of human life.

In order to continue his/her education at a diocesan high school, a pregnant student and/or a putative father and the respective parents/guardians must agree to:

- A. secure continued professional prenatal/childrearing care and/or adoption alternatives and
- B. receive pastoral and psychological counseling to assist in coping with the circumstances and to be helped to make the right decisions in keeping with Church teachings. (The school's pastor/designated priest must approve all such professional assistance.)

The school's administration, after consultation with the school's pastor/designated priest, will decide whether any sanctions are to be imposed on the students. Because of the public nature of the situation and the Catholic identity of the school, the principal, in consultation with the priest(s) assigned to the high school, reserves the right to undertake whatever additional action(s) seem appropriate for the well-being of the student(s) involved and the school as a whole.

III. Abortion

Every human being is created in the image and likeness of God, and his or her life must be respected and protected from the moment of conception until natural death. The Church views abortion as a grave violation of this principle and the Catholic school must convey the seriousness of this act by its inclusion of this issue in its teaching at appropriate grade levels and of its policies. Therefore a student enrolled in a diocesan school who obtains a completed and verified abortion or who aids or induces another person in any manner whatsoever in procuring such an abortion shall be suspended immediately and may be denied the privilege of continuing his or her education in a diocesan school, as determined by the Bishop.

A confidential meeting shall be held with the student(s) and parent(s) involved, the pastor, the school principal, and a person(s) designated by the Bishop. The purpose of this meeting will be to

ascertain the fact relevant to the commission of the abortion, to provide appropriate pastoral assistance, and to make a recommendation to the Bishop regarding the student's suspension or expulsion.

IV. Invalid Marriage

The school administration will defer the decision regarding the disposition and continued enrollment of any student entered into an invalid marriage to the Vicar of Education or a delegate of the Bishop.

Recommended: February 19, 2003

Ratified: June 29, 2003

Diocesan School Board

Diocesan Bishop

TUITION POLICY (HCP008)

Families, whose children attend Huntington Catholic School, are required to pay school tuition. The Priests, after consultation with the Principal and Finance Committee, determine the school tuition for each school year. The school principal in collaboration with the pastors determines the book and registration fees.

PROCEDURE FOR PAYMENT OF REGISTRATION, BOOK FEES, AND TUITION

The non-refundable registration fee is due by the last day of school for the following school year. A late fee of \$50 will be imposed on existing families if registration fee is not paid by the last day of school. Books Fees are due to the school office by August 5. Tuition is to be paid in full by April 15. Tuition may be paid yearly, by semester, quarterly or monthly. A tuition envelope will go home in the family envelope a week before your tuition is due.

FINANCIAL ASSISTANCE

Financial aid is available for students who are registered in the parish attending Huntington Catholic. This aid is obtained through the pastor of the Parish. You must personally set up an appointment with your parish priest in order to receive assistance.

LARGE FAMILY FUND

Any family with 3 or more children in a Catholic School may apply for assistance from the Large Family Fund through the Fort Wayne/South Bend Diocese. There is a non-refundable application fee and you must receive assistance from your parish in order to qualify. Applications are available in the school office in the Spring for the following school year.

SCRIP PROGRAM

All families can earn 40% of the profit from each SCRIP purchase to be applied to their family tuition for the following school year. Encourage friends and family members to participate in the program to the benefit of your family and our school.

ACADEMICS

Daily Schedule

7:30 a.m.	Teachers arrive
7:40 a.m.	Students admitted to classrooms in Middle Building
7:45 a.m.	Classes start for Middle Building
7:50 a.m.	Students admitted to classrooms in Primary Building
8:00 a.m.	Mass or classes start for Primary Building
11:20 a.m.	Lunch for Primary Building
11:55 a.m.	Lunch for Middle Building
2:45 p.m.	Dismissal
3:15 p.m.	Teachers leave

GRADE RETENTION

Periodically, there may be unusual circumstances wherein children experience academic difficulty. If the difficulty is severe enough to grossly inhibit a student's success at the next grade level, the teacher, principal and parents can decide to have the child repeat the current grade. If that decision is made, the parents must sign a document that states that intent. If a parent wants the child to move forward to the next grade in spite of the cautions of the teacher and principal, the parents must sign a statement that it is their wish to move the child forward to the next grade. If their no agreement between parents and staff about retention, then the principal will make final determination based on the totality of the academic performance of the student.

PROMOTION

Children who have completed the basic requirements of the grade according to their ability or mental capacity will be promoted to the next grade.

HOMEWORK POLICY

All students in grades K-8 will be assigned homework on a regular basis throughout the school year as a reinforcement of the learning at school. The students are expected to return the completed homework by the assigned due date. Work is to be completed neatly and is to reflect the best of the student's ability. No written assignments will be accepted on paper that is torn, crumpled, mutilated, stained, scribbled on, or any combination of the above. Approximate time students are expected to spend on homework is as follows:

Kindergarten	15 - 20 minutes
Grades 1 - 2	20 - 30 minutes
Grades 3 - 4	30 - 40 minutes
Grades 5 - 6	45 - 60 minutes
Grades 7 - 8	60 - 90 minutes

Grades K-8 may be assigned homework Monday through Thursday. Students in Grades 4-8 may be assigned homework over the weekend. **If a parent requests homework for an absent child, it may be done by phone or by note and must be requested as early as possible.**

HOMEWORK POSTED ON WEBSITE

Classroom teachers will inform their parents of homework on the website. Teachers will update their homework page daily to insure parents are informed of homework assignments.

GRADING SCALE

A+ 98-100	A 95-97	A- 93-94	O 95-100	N 60-69
B+ 90-92	B 87-89	B- 85-86	S+ 87-94	U 0-59
C+ 82-84	C 79-81	C- 77-78	S 80-86	
D+ 75-76	D 72-74	D- 70-71	S- 70-79	
F 0-69				
"O" (outstanding)	"S" (satisfactory)	"U" (unsatisfactory)		

PROGRESS/REPORT CARDS

Progress reports are issued to students midway through the grading period. Progress reports must be signed by parents/guardians and returned to school within a week. Report cards are distributed at the end of each quarter during the school year.

HONOR ROLL

High Honor Roll: Those students in Grades 4-8 achieving all A's on his or her report card in all academic areas including Computer, Music, Art and Physical Education.

Honor Roll: Those students in Grades 4-8 achieving all A's and B's on his or her report card in all academic areas including Computer, Music, Art and Physical Education.

BAND

Students in Grades 6-8 may attend Band class at Crestview Middle School. Since band class is held during the day at HCS, it is the responsibility of the band student to ask the teacher for any work he/she may have missed during the band class. In the event HCS is not in session, and Crestview is in session, it is the parent's responsibility to see that the band student attends band class at Crestview

LIBRARY BOOKS

Students may check out a book during assigned times in the Library. Students are required to pay for damaged or lost books. Fines are assessed (5¢ per day) if books are returned late, unless the student was absent. The book must be returned to the librarian upon the student's return.

SCIENCE FAIR

Students in Grades K-8 will have the opportunity to participate in the Science Fair which is held in February/March. Information is sent home in January concerning the requirements. The science classroom teacher may provide guidance and some class time to work on the Science Fair projects. The project will require time at home to complete. If there are more than three students participating, then there will be local judging of the projects to qualify for the Regional Science Fair held at IPFW.

PHYSICAL EDUCATION REQUIREMENTS

All children in grades 1-8 are required to have a short sleeved HCS "T" shirt, black gym shorts (must be longer than mid-thigh) and athletic shoes (for gym only). White socks required. Sweatpants are allowed for MB students. Gym clothes must be separate from school clothes.

MEDICAL EXCUSE FOR PHYSICAL EDUCATION:

All students are expected to participate in gym class. If there is a medical reason that a student cannot participate in certain activities, please send a written excuse signed by a physician. Parental written excuses are valid for two gym classes. However, after two consecutive gym classes are missed, a doctor's medical excuse may be requested. If a child is too sick to participate in physical education classes, we consider them to be too sick to be in school.

SCHOOL SUPPLIES

At the end of the school year, students will receive a list of school supplies they will need for the coming school year.

TEXTBOOKS

All textbooks are approved by the Diocese of Fort Wayne/South Bend and the Indiana Department of Education. All hardcover textbooks used by the students are to be covered throughout the year in order to preserve the book. Willful damage to any textbook will result in the student being responsible for replacement. Textbook fees are determined by the Principal in collaboration with the pastors. Fees will be announced in mid-May and are payable before the start of the school year.

"TITLE 1" TUTORING

Children in Grades K-4 who have reading difficulties may be assigned to a Title I teacher. The local public school system dictates what grade levels may be served.

ATTENDANCE POLICY (HCP003)

In compliance with Diocesan Policy P4040, all students are expected to arrive in class on time in order to promote a positive learning environment.

ABSENCE

If a student is absent from school, the parent is required to call the school secretary by 8:00 a.m. If the school secretary has not been notified of an absence by a parent, the secretary will make a reasonable attempt to contact the parent. In any case, the child returning to school must bring a note explaining the absence so that the note can be kept in a yearly attendance file. If a student is absent from school, he/she may not participate in any extra-curricular activities that day. If the school does not receive a written note explaining the absence, then the absence will be marked as an unexcused absence.

PLEASE NOTE:

It is the responsibility of the student to make up all class work missed due to absence. To give teachers time to gather all assignments, homework for student absentees may be picked up in the office at 2:45 p.m.

If a child misses more than 15 days of school per year we may, with sufficient reason, be required by Diocesan rule to inform the local Juvenile authority (Diocesan Policy 4040).

TRUANCY

Truancy is defined as a student's absence from school without the permission of a parent/guardian. Students who are chronically absent by having unexcused absences from school for more than ten (10) days of school in one (1) school year will be considered habitually truant. If a child has more than 10 unexcused absences during the course of the school year, the child will be considered habitually truant resulting in a Truancy Affidavit to the Huntington County Circuit Court.

TARDY:

Students will be marked tardy if they arrive after 7:45 a.m. in the Middle Building or after 8:00 a.m. in the Primary Building. Tardy students **MUST** report to the school office before they report to their classrooms. Chronic tardiness will result in a conference with the principal and parents. Students must bring a note for every tardy.

TARDY POLICY FOR UNEXCUSED TARDIES: (*Tardy count starts over at the beginning of a new semester)

1. 5 Unexcused Tardies will be allowed per semester with no consequences
2. 6th Tardy: Student will serve one lunch detention
3. 7th Tardy: Student will serve one lunch detention with cafeteria cleaning detail.
4. 8th Tardy: Student will serve one 45-minute after-school detention the day following the 8th tardy. Parent will responsible for picking up the student at 3:30 p.m.
5. 9th Tardy: In-School Suspension
5. 10th Tardy and more: Parent of the excessively tardy student will either provide one hour of volunteer work at the school during school hours or pay a \$25 fee to cover the volunteer service requirement. The fee cannot be covered by tuition assistance from the parish or from School Choice Scholarship awards.

Unexcused Tardies consist of but not limited to the following: arriving late to school (7:45 a.m. at the Middle Building and 8:00 a.m. at the Primary Building – these times apply to Mass days as well), medical appointments without written documentation for the doctor's office, leaving school early for vacation or other family reasons (leaving school early for a medical appointment can be counted as excused if the child returns with written documentation from the doctor's office), and leaving school for any non-medical related appointments.

Excused Tardies consist of the following: late school bus, and medical appointments with the appropriate documentation from the doctor's office.

MEDICAL APPOINTMENTS

Every effort should be made to schedule medical and dental appointments outside of regular school hours. If it cannot be avoided, parents must send a signed note about the appointment to the office. For the medical appointment to be considered excused, the student must bring written documentation of the visit from the doctor's office. If for some reason a medical appointment is scheduled and a student misses 2 1/2 hours of school it shall be counted as 1/2 day absent. If a student misses more than 4 1/2 hours of school it shall be counted as a full day absent. This policy is extended to all other reasons a child may miss the stated amount of time as listed above. Haircuts or other non-medical related appointments will not be allowed.

VACATIONS

Huntington Catholic School does not encourage students to miss instructional time to accompany parents or guardians on vacations. However, parent vacation day absences may be allowed provided they meet the following guidelines:

1. Pre-Arranged absences due to family vacation must be made two weeks in advance of the vacation.
 - a. Make-up work for excused vacation absences shall be permitted. It is recommended that the work be done in advance whenever possible. If this is not possible, students will be given the opportunity for making-up the work missed due to approved absences. The length of time for completion shall be commensurate with the number of school days missed.
2. Any request longer than five days will be denied and no make-up work will be given.
3. No vacation absences will be accepted during ISTEP+(grades 3-8), ACRE (grades 5 & 8), and ECA (grade 8) testing, the last week of each quarter, or during any days that the school year may be extended due to prior school closings.

Parents with special circumstances may appeal to the principal. This must be done two weeks prior to the vacation.

Diocese of Fort Wayne-South Bend (P4040)-Students

Attendance

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

- I. **Parents/Legal Guardian Responsibility**
Parent(s)/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on with the child:
 - A. Graduates; or
 - B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
 1. the student and the student's parent or guardian and the principal agree to the withdrawal; and
 2. at the exit interview the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; or
 - C. Reaches the age of eighteen (18) years. Whichever occurs first.
- II. **Absences from School**

Absences from school shall fall into one of the three following categories:

- A. Absences which are counted as present.
 - 1. Serving as a page for or honoree of the Indiana General Assembly
 - 2. For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
 - 3. Court appearances pursuant to a subpoena;
 - 4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year;
 - 5. Placement in a short-term inpatient treatment program which provides an instructional program;
 - 6. Homebound instruction;
 - 7. Religious observances.
- B. Excused Absences
 - 1. Illness of the student (with written statement by parent/ guardian or doctor)
 - 2. Funerals
 - a. for death in the immediate family
 - b. for persons outside of the immediate family with parental permission
 - 3. Out-of-school suspension
 - 4. Medical and legal appointments – Such appointment should be scheduled after school hours when possible.
 - 5. School/college visits (2 days) – Parents/guardians need to check with the individual school’s policy when arranging such visits.
- C. Unexcused Absences
 - 1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
 - 2. No physician’s note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
 - 3. Family vacations
 - 4. Absences other than those defined as excused or absences counted as present.

III. Truancy

A student is truant when he/she is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures: The following may be evidence of habitual truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- C. Three (3) or more judicial findings of truancy.

V. Reporting an Absence

A parent/guardian shall contact the school to report a student’s absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed. A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student’s absence is unexcused or the student is truant.

V. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician’s statement may be required in order for the student to return to school.

VI. Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal, or attendance clerk), to the parent/guardian to verify absence and to determine reason.
- B. After a student is absent for six (6) days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- C. After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

Recommended: February 19, 2003

Ratified: June 10, 2003

Diocesan School Board

Diocesan Bishop

CONCERNS POLICY (HCP012)

To facilitate and promote the orderly and efficient resolution of concerns, parents must follow the grievance procedures set forth in Diocesan Policy P2310.

CONCERNS PROCESS

Huntington Catholic School operates on a policy by which all concerns and complaints need to be addressed directly with and to the person(s) involved. For example, if a parent has a concern about a teacher the concern of that parent must be addressed with the teacher. Parents must not as a matter of first choice call a board member, the principal or a pastor.

The following "Concerns Process" MUST be followed. Nobody may skip any level of the Concerns Process. If this chain of communication is not followed, the problem will not be addressed!

Level One - Verbal Appeal

Any parent/guardian who has a concern with or about a school staff member will discuss the matter with the person as soon as possible. The parent should clarify the concern and present a possible solution. If a negotiated settlement resolves the problem, the process ends. If there is no resolution, the parent may continue the process to Level Two.

Level Two - Written Appeal to the Principal

If the motivating concern is not resolved at Level One the parent will promptly submit a letter to the principal describing his/her concern. The principal will attempt to resolve the problem in one of the following manners:

1. The Principal will convene the parties and attempt to reach a mutual agreement. (Concerns in which the Principal is the focus must proceed as if the concern is Level One)
2. The Principal can ask the pastors for assistance in ameliorating the concern. At Level Two the Pastors are looked upon as advisors.

Level Three - Within two days of receiving the decision by the Principal, if the parent/guardian wishes to appeal to the pastor(s), he/she may do so in writing. The pastor(s) will respond in writing to all parties concerned regarding his/their decision within 7 days of notification of the concern. At this point the concern will end.

****All concerns usually carry an emotional component. All parties to a concern must be warned to keep emotions under control. Uncontrolled emotions can damage reputations, destroy careers and prevent any objective resolution to a concern. Further uncontrolled emotions, verbal vilification of another are totally outside of "Gospel Values" and have no place in a Christian Community.**

Diocese of Fort Wayne-South Bend (P2310) - Community Relations

Parent/Legal Guardian Concerns Procedure

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

Step 1: Address the issues with the classroom teacher (or the person with whom he/she has the problem).

Step 2: Address the issue with the Principal

Step 3: Address the issue with the Pastor (elementary schools only).

Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g. pastor and principal).

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).

Policy Recommended: March 7, 2001

Ratified: April 3, 2001

Diocesan School Board

Diocesan Bishop

DISCIPLINE POLICY (HCP005)

In accordance with Diocesan Policies P4520, P4530, P4420 and P4560, disciplinary actions will be taken by any faculty/staff for inappropriate student behaviors.

Discipline Code:

Disciplinary actions are corrective measures taken by a faculty member or administrator as a response to inappropriate behavior. The actions are designed to provide an appropriate reaction based on the seriousness of the offense with the intent to have the student realize his/her mistake, understand the school's concern, and take appropriate actions to change the inappropriate behavior. The disciplinary measures will teach the students to take personal responsibility for their behavioral choices by the practice of Reconciliation and Penance. The teachers will handle all minor discipline problems that occur in their classrooms. They will communicate with parents concerning problems that interfere with the learning environment, so the two can work together to correct the problem.

Discipline Action Plan:

- Step 1: All minor offenses are handled by the teacher using his/her classroom discipline plan. When the student exhausts the options within the teacher's discipline plan, the student will be sent to the principal's office with a disciplinary referral.
- Step 2: Community Service
- Step 3: After-School Detention (up to one hour)
- Step 4: After-School Detention (up to two hours)
- Step 5: In-School Suspension - ISS (up to 1 full day)
- Step 6: In-School Suspension - ISS (up to 2 full days)
- Step 7: Out-of-School Suspension - OSS
*Parent conference required prior to the student returning to school.
- Step 8: Expulsion (if necessary)

SPECIAL NOTE: The principal reserves the right to give additional consequences for inappropriate student behavior if the circumstances warrant. The additional consequences may include, but not limited to, financial retribution for damage to school property, withdrawal of privileges, and community service. A PARENT/STUDENT/TEACHER/PRINCIPAL CONFERENCE MAY BE SCHEDULED DURING ANY OF THE ABOVE STEPS.

Cafeteria and Playground Violations:

All major problems that occur in the cafeteria and on the playground will be referred to the principal. The students will be sent with a disciplinary referral.

Extreme Disciplinary Cases:

In the event of extreme disciplinary cases that could result in suspension or expulsion, we will follow the guidelines set by the Diocese of Ft. Wayne/South Bend. (Refer to Diocesan Policy 4530.)

Diocese of Fort Wayne-South Bend (P4520)-Students**Grounds for Suspension or Expulsion of Students**

- I. The grounds for suspension or expulsion below apply to student conduct which occurs:
 - A. On school grounds;
 - B. Off school grounds at a school activity, function, or event;
 - C. Traveling to or from school or a school activity, function, or event; or
 - D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or Diocese.
- II. The following types of student conduct constitute grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.
 - A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
 - B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
 - C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
 - D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
 - E. Threatening or intimidating any individual for whatever purpose.
 - F. Possessing, handling, or transmitting a knife or any other object which under the circumstances and in the sole opinion of school officials could be considered a weapon. A student who must use a knife as a part of an organized activity held by an organization that has been approved by school officials is exempt from this rule as long as the knife is used as a part of or in accordance with the approved organization.
 - G. Possessing, using, transmitting, or being under influence of any controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.
 - H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
 - I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
 - J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
 - K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.
 - L. Using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or educational function.
 - M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is

considered by school officials to be an interference with school purposes or educational function.

Recommended: February 19, 2003
Ratified: June 29, 2003

Diocesan School Board
Diocesan Bishop

Diocese of Fort Wayne-South Bend (P4530)-Students
Disciplinary Review for Students (Suspension or Expulsion)

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal or impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties

Recommended: February 19, 2003
Ratified: June 29, 2003

Diocesan School Board
Diocesan Bishop

Diocese of Fort Wayne-South Bend (P4420) - Students
Failure or Refusal of Parents/Guardians/Custodians to Participate in a Disciplinary Proceeding

The failure of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred to Child Protective Services.

Recommended: February 19, 2003
Ratified: June 29, 2003

Diocesan School Board
Diocesan Bishop

GUN FREE SCHOOLS

Students are prohibited from bringing firearms to school or school functions. Further, students are prohibited from possessing firearms on route to or from school or school activities or on school property. A violation of this policy carries AUTOMATIC EXPULSION from school of not less than one calendar year. This penalty supersedes any penalty which may be attributed by a local school discipline policy. (Diocesan Policy P4560)

Diocese of Fort Wayne-South Bend (P4560)-Students
Gun-Free Schools

Students are prohibited from bringing firearms to school or school functions. Further, students are prohibited from possessing firearms en route to or from school or school activities or on school property. A violation of this policy carries an automatic expulsion from school of not less than one calendar year. Principals will provide information to the Catholic Schools Office annually concerning the following:

- I. a description of circumstances surrounding any expulsions imposed under the policy;
- II. the number of students expelled from the school under the policy; and
- III. the types of firearms concerned. For purposes of this policy the term "firearms" means:
 - A. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; or
 - B. the frame or receiver of any such weapon; or
 - C. any firearm muffler or firearm silencer; or

- D. any destructive device. The term “destructive device” means:
1. any explosive, incendiary, or poison gas;
 - a. bomb;
 - b. grenade;
 - c. rocket having a propellant charge of more than four ounces;
 - d. missile having an explosive or incendiary charge of more than one-quarter ounce;
 - e. mine, or
 - f. device similar to any of the devices described in the preceding clauses;
 2. any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
 3. any combination of parts either designed or intended for use in converting any device into any destructive device in subparagraph (1) or (2) and from which a destructive device may readily be assembled. (Source 18 U.S.C.921)

Recommended: February 19, 2003
Ratified: June 29, 2003

Diocesan School Board
Diocesan Bishop

DETENTION

After school detentions may be assigned by a teacher or the principal. Students will be notified at least a day before and told of the length. Students must make arrangements for transportation home and leave immediately following the end of detention. Pupils who for a good reason cannot stay for the scheduled detention must bring a written note from parents.

Sports practices or games are NOT acceptable reasons for deferring a detention. Failure to serve the detention on the assigned day without a written parental excuse to the teacher will result in another after school detention or other suitable disciplinary action.

**Repeated detentions are cause for suspension or other disciplinary action.

SUSPENSION:

The principal determines when it's necessary to exclude a student from school for disciplinary reasons or other reasons. Students will be given an informal hearing before a suspension is imposed, except in cases of extreme emergency (Diocesan Policy 4520).

IN-SCHOOL SUSPENSION:

An alternative to out-of-school suspensions may be the in-school suspension. The student is removed from the regular classroom setting and is ISOLATED within the school for the length of the school day. Academic work is given to the student to complete.

- The student MUST complete ALL work, assignments, and tests that may be given to him/her during their suspension.

OUT-OF-SCHOOL SUSPENSION

A student may receive an out-of-school for the following (**but not limited to**):

- proven delinquency and immorality
- damaging school property
- fighting
- truancy
- incorrigible behavior which prevents the progress of other students
- serious contempt for authority
- having or using tobacco, alcohol, or drugs in similar cases

****Parents will be notified of the suspension and the course of action to be followed before the child will be readmitted into school.**

EXPULSION:

Expulsion from school is a serious matter and will be used only in extreme cases when everything else has failed. Any child who needs a change of school may be advised to enroll in another school for benefit of the student. The principal, in consultation with the pastor, has the right to expel a student from school.

***In cases of SUSPENSIONS or EXPULSIONS, please refer to Diocesan Policy 4530.**

DRESS CODE POLICY (HCP004)

All students in grades kindergarten to eight will follow Huntington Catholic School dress code.

PANTS/SHORTS: Solid Colors: Black or Khaki. Dress Slacks (casual dress): “Dockers”-style pants with “Patch-pockets” and/or small appliqués are accepted. All other styles and form-fitted clothing are not permitted.

During the months of August, September, **October**, April, May, and June, capris and shorts may be worn, except on Dress-Up Days. Shorts should be no shorter than 4 inches above the knee.

SKIRTS/JUMPERS/SKORTS: Solid Colors: Black, Khaki or Navy Blue. They should be no shorter than 4 inches above the knee and have no slits. Leggings are permitted to be worn under skirts/jumpers.

BELTS: Belts must be worn if the article of clothing has belt loops.

SHIRTS: Black, White or Goldenrod long or short sleeve Polo-style shirts are permitted. All Goldenrod colored shirts must be purchased through the school in order to be conforming with dress code. **Turtleneck shirts are permitted to be worn under the Polo-style shirts but cannot be worn as a stand-alone.** Shirts must be tucked in at all times. Form fitting or tight shirts are not permitted.

SWEATERS: Black or White Cardigan sweaters only.

SWEATSHIRTS: HCS crewneck sweatshirts are permitted. These must be accompanied with a dress code Polo-style shirt or turtleneck underneath. Hoodies and non-school crewneck sweatshirts are not permitted.

FLEECE JACKETS: HCS fleece with dress code shirt may be worn. All fleeces must be ordered through the school. **Fleece colors are Black, White or Goldenrod**

FOOTWEAR: Socks are required for boys. Socks, hose, or tights are required for girls. Sandals with backs are permitted with socks, backless shoes/sandals, pumps and high heels are not permitted.

MISCELLANEOUS: **Concealer and/or foundation is permitted to worn girls in grades 5-8.** Earrings for girls may not extend below the earlobe. Boys are not permitted to wear earrings. Body paint, tattoos, and body piercings other than earrings are not permitted for any student. Sundresses and spaghetti-strap dresses are not permitted to be worn to school. **For student hair styles/coloring, excessive etchings or unnatural hair color are not permitted.** Hair must be of natural color at all times. The student’s hair will have to be corrected prior to the next school day if this policy is violated. **Hair must be neatly kept at all times.**

DRESS-UP DAYS: During All-School Liturgies, students must either wear “dress-up” clothes or dress code attire. Girls may wear modest dresses of any color with sleeves and dress shoes with a small heel. Boys

may wear dress shirts (coat and tie are optional). No shorts, skorts or capris. Belts are required if article of clothing has belt loops. Leggings may be worn under a dress. Not permitted: The same as the above sections.

DRESS-DOWN DAYS: The following items are not permitted on dress-down days: Alcohol, tobacco advertisements are not allowed on the shirts or pants; nor wording that is inappropriate or offensive; sweat pants; excessively tight clothing; shirts that show off cleavage or stomach; excessively baggy pants, pajamas flannel pants and jeans/pants with holes. **Denim jeans are the only option for pants. Sweat pants, skinny/tight fitting jeans are not permitted.** Belts are optional.

BLACK & GOLD DAY: During Black & Gold Day, students are **required to wear HCS spirit wear.** Black and/or Gold must be the dominate color on the article of clothing. **Students must wear dress code pants and HCS sweatshirts or HCS hoodies. Belts are required.** Not Permitted: The same as what is not permitted on dress down days.

GAME DAYS: Students are allowed to wear School-Sponsored TEAM jerseys, TEAM sweatshirts, or TEAM shirts on game days only. Dress code pants with belts and a collared shirt under jerseys must be worn on game days.

SCOUT MEETING DAYS: Students participating in scouts may wear their scout uniform on meeting days only. If the uniform does not include pants, then the students must wear dress code pants with belts.

****THE PRINCIPAL RETAINS THE RIGHT TO MAKE CHANGES TO THE DRESS CODE AND TO MAKE THE FINAL DECISION ON MATTERS PERTAINING TO THE DRESS CODE.***

FIELD TRIP POLICY (HCP009)

All school sponsored field trips at Huntington Catholic School will adhere to the Diocesan Policy P4320, facilitate attainment of specific educational objectives, submitted in writing and approved by the school principal. The number of trips taken will also be at the discretion of the school principal.

FIELD TRIP PROCEDURES

Privilege:

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

Permission form:

Parents are notified of the trip by letter at least one week prior to the planned trip, when possible. Written permission using the proper form is required, otherwise the student will not be allowed to participate in the field trip. *A two (2) day grace period past the due date will be given. After the grace period if the permission slip is not turned in, the child may not attend the trip. He/she will be required to come to school. TELEPHONE CALLS OR A LETTER WILL NOT BE ACCEPTED IN LIEU OF THE PROPER FORM.*

Chaperones:

For Preschool and Kindergarten, the ratio of adult chaperones is one adult per five (5) students. For grades 1 - 5, the ratio is one adult per seven (7) students. For grades 6 - 8, the ratio is one adult per ten (10) students. **Chaperones and drivers are not permitted to bring siblings (other children) on field trips.**

Transportation:

When adults are needed to drive for field trips or special events, the following must be verified by the driver:

1. The driver must be 21 years of age or older.

2. The driver must have a completed background check on file with the school.
3. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
4. The vehicle must have a valid registration.
5. The vehicle must be insured for minimum limits of \$100,000 per person/\$300,000 per occurrence.
6. A signed Volunteer Driver Information Sheet must be submitted to the school office.
7. Each passenger must be in a seatbelt.
8. All children under the age of 8 or 80 pounds are required by Indiana State Law to ride in a booster seat or car seat.

Diocese of Fort Wayne-South Bend (P4320)-Students

Field Trips

School-sponsored field trips shall be limited to activities, which meet Diocesan policy and applicable law by promoting the educational philosophy and goals of the school, and facilitate attainment of specific educational objectives in a particular course. (This policy prohibits all field trips to amusement parks). Teacher requests must be submitted in writing when seeking approval by a school administrator. The requesting teacher is required to accompany the students on approved field trips but is discouraged from transporting the students. (See School Administrative Handbook)

- I. Field trips involving long distances or overnight stays shall follow diocesan guidelines.
 - A. Such trips should be well planned. Full information should be given to parents and the proper permission slips should be signed. Adequate supervision by prepared adults should be in place for such trips. A car and/or bus roster must be compiled.
 - B. In the case of overnight, out-of-town trips, e.g., retreats, the trip must facilitate attainment of specific documented educational objectives. The following guidelines must be followed:
 1. Medical Authorization Release forms (School Administrative Handbook)
 2. Carrier Insurance coverage.
 3. Documentation of educational purpose (Educational Related Activities form – School Administration Handbook).
 4. Adequate supervision
 - C. Insurance liability coverage also demands strict observance of the above criteria.
 - D. All school rules apply on a field trip, however discipline is more stringent. Behavioral expectations shall be clearly defined and applied consistently.
 - E. If the principal is not present, the teacher in charge of the field trip shall be the on-site representative of the principal.

The following alternatives to out-of-town field trips should be considered:

- F. Field trips can enrich classroom learning and open new areas of interest for the student. Schools are encouraged to use the vast resources of the diocesan area for one-day field trips for students, which meet the criteria established in the policy.
- G. The use of the camps for retreats and environmental education and camping offer new learning situations that will compliment classroom learning.

See “Field Trip Permission, Release and Medical Authorization Form”;
 “Emergency Medical Care Consent/Refuse to Consent Form”; and

“Educational Related Activities Request Form” in the School Administrative Handbook.

Recommended: February 19, 2003

Diocesan School Board

Ratified: June 29, 2003

Diocesan Bishop

CELL PHONES

Students must turn their cell phones into the office at the beginning of the day and retrieve them from the office at the end of the day.

INAPPROPRIATE TECHNOLOGY USE OFF CAMPUS (P3645)

Huntington Catholic School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. All e-mail communication between teachers and students must be strictly limited to e-mail accounts supported by the school. Teachers are not to establish electronic communications with students beyond teaching and learning matters, or using other e-mail accounts, or using other electronic means except as provided in this Policy. Texting is allowed for classroom or co-curricular instruction purposes but must be strictly limited to issues related to instruction and all text communication with students is required to be copied to parents and the principal. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers and staff, offensive communications and safety threats. Huntington Catholic School does not, however, actively monitor student use of technology (Internet blogs, chat rooms, etc.). While our filtering system establishes some parameters for appropriate use within our buildings, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

SEARCH OF ELECTRONIC DEVICES

Huntington Catholic School reserves the right to search any electronic device brought to school. Parents are implicitly implying we have the right to search, if their child brings an electronic device to school.

ACCESS TO ELECTRONIC INFORMATION

Each student must have on file an Acceptable Usage Policy (AUP) in order to use all technology equipment and software at HCS. Any violation of this policy may result in loss of access to the Internet, network and/or technological equipment.

Consequences for AUP INFRACTIONS:

- Step 1: Student submits a statement as to why the infraction took place and a written warning is issued. Consequences are dealt with on a case by case basis, which may include probation for a certain amount of time, limited use of technology equipment, loss of certain technology privileges, etc. The student is advised about the consequences in Step 2.
- Step 2: If the student violates the policy for the second time, possible consequences could include technology privileges being revoked for an extended period of time up to permanent loss of privileges, suspension, and/or being personally responsible for the cost of repairs (time and labor) and/or new equipment. Each case will be dealt with individually and will be based upon the infraction that was violated.

ACCEPTABLE USAGE POLICY (AUP)

Policy on Access to Electronic Information

(Each faculty, staff, student, and volunteer must have this form on file in order to utilize the technology equipment at HCS)

Purpose: To encourage Faculty, Staff, students and volunteers to properly utilize technology in an effort to more effectively fulfill the Catholic Schools Office Mission Statement. Technology functions to expand our educational opportunities and provide a framework in which our educational activities can be monitored for Mission Statement compliance.

Statements: In order to support and supplement Diocesan Policy relating to technology implementation and use:

- All digital and analog communications received from, transmitted by, or stored in
- Huntington Catholic School systems are the property of Huntington Catholic School, which is part of the Diocese.
- All equipment and software must be used for educational purposes in the support

of the Catholic Schools Office Mission Statement (Use of equipment and systems for personal or non-job/non-school related reasons must pre-approved by school administration.)

- All communication and information resources including all forms of storage_media may be subject to review by the Principal, Technology Coordinator, or Diocesan Administrator. (Users should not expect the files stored on school owned computers are private.
- Access to the Internet and local area network is at the discretion of School Administration. Access is a privilege, not a right. Access entails responsibility.
- Any deliberate tampering or misuse of Huntington Catholic School network
- Services or equipment will be considered vandalism and will be handled as such.
- To the extent that any revisions of the policy conflict with Diocesan policy, Diocesan policy shall prevail over any revisions by individual schools.

Reservations: Huntington Catholic School reserves the right to modify, suspend, or terminate this Policy at any time with or without notice. Huntington Catholic School makes no guarantees of any kind, neither express nor implied, for the Internet access it provides. Huntington Catholic School will not be responsible for any damage users suffer or for unauthorized financial obligations resulting from Internet Access.

Prohibited Prohibited activities include but are not limited to the following:

Activities:

1. Access, upload, download, or distribution of pornographic, obscene, discriminatory, defamatory, sexually explicit, offensive, or otherwise inappropriate material.
2. Transmission of abusive, obscene, discriminatory, defamatory, sexually explicit, or offensive language.
3. Use of software or hardware utilities on Huntington Catholic School network that may compromise security or tax network resources (except for approved support personnel.
4. Upload, download, or install software on school computers that is not licensed for Huntington Catholic School and approved by the Technology Coordinator.
5. Upload, download, or installation of copyrighted materials
6. Violation of any Diocesan policy, or any local, state, or federal law, statute, rule, or regulation.

Any violation to this policy may result in loss of access to the Internet, network and/or technological equipment. Additional disciplinary action may be taken as determined appropriate by the administration or Diocese. A violation of this policy by an employee may result in termination of employment with the Diocese. When and where applicable, law enforcement agencies may be notified of any violations of the spirit or the letter of this policy.

INTERNET USAGE

Huntington Catholic shall follow the Diocesan Internet Policy. Parents are required to sign the Diocesan Internet Contract in order to permit their child to use the Internet for educational purposes. (Diocesan Policy P4620)

Diocese of Fort Wayne-South Bend (P4620)-Students

Diocesan Internet Acceptable Use Policy

I. Background

The Internet is an “electronic highway” connecting millions of computers all over the world and millions of individual users, allowing students access to communicate with fellow students all over the planet. The Internet is an international collection of thousands of independent networks. It links tens of thousands of computers with the ability to communicate as if on a single network. The Internet provides a means for people to interact and associate with others. Internet access is

now available to students and teachers in many of our Catholic schools. The access is being offered as part of a collaborative project involving the school and a local Internet Service Provider. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

Electronic information research skills are now fundamental to the preparation of citizens and future employees during an Age of Information. It is expected that staff will blend thoughtful use of such information throughout the curriculum and assist students in the appropriate use of such resources.

Use of the Internet enhances the present curriculum of diocesan schools. The Internet is a tool for motivation for increasing reading and writing skills. It is a resource for information and for classroom research projects and other studies related to the curriculum. It provides communication with professionals in every field. Use of the Internet is determined to be a privilege and not a right of the students in the Catholic schools. As such, Internet usage will be regulated.

II. School's Responsibility

The diocesan Catholic schools will each employ a statement of policy stating the Acceptable Use of the Internet in the school and utilize written Internet User and Permission Agreements. These written agreements are to be signed by students, their parents/guardians, and teachers. They outline the agreed to terms and conditions of Internet use and shall be kept on file. The policy specifically sets out acceptable uses, rules of on-line behavior, and access privileges. It also covers the penalties for violations of the policy, including security violations and vandalism of the system. A sample policy is provided for all schools by the Catholic Schools Office. All use of the Internet must be in support of education and research and consistent with the purposes and Christian mission of Catholic schools. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and to communicate with others. Access to network services will only be provided to students after they agree to act in a Christian, considerate and responsible manner.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms that include guidelines for the student's responsibilities. Based upon the acceptable use guidelines outlined here, the Catholic school administrators will deem what is appropriate and inappropriate and their decision is final. The administration, faculty, and staff of the school may request the principal to deny, revoke, or suspend specific user accounts when violations occur.

The school is not liable for information stored on school diskettes, hard drives or servers; for information retrieved through school computers, networks, or on-line resources; for personal property used to access school corporation computers, networks, or on-line resources; or for unauthorized financial obligations resulting from use of Diocesan resources and accounts to access the Internet.

III. Acceptable Use

The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives, purposes, and mission of the Catholic schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

Individual users of the computer networks are responsible for their behavior and communications over those networks. It is imperative that users comply with the school's standards and honor the agreements they have signed. Network storage areas may be treated like school lockers. School

administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly and consistent with the acceptable uses outlined herein. Users should expect that files stored on school servers will not be private. A defined network etiquette is followed.

IV. Unacceptable Use

The use of the Internet connection in the school is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Catholic school administrators will deem what is appropriate and inappropriate, and their decision is final. The following are not permitted:

- A. Accessing, uploading, downloading, or distributing immoral, pornographic, obscene, or sexually explicit materials.
- B. Sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
- C. Using violent, abusive, obscene or sexually explicit language.
- D. Harassing, insulting, or attacking others.
- E. Damaging computers, computer systems, or computer networks or attempting to harm or destroy data of another user.
- F. Violating copyright laws.
- G. Unauthorized use of another's password.
- H. Trespassing in others' folders, work, or files.
- I. Intentionally wasting resources.
- J. Employing the network for commercial purposes
- K. Transmission of any material in violation of any federal, state or local law, regulation, rule or ordinance.

Additionally, malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damages the software components of a computer or computing system is prohibited.

V. Consequences For Violations of the Privileges

The faculty, staff, or parents/guardians may request the administrator or designee to deny, revoke, or suspend a specific student user's access to the Internet and related technologies due to unacceptable use. Internet policy is stated in the school handbook. Additional disciplinary action may be taken at the school in accordance with existing disciplinary practice as stated in the school handbook and/or Diocesan policy. When applicable, law enforcement agencies may be involved.

VI. Parents'/Guardians' Responsibility

During school, teachers will guide students in accessing appropriate materials. Outside of school, families must bear responsibility for such guidance as they also must with information sources such as television, telephones, movies, radio, and other potentially offensive media. It is the family's right to decide whether or not to apply for the student's independent access to an Internet account. The school administration and teachers believe that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Parents/guardians accept responsibility for guidance of Internet use, setting and conveying standards for the child to follow when selecting, sharing or exploring information and media. Parents/guardians will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not specifically previously approved and included as part of the school's budget. Parents/guardians are required to sign a Permission Form and an Acceptable Use Policy with their child. Students may not access networked computer services such as electronic mail and the Internet without this express permission. Individuals and families

may be held liable for violations. Parents/guardians will be notified that their children will be using school resources and accounts to access the Internet. Parents/guardians have the option to request alternative activities not requiring Internet access.

VII. School Professionals' Responsibility

The students will, in most cases, be closely supervised during usage of the network. Precaution will be taken that they are instructed on proper usage when they are working independently. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared. Staff will provide training in the proper use of the network. They will provide developmentally appropriate guidance to students during students' use of telecommunications and electronic information resources to conduct research and other studies related to the school curriculum. As much as possible, access to the network will be designed to point students to resources which have been evaluated by staff, and students shall be provided with guidelines and lists of information particularly suited to the learning objectives. The smooth operation of the network relies upon the proper conduct of the ones who use it. They must adhere to strict guidelines. These guidelines include the responsibilities of not violating the privacy of other users, the right of free expression, and not plagiarizing other users' works. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the contexts of the school setting and the school's purpose and Christian mission. In some schools a limited precaution has been taken to restrict access to controversial materials by using special software (for example, Surfwatch or Cybersitter). The technology facilitator is responsible for determining and uncovering incorrect usage of the Internet and also for informing school authorities and the student in question. The facilitator reserves the right to inspect accounts when there is suspicion of misuse. The student is responsible for adhering to all rules and guidelines while on-line with the Internet.

See (Individual) "Catholic School Internet Acceptable Use Policy"; "Internet User and Parent/Guardian Permission Agreement"; "Acceptance of Parent/Guardian Form"; and "Acceptance of Sponsoring Teacher/Technology Facilitator Form" in the School Administrative Handbook.

Recommended: February 19, 2003

Ratified: June 30, 2003

Diocesan School Board

Diocesan Bishop

MEDIA RELEASE

Each student must have the Media Release Permission Form on file to recognize the academic, co-curricular and service accomplishments of our students in including but not limited to one or more of the following: a newspaper, newsletter, website, and yearbook

FINES DUE

Students will not receive report cards until all fines are paid at each quarter. All fees, fines, lunch money, and tuition must be paid before students will receive a report card on the last day of school. Twenty-five cents (\$.25) is charged for extra copies of permission slips, (etc...), which are lost by the student.

LOST AND FOUND

Parents are asked to label/mark all clothing, boots, tennis shoes, gym shoes, etc. Each building has a separate lost and found area. Please have your child check these areas if something comes up missing. At the end of the school year, all left over items will be donated to charity.

LUNCH AND MILK PROCEDURES

Huntington Catholic School is a closed campus; therefore, students are not permitted to leave the school grounds. Hot lunch and milk is available to all students at both buildings. It is preferred that students pay for their lunches by the week. Milk should be paid for at the time it is received. HCS offers free and reduced lunches to those who qualify. Guidelines and application forms are sent home at the beginning of the year, but are available upon request at any time.

Charged lunches:

Lunches may be charged for only two days. We then send a note home reminding the parent of the policy and request payment. We serve the child on the third day regardless of payment but then call the parent if payment isn't forthcoming. Additional payments will be applied to the next week's lunch fees. Any overages will be sent home at the end of the school year.

State lunchroom polices:

No fast food may be brought into the cafeteria at lunch time. If students are not eating hot lunch, they must bring a sack lunch from home. No soda pop may be purchased during lunch time

POWERSCHOOL PARENTAL ACCESS POLICY (HCP015):

All families of Huntington Catholic School are expected to fulfill their financial obligations to the school to maintain access to PowerSchool.

Procedures:

Families will receive a written notice from the school when tuition (see HCP008) and other fees or charges are past due. The family will have 7 school days from the date of the written notice to get their payments current or make appropriate arrangements with the principal. If the family does not follow through with the arrangements made with the principal, then parental access to PowerSchool will be suspended. A family having their parental access to PowerSchool suspended will subsequently receive a written notice of suspended access from the principal. Parental access will be reinstated once the family has fulfilled their financial obligation. The principal will be in charge of making all changes in regards to this policy.

RECORDS

Right of Access:

Parents have a right to review their children's records. They also have the right to request that statements be changed or deleted. Notification of request to view student records must be made in writing twenty-four hours in advance of viewing the records. The school has the right to refuse changing or deleting the records. Statements made by the parents will be included in the record. (Diocesan Policy 4170)

Non-Custodial Parent:

The school abides by the provisions of the "Buckley Amendment" with regard to the rights of non-custodial parents. If there is no court order denying a non-custodial parent the right to view student records, that parent will be allowed to view such records. If there is a court order denying the non-custodial parent access to student records, it is the responsibility of the custodial parent to present the school with a copy of such an order.

FURTHER, IF THERE IS A COURT ORDER THAT DENIES A NON-CUSTODIAL PARENT THE RIGHT OF CONTACT WITH A STUDENT, THE CUSTODIAL PARENT MUST PRESENT SUCH ORDERS TO THE SCHOOL AND MUST DISCUSS THE REASON SUCH A COURT ORDER WAS GIVEN WITH SCHOOL STAFF

SAFE ENVIRONMENT POLICY (HCP006)

Huntington Catholic School will provide a safe environment for all students and staff.

BEFORE AND AFTER SCHOOL PROCEDURES

Huntington Catholic School cannot provide supervision of students who are dropped off at either building prior to 7:30. The following rules are to be practiced by the parents:

PRIMARY BUILDING:

- Morning:
- Parents are to drop their children off between 7:30 - 7:50.
 - Parents are to enter the North parking lot from Poplar St.
 - Drop off students at the auditorium steps and exit to Cherry St.
 - Do not park in this parking lot
 - If later than 7:50, students must use the Cherry St. door.
- Afternoon:
- Car riders are to be picked up on the North parking lot.
 - Parents may enter the North parking lot from Poplar Street.
 - After parents have picked up their child, they exit North parking lot to Cherry St.

Be sure that all children are safely in the vehicle, and the parking lot is clear before driving away.

MIDDLE BUILDING:

- Morning:
- Parents are to drop children off on the parking lot off Jefferson Street between
 - Students are to wait in the East hallway (facing Warren St.) until 7:40
- Afternoon:
- Parents are to pick your child up in the West parking lot.
 - Parents need to find a safe parking spot away from the school building so that the school bus will have easy access in and out of parking lot.

Be sure that all children are safely in the vehicle, and the parking lot is clear before driving away.

Both Buildings - Students must leave the building **right after** dismissal unless they have made previous arrangements with a teacher or they have an extra-curricular activity right after-school. Children may not be in the building unsupervised.

CLOTHING FOR OUTDOORS

During the winter months all students are expected to wear proper clothing in the interest of good health and safety. The school takes the position that what the student is allowed to wear to school by parents is acceptable for that child to wear outdoors for recess. It is in the best interest of the child to keep warm clothing such as gloves and stocking hats in their lockers at school in the event that cold weather requires them to be worn to go outside for recess. Students will have outside recess if the temperature is 20 degrees or above including the wind chill.

DRILLS: FIRE, TORNADO, & MAN-MADE

Fire drills and tornado drills are taken very seriously and are practiced regularly by the entire school body throughout the year. Tornado drills and man-made drills are practiced one each semester. Fire drills are practiced monthly. If a parent is within either school building when a fire drill or tornado drill occurs, that parent must participate in the drill by following whichever class is closest and will move with that class to the appropriate area.

ENVIRONMENTAL TOBACCO SMOKE

Both school buildings in which Huntington Catholic School is housed shall at all times be smoke free. No person whether an administrator, employee, student, parent, parishioner or visitor will be allowed to smoke in these buildings (Diocesan Policy 5430).

Diocese of Ft. Wayne-South Bend (P5430)

Environmental Tobacco Smoke

Effective January 1, 1995, all facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No

one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in these buildings while such services are being provided to children.

Recommended: February 11, 2004
Ratified: December 14, 2004

Diocesan School Board
Diocesan Bishop

LEAVING SCHOOL GROUNDS

Both buildings are closed buildings. No student may leave school during the school day unless accompanied by a responsible adult; or a note has been sent by a parent. Upon leaving in such a case the student must be signed out, and if returning the student must report to the office. Leaving school grounds without permission is an act of "truancy". The consequences for this act will be suspension/expulsion (Diocesan Policy 4530). If a student leaves the school grounds without permission during an extra-curricular activity, then the student will be removed from that activity for the duration of the season with the possibility of additional consequences by the school principal.

MEDICATIONS

Prescription:

School personnel are forbidden by law to administer any drugs or medication to students which is taken internally unless explicit and written permission with directions are given by the parent/guardian or attending physician. Parents MUST drop off the prescribed medicine to the office, as the State prohibits students from transporting the medicine via school bus. Parents MUST pick up any unused medicine.

Non Prescription:

Huntington Catholic School discourages sending non-prescription medication to school. However, if necessary, parents must send a note to the secretary giving permission for use during the day. This includes cough medicine, aspirin, etc... This non-prescription medication must be kept in the office. No medication may be taken to the classrooms. Parents MUST drop off and pick up the non-prescription medicine.

Inhalers:

Your child may carry his/her prescribed inhaler at all times, but the proper Diocesan form MUST be signed by the parent/guardian and doctor. This form can be obtained through the school office. It will then be kept on file.

Communicable Diseases:

Students with head lice, pink eye (conjunctivitis), or other communicable diseases must be excluded from school until symptoms are no longer apparent. School officials rely on the directives from the Huntington County Health Department in judging these cases.

MONEY SENT WITH A STUDENT

When it becomes necessary to send money to a teacher or to the office it should be in a sealed envelope with the following information on the outside: the student's name and grade, the teacher's name, the exact amount enclosed and what the payment is for.

NON-SCHOOL RELATED CRIME

When a student is accused of a non-school related criminal act, Huntington Catholic shall follow diocesan policy. (Diocesan Policy P4550)

Diocese of Fort Wayne-South Bend (P4550)-Students Student Accused of a Non-School Related Criminal Act

A student accused of a non-school related criminal act which does not subject the student to suspension or expulsion pursuant to Policy 4520 is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty or admits guilt through the civil law process. Some circumstances, such as a need to protect the safety and/or the privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil law process. In this case, the wishes of the student and/or custodial parents/legal guardians will be considered, but the final decision regarding removal is the principal's, after consultation with the pastor and/or Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student.

See P4520 – Grounds for Suspension or Expulsion of Students

Recommended: February 19, 2003

Ratified: June 29, 2003

Diocesan School Board

Diocesan Bishop

PERSONAL DATA

Please inform the appropriate office immediately of any change in health problems, address and/or telephone (residence and/or business), emergency contact person and/or marital status.

If your child is being transferred either during the school year or the summer months, please notify the office far enough in advance so that records may be forwarded to the new school promptly. Parents must sign a release of record for any records to be transferred.

Please note - records may not be transferred if all financial obligations to the school have not been met. Only those records for the time period in question (no- payment of tuition or fees) will be withheld.

PLAYGROUND SAFETY

The following items are not allowed on school premises: cameras, radios, boom boxes, Walkman, frisbees, hard balls, super balls, racket balls, skate boards, in-line skates or water guns. Students are strictly forbidden to engage in any game or sport which involves tackling or rough physical contact. The throwing of snow, snowballs, ice, stones or other harmful objects is not allowed on school premises before, during or after regular school hours.

STUDENT INSURANCE

A portion of each student's course fees is for student/athlete insurance coverage. Students have coverage for injuries and accidents that happen during the school day at Huntington Catholic or during school-sponsored activities. Eligible covered expenses will be paid which are in excess of other valid and collectible insurance. Claims should be submitted to the parent's insurance first. If an injury occurs, seek medical care through your usual providers. Then contact the secretary, who will obtain information required to complete the school's portion of the claim form. The claim form will be sent to the parents, who must complete their portion. Then the parents mail the completed form along with an Explanation of Benefits and corresponding itemized bills to the plan administrator's address shown on the form. All correspondence after this point should be between the plan administrator and the parents. Completed claim forms must be submitted within 90 days of the date of the injury.

STUDENT LOCKER/DESK INSPECTION

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, desks, etc. for any item and reason consistent with diocesan policy. (Diocesan Policy 4590)

Diocese of Fort Wayne-South Bend (P4590)-Students **Student Locker and Vehicle Searches**

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with this policy.

I. Persons and Personal Belongings

The school reserves the right to examine the contents of the student's pockets, purses, back packs, book bags, or other personal belongings when an administrator has reason to suspect they may contain inappropriate or illegal materials or items. This right of inspection is effective at all times while the student is on school premises or at a school-sponsored event.

II. Student Lockers

All lockers, school desks, cloak rooms, etc., ("lockers") made available for student use on the school premises, including but not limited to, lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, and art classrooms, are the property of the school. These lockers are made available for student use in storing personal effects such as clothing, coats, etc., school supplies, and personal items necessary for use at school, but the lockers are not to be used to store items which cause or could cause an injury, an interference with school purposes or an education function, or which are inappropriate or forbidden by federal or state law or diocesan or school policy or rules. The student's use of the locker does not diminish the school's ownership or control of the locker. A student may not expect to have privacy in a locker or its contents. The school retains the right to inspect the locker and its content to ensure that the locker is being used solely in accordance with its intended purposes. Each school shall develop rules and procedures for the inspection and maintenance of school lockers.

III. Vehicles

Parking facilities may be made available to students upon approval of the school administrators. The school, however, reserves the right to establish rules for the use of such parking facilities including the right to examine the contents of any vehicle while parked on school premises when an administrator has reason to suspect that the contents of such vehicle may include items or elements which are in violation of school or diocesan policy, inappropriate, illegal to possess, have been stolen or lost, or present a threat to the health, safety, or welfare of students or staff.

IV. Searches will be conducted by the administrator or administrator's adult designee in the presence of a witness.

Recommended: February 19, 2003
Ratified: June 30, 2003

Diocesan School Board
Diocesan Bishop

SEXUAL/RACIAL HARASSMENT POLICY (HCP010)

In compliance with Diocesan Policy P4580, it is the policy of Huntington Catholic School to maintain a learning environment that is free from sexual/racial harassment. It shall be a violation of this policy for any student to harass another student through conduct or communication of a sexual/racial nature. Please contact the principal for the diocesan procedure for reporting sexual/racial harassment.

Diocese of Fort Wayne-South Bend (P4580)- Students

Anti-Harassment Prohibition

It is the policy of the Catholic schools of the Diocese of Fort Wayne-South Bend to maintain a learning and working environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and/or the teachings of the Catholic Church.

It shall be a violation of this policy for any employee of the Catholic schools to harass a student through conduct or communications of a sexual nature as defined in Section I of the Procedure to this policy or on any other impermissible grounds described in Section II of the Procedure to this policy. It shall also be a violation of this policy for any student to harass another student or employee, through conduct or

communication of a sexual nature as defined in Section I of the Procedure and on any other impermissible grounds as described in Section II of this Procedure. (For harassment against employees, see Policy and Procedure 3630). The use of the term “employee” in this policy and procedure also includes non-employees and volunteers who work subject to the control of school authorities.

See Procedure to P4580

See P3630-Legal Issues: Anti-Harassment Prohibition (Personnel)

See forms to report Harassment in School Administrative Handbook

Recommended: February 19, 2003

Ratified: June 29, 2003

Diocesan School Board

Diocesan Bishop

SUBSTANCE ABUSE

Huntington Catholic shall assist students experiencing substance abuse problems in accordance with Diocesan Policy P4570.

Diocese of Fort Wayne-South Bend (P4570)

Students: Substance Abuse

The Diocese of Fort Wayne-South Bend recognizes that substance abuse (drugs and alcohol) is a disease and not a manifestation of character weakness. Persons afflicted with this disease are entitled to the same compassion and treatment as anyone afflicted with any other disease.

If a principal becomes aware of facts or circumstances which gives the principal reason to believe that a student is experiencing a substance abuse problem, the principal and/or the school’s counselor shall meet with the student and arrange a conference with the student’s parent (s)/legal guardian (s) at which time the underlying problem and treatment options will be explored, as appropriate. The principal reserves the right to require that a student see a substance abuse counselor for an evaluation at the parent/guardian(’s) expense, and to require that recommendations for treatment be implemented and followed by the student as a condition for the student’s continued enrollment in the school. Should the student or the student’s parent(s)/legal guardian(s) refuse to cooperate, the principal may require the student to withdraw from school.

Notwithstanding the foregoing, the principal reserves the right to discipline a student, up to and including expulsion, for any violation of the school’s policies or rules and regulations of student behavior, regardless of whether the violation was involved or related to a substance abuse problem.

Recommended: February 19, 2003

Ratified: June 29, 2003

Diocesan School Board

Diocesan Bishop

ATHLETICS/EXTRA CURRICULAR ACTIVITIES

It is the philosophy of Huntington Catholic School to provide extra-curricular activities for as many of its students as it can. The sport will be offered if there is enough students to field a team and coaches for the sport. In the field of athletics, we will strive to provide the following experiences:

1. Volleyball
2. Basketball
3. Intramurals
4. Cheerleading
5. Cross country
6. Golf

Our Middle School students are permitted by the Huntington County School Corporation to participate in its football, soccer, track, swimming and wrestling programs. Information can be given on this unique arrangement by the HCS Athletic Director. All policies regarding Huntington Catholic School are written

and approved by the School board of HCS. Parents must attend the meeting during which those rules are discussed if they have children who are interested in our teams that compete in the county or with Ft. Wayne teams. (See Athletic Handbook Section)

ELECTRONIC EQUIPMENT

iPods, electronic game systems, and other electronic equipment are discouraged at school. If they are brought to school, they must be kept in the office. The school will not be responsible for these items. Electronic equipment will be confiscated by teacher or principal if brought into the classroom.

CALENDAR

The school calendar for the year is determined by the Huntington County Community School Corporation and the Diocese of Fort Wayne/South Bend. We are required to have 180 student contact days.

SCHOOL CANCELLATION/DELAY

Huntington Catholic School follows the Huntington County Community School Corporation in delaying school or in canceling school due to inclement weather. Please watch and/or listen to the appropriate television or radio stations for that news.

FAMILY ENVELOPE

A family envelope containing pertinent information is sent home at least twice every month. It is sent home with the oldest child in each family. Parents are requested to sign the carrier envelope and to return it as promptly as possible.

PARENT-TEACHER-STUDENT-CONFERENCES

Formal parent-teacher-student conferences are held twice (2) each year. The first conference will be held in the early fall and the second one in the spring. These are mandatory conferences. The student shall be present at each conference.

From time-to-time, needs arise to schedule other parent/teacher conferences. These must be arranged by the parents and/or teacher. The principal will be notified of all such conferences and may elect to attend such conferences.

SCHOOL PICTURES

School pictures are taken of all students in the fall. Purchase of pictures is optional.

REACHING TEACHERS BY PHONE

Primary Building Teachers:

- Can be reached by phone between 7:30 a.m. to 7:50 a.m. or between 2:45 p.m. to 3:15 p.m.
- If for some reason you need to contact the teacher during school hours, then you need to contact the building secretary at ext. 100.
- If contact with the secretary was not possible, please leave a message on secretary's voice mail of the need for communication with the teacher.

Middle Building Teachers:

- Can be reached by phone between 7:30 a.m. to 7:40 a.m. or between 2:45 p.m. to 3:15 p.m.
- If for some reason you need to contact the teacher during school hours, then you need to contact the building secretary at ext. 200.
- If contact with the secretary was not possible, please leave a message on the secretary's voice mail of the need for communication with the teacher.

STUDENTS' USE OF THE TELEPHONE

The telephones in the school offices and in the classrooms are for business use. A student is not allowed to use the phone unless there is good reason.

YEARBOOK

Students may purchase a yearbook in the spring.

BOOSTER CLUB

The Booster Club membership is committed to the overall success of HCS Athletics. We believe the spiritual, physical and educational development of our student athletes will help them nurture a closer relationship with God, their parents and teachers, fellow students and themselves. Booster Club meets once a month in the Middle Building. All parents of the student athletes are encouraged to attend the meetings.

"RAMBLIN' WRECK" SPIRIT SECTION SHIRTS

Booster Club is selling "Ramlin' Wreck" Spirit shirts this year. The cost is \$30 for the shirt. If you wear the shirt to any home game, you gain free admission to that game. This does not apply to any away games or tournament games. If you do not wear the shirt to the game, then you will have to pay for admission.

HOME AND SCHOOL ASSOCIATION (HASA)

All families of HCS are considered members of our HASA. The annual HASA dues are \$10.00. The dues are included in the family registration fee. HASA sponsors the Back to School Night, treats for First Communicants & Confirmands, Christmas breakfast for faculty/staff, dinner for teachers during conferences, in charge of refreshments after the Christmas and spring program, family fun night, etc.

POLICY REVIEW (HCP007)

All Huntington Catholic School policies will be reviewed and updated annually.

PUBLIC PARTICIPATION POLICY (HCP014)

School Board meetings are open to the public. Expression of opinion on school board matters is encouraged. The school board does not, however, act as a grievance committee to settle an individual's concerns with the administration of the school. See Diocesan Policy P2310

SCHOOL BOARD

HCS School Board operates in an advisory capacity to the principal and it is also an advocate of the school in the community at large. Meetings are held at either building and are open meetings unless designated as being Executive. The right of non-members to address the Board shall be limited to those whose petition has been approved for the agenda, in advance of the meeting. New members are appointed in the month of May.

STUDENT COUNCIL

Students in Grades 5-8 maintaining a "C" average or higher may run for Student Council each May. Student Council consists of 2 representatives per grade (one boy and one girl) and each class will vote for their class representative. Officers are appointed. Student Council is to assist those less fortunate in our community, to promote school spirit, to sponsor a variety of activities for the student body and to act as a liaison between students and administration.

CONFIDENTIALITY POLICY (HCP012)

The principal shall not consult with the school board or school board members in the decision making process on individual student disciplinary issues or on issues dealing with personnel.

Diocese of Fort Wayne-South Bend (P1140) School Administration

Confidentiality

To maintain standards imposed by Church teaching and consistent with civil law, the Diocese prohibits dissemination of protected or confidential information except as authorized by canon or civil law.

I. Students

Civil law restricts the release of student identifying information. (FERPA [20 U.S.C. §1232g])

A. “Need to Know” Individuals

Certain individuals may be considered to have a legitimate educational interest in a student or a student’s behavior sufficient to receive access to pertinent student educational record information:

1. Elementary school – Pastor, principal, student’s teacher(s) and counselor(s), discipline committee composed of appropriate school staff members;
2. High school – Principal, chaplain, administrative team, discipline committee composed of appropriate school staff members, and the student’s teacher(s) and counselor(s).
3. Principals shall not consult with the school board or school board members in the decision-making process on individual student discipline issues.

Authorized individuals to whom confidential information is legitimately disclosed shall not redisclose the information to others except as provided by law, i.e. , with parent and/or student consent or as required in response to legal process after notice of intended disclosure is provided to the student and/or the student’s parents.

B. Violations

The unauthorized disclosure or redisclosure of information about a student, or engaging in plain gossip or rumormongering, is not morally acceptable and potentially unlawful since it could have tendency to tarnish or impugn the good name of the student. Such unnecessary disclosure and/or gossip is in violation of Church teaching and is, therefore, forbidden.

In any given case, there may be other sanctions or liabilities under federal or state law or common law, that could apply to anyone who improperly discloses such information, regardless of how they gained access to the information in the first place.

II. Teacher and/or Staff Personnel Issues

It is diocesan expectation that issues about personnel issues concerning teachers and/or other staff members shall remain confidential.

A. “Need to Know” Individuals

Certain individuals may be considered to have a legitimate professional interest in a staff person’s behavior sufficient to receive access to pertinent personnel issues for evaluation purposes:

1. Elementary school – Pastor, principal, assistant principal
 2. High school – Principal, chaplain, administrative team, department head
- Principals shall not consult with the school board or school board members in their decision-making process or on individual teacher and/or staff personnel issues or evaluations

B. Violations

The unnecessary disclosure or redisclosure of information about a staff member, or engaging in plain gossip or rumormongering, is not morally acceptable and potentially unlawful since it could have the tendency to tarnish or impugn the good name of the individual. Such unnecessary disclosure, redisclosure, and/or gossip is in violation of Church teachings and is, therefore, forbidden.

Recommended: March 1, 2000

Ratified: March 28, 2000

Diocesan School Board

Diocesan Bishop

WITHDRAWAL POLICY (HCP011)

If it necessary to withdraw your student from Huntington Catholic, parents are to notify the school office regarding reason and effective date.

SECLUSION AND RESTRAINT PLAN STATEMENT

Huntington Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out or seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office or by visiting our school's website.

AGREEMENT SIGNED BY PARENTS AND STUDENTS

For everyone's protection, parents and students are requested to sign a statement indicating that they have read and agree to be governed by this handbook. The attached form is to be signed and returned to school by the indicated date.

RIGHT TO AMEND THE HANDBOOK

The administration retains the right to amend the handbook for just cause. Parents will be notified as soon as possible if changes are made.

HUNTINGTON CATHOLIC SCHOOL



SECTION II ATHLETIC HANDBOOK 2017-18

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HCS ATHLETIC DEPARTMENT POLICIES-5th through 8th-4th if needed

A. PHILOSOPHY

The philosophy of the athletic program is to create a developmental as well as a competitive Athletic Program that instills Christian values, promotes sportsmanship, teamwork, and discipline, thereby, promoting the general health and well-being of its students, while maintaining academic excellence. The athletic programs are devoted to developing fundamental skills, concentrating on team concepts, and physical conditioning.

B. PARTICIPATION

Before an athlete may participate in more than one sport per season, the athlete must first have approval of the involved coaches, the Athletic Director and the Principal.

C. DROPPING OR TRANSFERRING SPORTS:

“Quitting” is an intolerable habit to acquire. A student who quits may lose the privilege of participating in athletics. On occasion, however, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the following procedure must be followed:

1. Consult with your immediate coach
2. Report your situation to the Athletic Director
3. Check in all equipment issued to you

D. EQUIPMENT

School equipment checked out by the student/athlete is his/her responsibility. He/she is expected to keep it CLEAN and in GOOD CONDITION. Loss or damage of equipment is the athlete’s financial responsibility. An athlete will not receive his/her report card until the uniform is returned after each season or if it is lost or damaged it must be paid for before the report card will be received.

E. MISSING PRACTICE & GAMES

An athlete receives a 1 game suspension for missing a practice or a game without a written note from the parent/guardian. Coach will make the final decision on the suspension in consultation with the athletic director and principal.

F. TRAVEL

All athletes MUST TRAVEL TO AND FROM OUT OF TOWN ATHLETIC CONTESTS in the transportation provided by the athletic department unless previous written arrangements are made by the parents for exceptional situations.

G. TRANSPORTATION

When adults are needed to transport athletes to athletic events, the following must be verified by the driver:

1. The driver must be 21 years of age or older
2. The driver must have a valid, non-probationary driver’s license and no physical disability that may impair the ability to drive safely.
3. The vehicle must have a valid registration
4. The vehicle must be insured for minimum limits of 100,000 per person/\$300,000 per occurrence
5. Each athlete must be seat belted
6. A signed VOLUNTEER DRIVER information sheet must be submitted to the Athletic Director

H. CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES

An individual student who attempts to participate in several extra-curricular activities will undoubtedly be in a position of a conflict of obligations. The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extra-curricular activities and to this end will attempt to schedule events in a manner to minimize conflicts. Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also

means notifying the faculty sponsors/coaches involved immediately when a conflict does arise. When a conflict arises the sponsors/coaches will work out a solution so the student does not feel caught in the middle. If a solution cannot be found the Principal will make the decision based on the following:

1. The relative importance of each event
2. The importance of each event to the student
3. The relative contribution the student may make
4. How long each event has been scheduled?
5. Talk with parents

Once the decision has been made and the student has followed the decision, HE/SHE WILL NOT BE PENALIZED IN ANY WAY BY EITHER FACULTY SPONSOR OR COACH. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

I. ATTENDANCE

Students who miss part of the school day due to illness must be in attendance FOR ALL PERIODS AFTER LUNCH in order to play in a contest or practice on that date. If the practice or game is on a Saturday, it will be up to the parents' discretion as to whether a student is able to participate. Students missing school for reasons other than illness must have an excused absence in order to participate. Final authority for infractions of this rule will rest with the Athletic Director.

J. SUPERVISION

Athletes must be supervised at all times. Unless the game or practice is scheduled for right after school, athletes must leave the building between dismissal and practice time unless prior arrangements have been made with a teacher who is willing to supervise.

K. GROOMING AND DRESS CODE POLICY

A member of an athletic team is expected to be well groomed. Appearance, expression and actions always influence people's opinions of athletes, the team, the coach, the parents, the school and the Athletic Director. Once you have volunteered to be a member of the squad, you have made a choice to uphold certain standards expected of athletes in this community. The following grooming and dress code rules will be adhered to by team members:

1. Hairstyles are to be maintained in a neat and clean manner so as to present a positive image for both the team and the school.
2. An athlete shall dress presentably at all times, on trips, or at assemblies.
3. Only uniforms issued or sold by the athletic department will be worn for contests.
4. No jewelry will be worn during an athletic contest
5. Athletes will not be permitted to participate until deviations of the above rules are satisfactorily corrected.

L. VACATION POLICY

In the event of an absence due to an approved vacation, an athlete must:

1. Be accompanied by parents while on vacation
2. Contact the coach PRIOR to the vacation
3. Be willing to assume the consequences to their status on that squad as a starter, 2nd string, etc.

M. SQUAD SELECTION

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Huntington Catholic School, we encourage coaches to keep as many students/athletes as they can without unbalancing the integrity of their sport. Time, space, facilities, equipment, uniforms, and other factors will place limitations on the most effective squad size for basketball (BB), volleyball (VB), cross country (CC) and cheerleading (CL). The Athletic Director shall establish the appropriate squad size for BB, VB, CC, and CL.

N. CUTTING POLICIES

Choosing the members of the BB, VB, & CC teams is the sole responsibility of the coaches of that squad. Choosing the members of the cheerleading team is the responsibility of outside judges, the coach and the Athletic Director. The Athletic Director will make the final decision. Cuts in all other sports will be discouraged. Prior to trying out, the coach shall provide the following information to all candidates for the team.

1. Extent of try-out period
2. Criteria used to select the team
3. Number to be selected
4. Practice commitment, if they make the team
5. Game commitments

When a squad cut becomes a necessity, the process will include two important elements. Each candidate shall have competed in a minimum of four (4) practices

O. FUN NIGHTS OR SPECIAL EVENTS

In order for an athlete to participate in a fun night away from the school property or if a field trip is planned for an athletic event, the athletic director must have a permission slip on file in order for the athlete to participate.

P. AWARDS BANQUETS

After each sporting season an Awards Banquet will be held by the Booster Club to recognize the athletes.

Q. REPORTING INJURY

All injuries that occur while participating in athletics must be reported to the coach. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an ACCIDENT REPORT FORM completed. The coach will inform the Athletic Director of the incident, who in turn will complete the form. Once a physician treats the athlete, the athlete **MUST OBTAIN THE DOCTOR'S PERMISSION TO RETURN TO THE ACTIVITY.**

R. ILLNESS

Athletes who are physically unable to practice for FIVE(5) CONSECUTIVE DAYS due to illness or injury are to present to the Athletic Director a statement from a PHYSICIAN STATING THEY ARE AGAIN PHYSICALLY FIT TO PARTICIPATE IN INTER-SCHOOL ATHLETICS. The physician and the parent(s) must sign this statement.

S. LOCKER ROOM REGULATIONS

Rough housing and throwing towels or other objects is not allowed in the locker room. Hazing of other players is not allowed. Anything that is considered horseplay is not allowed. If any of the above would happen, the coach and Athletic Director will decide the punishment after informing the parents. No one except coaches, players and the Athletic Director are allowed in the locker room. **NO GLASS CONTAINERS ARE ALLOWED IN THE LOCKER ROOMS.** All spiked and cleated shoes must be put on and taken off outside the locker room and school. No metal or hard plastic spikes are ever allowed in any other part of the school building.

T. POSTPONING/CANCELING CONTESTS

If a contest must be postponed or cancelled due to weather or any other factor not conducive to good game conditions, the following factors will be considered: Playing conditions of the field, safe travel for the team and parents, safe travel for the opponents, safe travel for the officials, damage to equipment, safety to the spectators in or on the school grounds, gym or field.

After considering factors, it will then be up the Athletic Director and/or Principal to play the game or to postpone/cancel the game. **IN THE CASE OF POSTPONEMENT/CANCELLATION, STUDENTS WILL BE NOTIFIED IMMEDIATELY. STUDENTS WILL CALL PARENTS IMMEDIATELY. If school is cancelled for any reason, the scheduled athletic practice, game, contest, or event will automatically be cancelled. The Athletic Director will reschedule the game, contest, or event if possible.**

U. UNDUE INFLUENCE FOR PARTICIPATION

1. It shall be the philosophy of the HCS Athletic department that athletes shall enjoy as many sports seasons as the student athlete and their parents wish them to participate in without influence from any coach to specialize in one sport. All coaches should encourage participation in other sports.
2. Although athletes may choose the sport they wish to enjoy, once the season has started, **NO ONE SHALL CHANGE SPORTS WITHOUT THE CONSENT OF EACH COACH INVOLVED.**
 - a. Athletes cut from one sport, may however, try out for another sport providing they were not cut from the first sport for disciplinary reasons.
 - b. No athlete who is dropped from one squad for disciplinary reasons or who “quits”
(See C. DROPPING OR TRANSFERRING SPORTS) shall be eligible to compete in another sport for that particular season.

V. CONDUCT OF PARENT(S) and SPECTATOR(S)

If a parent or spectator is unruly and disrespectful to anyone, especially a coach, an official, another parent, a student athlete, a spectator, a volunteer or the Athletic Director, they will be asked to leave. They will be asked to leave 3 times. If they refuse to leave, the Athletic Director may call the police. Yelling and screaming at the above will not be tolerated. If a parent is asked to leave, the Athletic Department reserves the right to ban them from any and all HCS athletic events. At the parent(s) or spectator(s) request a meeting may be set up to discuss the issue. The following factors will be considered; offensive language (swearing), disrespectful comments, threats, yelling, screaming, physical contact and any other inappropriate behavior. **PARENTS MUST BE THE CHRISTIAN EXAMPLE FOR OUR STUDENT/ATHLETES, OUR SCHOOL, and OUR COMMUNITY.**

W. PARENTAL CONCERNS POLICY

If a parent has a concern about HCS ATHLETICS (i.e. squad selection, playing time, other parents, other athletes, etc.) then questions should be directed to the coach of that team. If the issue cannot be satisfactorily resolved with the coach, then the parents may address questions to the Athletic Director. The final step, if the issue is still unresolved, is to take the concern to the Principal. The Principal, with teacher consultation, with the pastors will make the final decision on said matter. Do not skip steps.

X. REQUIREMENTS FOR PARTICIPATION

1. PHYSICAL EXAMINATION

A yearly physical examination is required. The physical form must be completed by the physician and submitted to the **Athletic Director** PRIOR to participation. The physical covers all sports for the entire school year provided the examination occurred after JUNE 15. The form will be kept on file in the **athletic office**. Physicals are offered at HCS for a nominal charge each August.

2. EMERGENCY MEDICAL AUTHORIZATION

Each athlete’s parents shall complete an Emergency Medical Authorization form giving permission for treatment by a physician or hospital when the parent(s) are not available. Each sports season the coach will keep the form in the medical kit for availability for all practices and contests.

3. INSURANCE

The school district does not carry primary insurance coverage for student athletic injuries. The insurance carried by the school is strictly secondary to the insurance carried by the parents. Parents will need to indicate on the athletic physical form, the name of the insurance company under which the athlete is covered.

4. SCHOLASTIC ELIGIBILITY

In order to participate on a HCS school athletic team, each athlete must have

satisfied all the scholastic eligibility requirements PRIOR to participation.

INELIGIBLE:

The student is ineligible to participate in athletics/extra-curricular activities if one of the following applies:

1. Earning less than a "C" average
2. Earns at least one "F"

The Athletic Director will inform the coaches of any struggling athlete. Any student not meeting grade eligibility will be suspended from the sport. The athlete's eligibility will be reevaluated at the end of each progress report grading cycle.

5. RISK OF PARTICIPATION

All athletes and parents must realize the risk of serious injury that may be a result of athletic participation. HCS will use the following safeguards to make every effort to eliminate injury.

- A. Conduct a mandatory parent/athlete meeting at the start of the season to fully explain the athletic policies and to advise caution and warn parents/athletes of the potential for injury.
- B. Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills to be taught in their sport.
- C. Instruct all athletes about the dangers of participation in the particular sport.

6. FINANCIAL OBLIGATIONS AND EQUIPMENT

Uniforms- School uniforms are only to be worn for contests or activities approved by the athletic department. Uniforms provided by the school for student use are not to be worn out in public unless it is for a reason approved by the school. In several sports, athletes may be required to purchase a portion of the uniform(s), which will become their property.

Equipment - All athletes are responsible for the proper care and security of equipment issued to them. School furnished equipment is to be used only for contests and practices approved by the athletic department

FINES- All equipment and uniforms not returned in good condition at the end of the season will be subject to financial penalty. All uniforms and financial penalties will need to be returned at the end of each season in order to receive our report card.

7. CONDUCT OF ATHLETES

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. School administrators, athletic director, and coaching staff feel strongly that a high standard of conduct and citizenship are essential in maintaining a sound, competitive program for the athletics. The welfare of the student is our major consideration and transcends any other consideration. An athlete must conduct himself/herself in a sportsmanship like manner at all times as they are not only representing themselves, but also their teammates, coach, parents, athletic director and the school.

The following infraction will result in a 1 game suspension:

- Receiving a disciplinary referral for a behavioral violation from the 1st practice to the end of the season
- Third detention for missing homework
- Each additional detention for missing homework
- Receiving three disciplinary referrals for behavioral violations during an athletic season will result in immediate dismissal from the team.

The responsibility for enforcing the above will rest with the coach, Athletic Director and/or Principal.

HUNTINGTON CATHOLIC INTRAMURAL POLICIES

Students in grades PK-4 of Huntington Catholic School have a unique opportunity to participate in a variety of intramural programs. These policies are established to help the programs run smoothly.

A. PHILOSOPHY

The philosophy of the intramural program is to create a development athletic program that instills Christian values and promotes sportsmanship, teamwork, and discipline, there by promoting the general health and well-being of participating students. The intramural program is devoted to developing fundamental skills, concentrating on team concept and physical conditioning.

B. PARTICIPATION

Students of Huntington Catholic School are encouraged to participate in the Intramural Program. All students will participate equally in practices and games to the degree that it is possible.

C. COACHES

Volunteer coaches are the backbone of our Intramural Program. Huntington Catholic's Athletic Director will strive to obtain competent coaches for all teams. Coaches will promote the general health and well-being of participants while striving to teach fundamentals and maintaining a fun learning environment. Coaches (or designated adult substitute coaches) will be present at all practices and games and are required to remain until all children are picked up.

D. ATHLETES

The number one rule is to have FUN! Each athlete has the responsibility to follow the directions of his or her coach in order to learn about the sport and to ensure safety. Unruly or irresponsible behavior will not be tolerated.

E. PARENTS

Parents are to remember that this is a developmental program. Please keep the emphasis on the children learning and having fun. Please be prompt picking up your child after practice and games. If you child will miss a practice or game, please notify the coach. Yelling and screaming at student athletes, coaches, referees, or other volunteers will not be tolerated.

F. DISCIPLINE

In order for practices and games to run smoothly each athlete is required to behave and obey their coaches and referees. If a child is not behaving properly the parents will be notified and a conference will take place between the coach, the child, the parent(s), and the Athletic Director. A child who continues to disrupt practices or games may lose the privilege of participating in Intramural Athletics. The Athletic Director will make this decision.

G. INJURY

An Emergency Medical Authorization Form will be filled out by athlete's parents at the time of registration and kept in the gym in an area accessible to all coaches. All injuries that occur while participating in intramural practices or games should be reported to the coach and Athletic Director. If the injury requires treatment by a doctor, it will be necessary to have an ACCIDENT REPORT FORM completed. The coach will inform the Athletic Director of the accident and the Athletic Director will complete the form. Written permission from the doctor will be required before returning to the Intramural sport.

H. POSTPONEMENT/CANCELLATIONS

If a game or practice needs to be postponed/cancelled the Athletic Director will notify each student and coaches. Coaches do not have the authority to cancel a practice without contacting and consulting the Athletic Director. Only the Athletic Director may cancel games due to weather conditions. **If school is cancelled for any reason, the scheduled intramural practice, game, contest, or event will automatically be cancelled. The Athletic Director will not reschedule the practices or games. Practices will not be made up; if a practice or game is cancelled each team just misses a practice or game.**

I. SCHOLASTIC ELIGIBILITY

Poor grades or poor classroom behavior may result in a one-week suspension from the Intramural Program. Classroom teachers and the Athletic Director will make evaluations and the final decision. If the behavior continues the participant will not be allowed to participate in the rest of the sport season.

HUNTINGTON CATHOLIC SCHOOL
PARENT/STUDENT/ATHLETIC
HANDBOOK RECEIPT ACKNOWLEDGMENT

By signing below we acknowledge that we have received a copy of the Huntington Catholic School PARENT/STUDENT/ATHLETIC Handbook. We understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne-South Bend.

We agree to follow all rules and guidelines imposed in the school by the school administration and/or the Diocese. If we have any questions about the content of the handbook, we understand that it is our obligation to ask questions for clarification. This acknowledgment is to be returned to the school after being signed and dated. However, the failure to read the handbook or to sign or return this acknowledgment shall not relieve us of the obligation to follow all rules and guides that the school and the Diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

Student/s Name Printed

Student/s Signature

Parent/Guardian Signature

Date _____

Please sign and return by August 18, 2017