



Handbook for Parents and Students

Kindergarten through Grade Eight

St. Benedict Cathedral School
530 S. Harlan Avenue
Evansville, IN 47714

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<https://www.saintbenedictcathedral.org/>

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Quick Reference Guide

Business Phone Numbers

School 812-425-4596
School Fax 812-463-5206
Parish Center 812-425-3369

School Office Hours: 7:15 AM-3:30 PM

Tardy Bell: 7:50 AM

Mass: Thursday 9:00 AM

Administration-Office

Laurie Schopmeyer, Principal
Mrs. Heather Russler, Middle School
Curriculum and Instructional Coordinator
Mr. Bart Burke, Dean of Students
Mrs. Ami Pitt, Administrative Assistant

Teachers

Mrs. Folz PS
Mrs. Wessel PK
Mrs. Chandler KG
Mrs. Goedde KG
Emily Walker 1st

Mrs. Hunt 2nd
Mrs. Schaefer 2nd
Mrs. Koch 3rd
Mrs. Wooton 3rd
Mrs. Rutherford 4th

Mrs. K. Russler 4th
Mrs. H. Russler 5th
Mrs. VanWinkle 5th
Ms. Wu 6th (MS Math)
Mr. Girten 8th (MS Social Studies,
Religion)

Teachers Cont.

Mrs. Nussmeier PE/Health
Mrs. Bysarovich 8th (MS Lit)
Mrs. Matzen 7th (MS Science,
Religion)
Mrs. Floyd 7th (MS English,
Religion)
Ms. Vinitski/Learning Specialist
Ms. Huggins/Music
Mrs. Stuart/Art
Mr. Wright/Technology

Support Staff

Mrs. Effinger/Library
Mrs. Skipper/Youth First Social
Worker
Ms. Will/Piano
Mrs. Creech/ Cafe. Manager
Mr. Burke/Keyway
Mr. Stilin/Facilities
Mr. Wright/Athletics

St. Benedict Cathedral School

Reaching Minds

Touching Hearts

Shaping Souls

Dear Parents/Guardians and Students,

Welcome to the 2023-2024 school year! We extend a special welcome to all our new students and their families. In choosing St. Benedict Cathedral School, you have demonstrated a commitment to the values and philosophy of a Catholic education in the Benedictine tradition -- formation of the whole person for discipleship.

The Parent/Student Handbook reflects the policies and values of St. Benedict Cathedral School. We ask that all families read this document carefully and sign the agreement. This agreement states that you and your children intend to abide by the policies of St. Benedict Cathedral School during the 2023-2024 school year. This agreement must be returned to your child's homeroom teacher. Please note we have also included a media release permission form.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Our mission is to form Christian disciples who proclaim the Catholic faith, achieve academic excellence, and serve others. Our school is one of the oldest works of this parish, a valued, holy, important work.

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

God bless you!

St. Benedict Cathedral School
Father Alex Zenthoefer
Mrs. Schopmeyer
Mr. Burke
Mrs. Russler

Saint Benedict Cathedral School

Saint Benedict Cathedral School is a Preschool through Grade 8 Catholic Elementary and Middle School under the Diocese of Evansville Schools Office. The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Saint Benedict Cathedral School, we are attempting to "teach as Jesus did." The Diocesan curriculum guidelines, consistent with the State of Indiana guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

Mission Statement

To form Christian disciples who proclaim the Catholic faith, achieve academic excellence, and serve others.

Accreditation and Honors

Saint Benedict Cathedral School is accredited through Cognia® and the Indiana Department of Education. The school is also a member of the National Catholic Education Association and the Indiana Non-Public Education Association.

History

Saint Benedict Cathedral School was begun as a ministry of St. Benedict Parish in 1913. From the beginning, the Benedictine Sisters of Ferdinand, Indiana staffed the school. With their Benedictine mascot, the Ravens have been known for academic excellence and attention to the arts all along. The original building, now St. Meinrad Hall, was completed in 1913, and served as a convent, school, cafeteria, and church (top floor). After the convent, rectory, and church were built, St. Meinrad Hall housed more than 1,000 students in its heyday. St. Scholastica Hall, long known as the "new school," was built in 1952 and the building (St. Benedict) connecting the other two was completed in 2004.

PARENTS

Parents as Partners

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

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

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code and weather conditions;
- Completes assignments on time; and
- Has lunch money or a lunch every day.

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

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

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

To meet all financial obligations to the parish and school;

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

To complete and return to school any requested information promptly;

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

To support the religious and educational goals of the school;

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

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

To treat teachers with respect and courtesy in discussing student concerns.

Parent's Role as Educators

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

Custodial Rights

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

SCHOOL ORGANIZATIONS

St. Benedict Cathedral School Council

The purpose of the Parish School Council is to investigate pastoral matters, to consider them thoroughly, and to propose practical conclusions about them. School Council members are chosen, above all, for their ability to accomplish the main task of the council: the work of investigating, considering, and recommending practical conclusions. They are parishioners in good standing with the Church who reflect the parish's neighborhoods, social and professional groups, and apostolates. School Council members are appointed by the pastor, in consultation with the principal, every two years.. Parishioners are invited to express their hopes for the school council to the pastor or principal.

Along with the pastor of St. Benedict Cathedral Parish and the principal of St. Benedict Cathedral School, responsibilities of the School Council include the following:

1. Act as an advisory council to the principal
2. Review and approve the school budget
3. Assess the performance of the principal based upon the diocesan job description
4. Participate in the selection of a new principal, usually through a committee
5. Review annually its own performance and effectiveness as a council

St. Benedict Parent Teacher Organization

The Parent Teacher Organization is open to all parents with students enrolled in St. Benedict Cathedral School. This organization sponsors many events and activities throughout the year. Contact the name of the project chairperson if you are interested in offering your services. The Team Blue's main purposes include the following:

1. Work for the welfare of the students.
2. Offer planned programs, which will benefit parents of students.
3. Foster cooperation between parents and faculty.
4. Raise funds for school projects.
5. Create a greater appreciation of Catholic education.

ADMISSION GUIDELINES

Non-Discrimination Policy

The schools of the Catholic Diocese of Evansville shall be open to qualified students of any sex, race, color, national or ethnic origin to all of the rights, privileges, programs, and activities made generally available by such schools. Schools do not discriminate in the administration of their educational policies, scholarship programs, athletics, and other school-administered programs.

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Saint Benedict Cathedral School will meet the educational needs of the students.

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

Saint Benedict Cathedral School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. Saint Benedict Cathedral School cannot accommodate students who have *extraordinary* learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered *reasonable*, the student may need to be separated from Saint Benedict Cathedral School. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from Saint Benedict Cathedral School is made by the school, the student's tuition due would be prorated.

Students with certain learning disabilities and mild mental handicaps may be better served by the Marian Educational Outreach which is located on the Holy Spirit School premises. Enrollment in this program is established by the principals of Holy Spirit School and St. Benedict Cathedral School.

Families interested in applying to St. Benedict Cathedral School will meet with the principal to discuss the application process. The principal may also meet with the students prior to acceptance. In some cases, the school may require an evaluation or assessment for the purpose of appropriate grade placement. St. Benedict Cathedral School will endeavor to meet the learning needs of all students, whenever possible.

Registration for Currently Enrolled Families

Families currently enrolled will complete the registration form in the Spring each year. A \$100 deposit is required at this time, which is applicable for the upcoming school year.

Kindergarten Enrollment

Students are accepted into kindergarten based on chronological age and readiness. The child is to be 5 years of age on or before August 1st. Our school recognizes that students who are age eligible may not be developmentally ready for kindergarten. In order to make decisions in the best interest of the child, a parent, preschool teacher, or prospective kindergarten teacher may request an additional evaluation. The purposes of the screening program are: to provide an opportunity for discussion regarding readiness levels required in the kindergarten environment, and to help provide the best possible educational program for the child's development. The screening may include, but not limited to the following: classroom observation, questions in language development, auditory and visual discrimination skills, assessment of fine and gross motor coordination, and assessment of social awareness and emotional maturity.

Kindergarten Early Admission Process

St. Benedict Cathedral School recognizes that some children mature faster than others mature and are ready for kindergarten at a younger age. If a parent feels the child is ready early, the following appeal process can be utilized:

1. A request, in writing, should be provided to the principal explaining why the request is being made. A copy of the birth certificate must accompany the request.
2. The kindergarten teacher or designee will arrange a basic kindergarten screening.
3. An evaluation of the child may be required to document the child's emotional, social, and academic development. The parents will be responsible for any fees incurred.
4. The child's current preschool teacher may be contacted to give feedback helpful to placement.

5. A conference will be held with the parents, the teacher, and the principal to review the request.
6. The school will approve or deny the kindergarten enrollment.

Student Transfers

In the case of a family's desire to transfer from one school to another, the principal of the receiving school shall explain the expectations for communication between the two schools.

Consideration must be given to the reason(s) expressed for the requested transfer. Other factors to be considered may include the following:

1. Whether the student has behaviors that negatively impact his or her academics and/or the learning/social environments
2. Whether reasonable efforts to manage the student or correct the behavior at the sending school have failed; and/or
3. Whether the student's parents have provided their full cooperation and support of the sending school's efforts concerning their child.

Any of these factors shall be sufficient reason to deny a student transfer.

Transfer of junior high-level students between schools in the diocese (including transfers proposed from public schools) is strongly discouraged.

St. Benedict New Student Admissions Policy

Applications Accepted Prior to April 11:

1. St. Benedict active parishioners (demonstrates a commitment to parish life by weekend Mass attendance and by contribution of time, talent, and financial support) who have children currently attending St. Benedict Cathedral School.
2. St. Benedict active parishioners who want to enroll a child for the first time.
3. Parishioners of Catholic parishes who do not have a school who have children currently attending St. Benedict School.
4. Siblings of Non-Catholic students currently enrolled.
5. Parishioners of Catholic parishes who do not have a school who are enrolling their first child.
6. Parishioners of other Catholic churches whose schools have full enrollments.
7. Non-Catholic families.

Applications Accepted After April 11:

8. New parishioners moving into Evansville who have joined St. Benedict Parish.
9. Families new to Evansville who have joined a Catholic Parish other than St. Benedict, with no school.
10. Siblings of Non-Catholics already enrolled.
11. Parishioners of Evansville Catholic Sister Schools.
12. Non-Catholic families.

Indiana School Choice Voucher and SGO Programs

St. Benedict Cathedral School participates in the Indiana School Choice Voucher Program and the SGO Scholarship Program. Contact Angie Wellmeier, at awellmeier@evdio.org for additional information. A lottery will be held in case there are more applicants than we have openings.

Lottery Process Policy:

If St. Benedict Cathedral were to receive a number of Choice Scholarship applicants that exceeds the possible number of Choice Scholarship places that St. Benedict Cathedral School can successfully accommodate, then St. Benedict Cathedral School would conduct a random lottery drawing of eligible Choice Scholarship Students who meet admission standards for St. Benedict Cathedral School at a public meeting. The priority of admissions order stated above would occur before the lottery process would occur.

Applications must be submitted by April 1 to be considered for part of the lottery.

If necessary, the lottery will take place on Friday, April 1 at 7:00 p.m. in the school Woodward Center.

TUITION POLICY

1. **Rates:** Parents agree to pay the published St. Benedict tuition rates unless granted a financial aid award.

Payments are required by the established dates. Considering the parish's subsidy of the school (nearly \$2,000 per student per year), **parishioner parents are expected to be regularly present for Sunday Mass and contribute to the parish with time and treasure.**

2. **Payments:** Payments will be processed online through FACTS Management company. Payments will automatically be deducted from a designated checking or savings account, or a credit or debit card (with a 2.85% fee added on credit or debit card payments only) according to your FACTS profile. In addition, a frequency fee will be added based on your selected payment plan: \$0 for annual payments, \$10 for semi-annual payments, or \$45 for monthly payment plans. All tuition balances are to be paid in full by July 1.

3. **Payment Plans:**

Several payment plans are offered through FACTS:

- a. *Annual Payment:* Full payment due August 1
- b. *Semi-Annual:* Two Payments due August 1 and January 6
- c. *Monthly:* Payments through May or July
- d. *Semi-Monthly:* Payments through May or July
- e. *PS/PK Tuition:* Monthly or Semi-Monthly Payments through May

4. **Returned Items:** Returned payments will be handled via FACTS. FACTS will collect past due balances on behalf of St. Benedict Cathedral School. A \$30 fee will be assessed by FACTS for each returned payment.
5. **Delaying payment.** Families can extend their payment via FACTS up to five days past the scheduled payment date.

6. **All balances paid.** Pre-registration does not guarantee a place in class unless all outstanding balances are paid in full, including Cafeteria and Keyway charges.
7. **Pre-pay.** Keyway and Cafeteria are all *pre-pay services*. If balances for these services exceed \$50, the privilege of using these services may be revoked until the balance is paid in full.
8. **Pro-rated Tuition.** If a child attends only part of the school year, the tuition will be prorated based on the number of school days attended by the child. Any time after the start of the school year, fees for books and technology will not be refunded.
9. **Signature.** Parents will be required to sign this policy as part of registration. Non-compliance may include forfeiture of future educational opportunities at St. Benedict Cathedral School.

ST. BENEDICT CATHEDRAL SCHOOL
2023-2024 Kindergarten-8th Grade Tuition Rates

PARISHIONERS OF ST. BENEDICT		\$5,850 per child
PARISHIONERS OF OTHER CATHOLIC PARISHES		\$6,750 per child
NON-CATHOLIC		\$7,400 per child
BOOK & SUPPLY FEE		\$350 per child
AFTER-SCHOOL CARE	Keyway for 1 ST -8 TH Grade:	\$7.00/day
(Rates per student)	Playcare for PS, PK & Kindergarten:	\$8.00/day
	First child, full rate; additional children:	\$6.00/day

REQUIREMENTS FOR REGISTRATION

1. Full payment of outstanding balances for tuition, after-school care and lunch accounts from prior academic years.
2. Complete your FACTS Registration (link sent via email) and select your payment plan by August 1, 2023.
3. Make a minimum payment of \$350.00 per family by August 1, 2023.

TUITION PAYMENT PLANS

Tuition & fees will be paid via FACTS Management Company. You may select from the following payment plans:

Monthly Payment Plan	3+ Payments (August - June)	\$45 fee/family/year
Semi-Annual Payment Plan	2 Payments (August and January)	\$10 fee/family/year
Annual Payment Plan	1 Payment (August)	No Cost

TUITION ASSISTANCE

AVAILABLE SCHOLARSHIPS

- St. Benedict Cathedral offers three forms of financial aid:
School Choice Scholarship Program, Indiana SGO, and St. Benedict Cathedral Financial Aid.
 - St Benedict Cathedral Financial Aid may be applied to
tuition for Kindergarten through Eighth Grade for
ACTIVE PARISHIONERS of St. Benedict Cathedral.
 - An active parishioner:
1. Is registered in the parish.

2. Takes part in the sacramental life of the Church: Mass every Sunday and Holy Day of Obligation and appropriate participation in the other sacraments.
3. Volunteers time and talent as a follower of Jesus Christ.
4. Contributes financially to the parish and its mission as possible. Parents will demonstrate financial need by providing required and honest documentation.

APPLICATION PROCESS

-St. Benedict Cathedral School uses state income guidelines to provide a fair, impartial, and objective analysis regarding a family's need for financial aid to determine award sources and amounts.

-The application process includes the following steps:

1. Complete an application in the school office.
2. Return the completed application and a copy of page 1 and 2 of your 2022 1040 tax return by May 13, 2023.
3. The application is processed by the Parish Accountant.

4. State income guidelines are used to determine eligibility for School Choice Scholarship and SGO awards.
5. St. Benedict Financial Aid Awards are reviewed and approved, adjusted or denied by the Pastor based on the fulfillment of the expectations of being an active parishioner.
6. All financial aid awards are communicated to the family prior to registration date for the next school year and is reflected on your FACTS account.

ST. BENEDICT CATHEDRAL SCHOOL

Pre-School and Pre-Kindergarten

2023-2024 Monthly Tuition Rates

PRE-SCHOOL

The **Pre-School** program is offered two, three, or five mornings each week. There is an afternoon enrichment program available as well.

	<u>Morning Only</u>	<u>Full Day</u>
	7:30am-10:45am	7:30am-2:45pm
3 Day Program (M/W/F)	\$135/month	\$260/month
5 Day Program (M-F)	\$225/month	\$425/month

PRE-KINDERGARTEN

The **Pre-Kindergarten** program is offered in the morning (7:30am-10:45am) or the afternoon (11:45am-2:45pm) five days each week. Morning students must be enrolled in the afternoon enrichment program (until 2:45pm) two, three, or five days each week.

5 Day Morning Program + T/Th Afternoon	\$320/month
5 Day Morning Program + M/W/F Afternoon	\$365/month
5 Day Morning Program + 4 Afternoons	\$410/month
5 Day All Day Program	\$450/month

PAYMENT INFORMATION

The Pre-School and Pre-Kindergarten tuition will be paid via FACTS Tuition Management.

You may select from the following payment plans:

Monthly	3+ Payments (August-June)	\$45 fee/family/year
Semi-Annual	2 Payments (August and January)	\$10 fee/family/year
Annual	1 Payment (August)	No Cost

LUNCH AND AFTER-SCHOOL CARE

Cafeteria and Playcare After-School Care are pre-pay services and are not included in the tuition rates. These must be paid with separate checks to the appropriate department, online via your account, or by a monthly EFT from your checking or savings account. The rates for After-School Care can be found by grade on page 11. There is a **\$25.00** late fee **per student** on any students who are not picked up by 5:45 p.m.

CATHOLIC DIOCESE OF EVANSVILLE POLICIES

Bullying Statement

Bullying is an intentional act of aggression causing embarrassment, pain, or discomfort to another person. It is a consistent pattern of disrespect of one or more students by another. It is an abuse of power which can take many forms: physical (hitting, kicking, shoving, spitting); verbal (taunting, teasing, degrading social or sexual comments, rumor spreading); non-verbal (threatening gestures, exclusion); Cyberbullying (Internet, text messaging via cell phones, Instant Message). Bullying may constitute grounds for demerit, suspension, or expulsion.

Our school embraces the following as school rules against bullying:

- We will not bully others.
- We will help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Diocese of Evansville Anti-Bullying Statement

“ANTI-BULLYING STATEMENT: The Catholic Diocese of Evansville and the Catholic Schools Office (CSO) believe that each school in the Catholic Diocese of Evansville must be aware that its purpose is rooted in the mission of the Church. Each school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Bullying is prohibited in all schools in the Catholic Diocese of Evansville. It must not be tolerated on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ.

This behavior is against the fundamental tenet of “love your neighbor as yourself”, and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

Bullying, as defined by the Catholic Schools Office, is any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on or off school grounds where acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, digital or electronic expressions/threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Any person who has a complaint of bullying must bring that complaint to the attention of the school principal. All such complaints will be properly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all bullying investigations and allegations and take appropriate and corrective action including disciplinary action measures if justified to remedy violations. A copy of an Incident Form must be sent to the superintendent as soon as possible.”

Harassment

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

Sexual Harassment by Students

Sexual harassment by students is unacceptable conduct that may constitute grounds for expulsion. Sexual harassment may include unwelcome sexual advances, requests for sexual favors or language or conduct of a sexual nature. When such an activity is sufficiently severe, persistent or pervasive so as to limit a person’s ability to participate in or benefit from school programs or so as to create a hostile or abusive educational environment. Any person who has a complaint of sexual harassment by a student must bring that complaint to the attention of the school Principal. Forms for reporting alleged sexual harassment may be obtained from the Principal’s office. All such complaints will be promptly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all allegations and investigations of student sexual harassment confidential and take appropriate corrective action including disciplinary measures if justified to remedy the violations of this policy.

Diocese of Evansville Seclusion and Restraint Statement

The Diocese of Evansville 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. The purpose of this statement is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral

interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for the purposes of discipline or convenience.

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

Approved: Catholic Diocese of

Evansville 2014

Code of Christian Conduct Covering Students and Parents/Guardians

The students' interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their student.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operations and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to; all school-sponsored programs and events (e.g., extended care, athletics, and field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Withdrawal of Students

Parents withdrawing their child/children from St. Benedict Cathedral School must notify the school office by completing the Withdrawal from School Form.

Pursuant to existing binding agreements between the Evansville Catholic Schools and various law enforcement and judicial agencies, the school is obligated, as part of its discipline process, to report to law enforcement ANY offense involving possession or use of ANY illegal substance or alcoholic beverage by ANY student which occurs at ANY school function or ANYWHERE on school property.

Code of Christian Conduct Covering Coaches

It shall be an express condition of coaching that the coaches behave in a manner that is consistent with the Christian principles of the school as determined by the school and its discretion.

These Christian principles include, but are not limited to, the following:

1. Coaches are expected to work courteously and cooperatively with the league and school to provide a Christian environment for athletic competition.
2. Coaches may respectfully express their concerns about athletics. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for coaches include, but are not limited to, all school sponsored athletic events and practices.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the coach. Temporary suspension or permanent removal from coaching responsibilities may occur with repeated infractions. It is expected that the school will document any previous infractions and corrections.

The athletic director and school administration reserve the right to determine, in its discretion, which conduct is of such a severe nature as to warrant immediate action without warning.

Approved: Diocesan Athletic Board, 12-1-2005

Crisis/Confrontation Policy

The safety and well-being of every student, the school staff, and the educational and disciplinary environment of our schools are of paramount importance. School authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which

leads them to conclude that a reasonable possibility exists that any of the following events either has occurred, is underway, or may occur absent intervention:

1. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
2. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may, or would present a risk of physical harm to any person or persons, whether or not on school property;
3. A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by word or example, any other person to engage in conduct in violation of the law or in violation of the Code of Christian Conduct;
4. A student has knowingly possessed, used, transmitted or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind on school property or at any school function;
5. A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
6. A student knows, but fails to disclose to school authorities, that another student either:
 - 6.1. has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
 - 6.2. has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

Crisis Plan

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

Discipline Policy

The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

Approved: Catholic Diocese of Evansville - 2012

Insurance Statement

It is to be understood and acknowledged by the parents and guardians that neither the school, principal, teachers, nor the Catholic Diocese of Evansville will be the insurer of a student's health and safety while the student is at school or engaged in school-supervised activities, including sports. It is the parent's obligation to provide such insurance as they deem necessary to protect themselves and their students against the costs or other adverse effects of sickness or injury.

Approved: Catholic Diocese of Evansville – 05/2012

Interagency Agreement

Pursuant to existing binding agreements between the Evansville Catholic Schools and various law enforcement and judicial agencies, the school is obligated, as part of the discipline process, to report to law enforcement ANY offense involving possession or use of ANY illegal substance or alcoholic beverage by ANY student which occurs at ANY school function or ANYWHERE on school property.

Internet Acceptable Use Policy Student Agreement

We are pleased to bring Internet access and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

If a student violates any of the terms and conditions described below, his or her Internet privileges will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abuse of the use of the Internet. This includes communications originating in or outside of the school by devices of any kind (including but not limited to cell phones, computers, tablets, smart watches, and other similar devices) which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abuse of Internet communications may include, for example, the posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage:

- The use of any illegal or controlled substance, including alcoholic beverages;
- Violence or threats of violence, intimidation, or injury to the property or person of another; or
- Lewd, offensive, sexually suggestive or other inappropriate behavior.

Student Agreement

1. **Personal Responsibility.** Students will accept personal responsibility for their misuse of the Internet and electronic information system. “Misuse” may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, bullying, inappropriate sexual content or intentionally wasting limited resources.

2. **Acceptable Use.** Students’ use of the school’s Internet and e-mail will be for educational purposes only and in support of educational research and the educational goals and missions of St. Benedict Cathedral School as defined by the teacher in charge. Students agree to not “surf” the Internet for non-instructional purposes. Students agree to obey all federal and state laws and regulations, as well as any rules put in place by the school or classroom teacher.

3. **Network Etiquette.** Students will be polite and will not send or encourage others to send abusive messages. Students will use appropriate language and realize that they are a representative of their school community. Students will never use swear words, vulgarities, other inappropriate language, or any language that could be perceived as bullying.

4. **Privacy.** Students will not reveal their full name, usernames, passwords, home address or their personal or family phone numbers or those of any member of their school community to anyone over the Internet at any time.

5. **Expectation of Privacy.** Students understand that electronic mail, Internet history, or other documents accessed or saved on the network are not guaranteed to be private. Students will not send or publish anything that they do not want others to see or read.

6. Security. Under no circumstances will students order any material over the Internet. Students will not download and/or attach files from any user or users they are not familiar with. Students will not attempt to gain unauthorized access to resources or files.

7. Copyright. Students understand that to copy another person's work on the Internet and call it their own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people's work, students will ask permission when possible and credit the author accordingly.

8. Chat/Messaging. Students will not use chat or messaging programs or services unless it is part of a class activity which is supervised by their teacher. When posting messages for an activity, students agree to not post anonymous messages or post messages using a false name or the name of another person.

Use of the Internet and e-mail at our school is a privilege and not a right. Students understand and will abide by the above Internet Use Agreement. Students further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of their Internet use or access privileges may be revoked and school disciplinary action may be taken.

PARENT AGREEMENT

The parent or guardian will read and discuss the Internet Use Policy and Agreement with his or her child. The parent or guardian understands that Internet access is provided by the school for education purposes only. However, the parent or guardian also recognizes it is impossible for the school to restrict access to all controversial materials and will not hold the school or faculty responsible for materials acquired from the Internet. The parent or guardian gives permission for the student to access the Internet pursuant to the attached Agreement while supervised at school.

Disciplinary Procedures Regarding Internet Issues

To remain eligible as users, a student's use of the Internet must be in support of and consistent with the educational objectives and Christian principles of the Catholic Diocese of Evansville. Access is a privilege, not a right. Access entails responsibility.

Misuse of the Internet will not be tolerated. Use of the Internet in school by a student for other than school or educational purposes is misuse. Other examples of misuse include:

- exposing others to stalking, harassment or danger of any kind.
- exposing the school to liability for harm done to others.
- exposing others to inappropriate material.
- contracting computer viruses.
- plagiarism, copyright, and trade secret violations.
- damage to computers or computer programs; and
- any interference or disruption of school purposes or school activities.

Any violation of the policies of Saint Benedict Cathedral School concerning the use of the Internet as set forth in the Internet Acceptable Use Policy may result in disciplinary action, including:

- loss of computer privileges and Internet access for a length of time to be determined by the school.
- demerit or suspension; and/or
- expulsion from school.

Diocesan Internet Acceptable Use Policy Contract

The Schools in the Catholic Diocese of Evansville are committed to providing Internet facilities for use in a responsible and legal manner in accordance with the Internet Acceptable Use Policy and the Code of Christian Conduct. Students must acknowledge their understanding of the Internet Acceptable Use Policy as a condition to receiving an account or using the Internet.

PARENTS ARE REQUIRED TO SIGN THE USER CONTRACT PAGE THAT IS INCLUDED ON THE ONLINE REGISTRATION EACH YEAR IN ORDER FOR YOUR CHILD TO USE THE INTERNET AT SCHOOL.

Approved: Catholic Diocese - 2007

Pest Control

All applications of pesticides will be made in strict compliance with diocesan policy, label instructions, and applicable Federal and State law. While pesticides protect children from pests, under certain circumstances they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation periods. Pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the principal. A written notice will be given to you no later than two days before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application.

Smoking Ban Policy

The Catholic Diocese of Evansville shall comply fully with all civil legislation banning smoking in public or quasi-public places to which members of the public are invited.

Smoking in any and all diocesan-owned facilities to which members of the public are invited is forbidden.

Smoking and Vaping

Smoking or vaping of any type is not allowed on campus.

Wellness Policy

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture recently verified that all schools, including private schools, which participate in the national School Lunch Act, the Child Nutrition Act, and the Healthy, Hunger Free Kids Act, must develop a School Wellness Plan. Each school in the Diocese of Evansville will engage students, parents, teachers, food service staff, and health professionals in developing, implementing, monitoring, and reviewing school nutrition and physical education policies. To achieve these goals, schools will form wellness committees, set campus nutrition guidelines, and determine nutrition education and physical activity opportunities. The St. Benedict Cathedral Wellness Policy is available in the office or can be viewed on our website at <https://www.saintbenedictcathedral.org/>

YOUTH PROTECTION

Safe Environment

St. Benedict Cathedral School complies with the Safe Environment Program written by the Diocese of Evansville. The complete program may be found in the school office. The following page outlines the Best Practices for adults working with youth.

Any adult who plans to have contact with youth must complete the Youth Protection / Safe Environment Training and have a criminal background check. This policy affects those who plan to chaperone field trips, read to students, help with classroom activities, etc. If you have questions, please contact Angie Wellmeier or Kari Ford, Youth Protection Coordinators.

CHILD ABUSE LAWS

Saint Benedict Cathedral School abides by the Child Abuse Laws of the State of Indiana. The law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Best Practices

Two-Deep Leadership

Two approved (“approved” means that the Pastor knows the person and approves him or her AND the person has submitted to a criminal background check.) adult leaders or one approved leader and a parent of a participant, both of whom must be 21 years of age or older, are required for all parish sponsored youth activities. The parish is responsible for ensuring that sufficient leadership is provided for all activities.

No One-on-One Contact

One-on-one contact between adults and youth is not permitted. In the rare situations that require personal conferences, the meeting is to be conducted in view of other adults and youths.

Note: Professional Mental Health Counselors, who are required to follow the Ethical Code of their professional discipline, State licensing requirements, and State legislation regulating professional conduct, may conduct one-on-one private counseling sessions.

The term Professional Mental Health Counselor, as used herein, means a person with a master’s degree in a recognized mental health discipline, who is licensed, or supervised by a licensed professional, and is employed by Catholic Charities of the Diocese of Evansville or is officially approved by the Catholic Education Office to provide services on school premises.

Respect of Privacy

Adult leaders must respect the privacy of youth and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

Separate Accommodations

When staying overnight, no youth is permitted to sleep in the room of an adult other than his or her own parent or guardian.

Proper Preparation

Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, competent supervision, and safety measures.

No Secret Organizations

The Diocese of Evansville does not recognize any secret organization as part of its program. All aspects of the youth program are open to observation by pastors, parents, and leaders. Even in cases of closed membership (i.e. Knights of Columbus Squire Circles, etc.) parents and pastors MUST be admitted at any time to observe the program.

Appropriate Attire

Proper clothing for activities is required. Modest dress is always required. Guidelines for appropriate attire for a given activity should be written and stated before all youth functions.

Constructive Criticism

Discipline used in youth ministry, educational, and catechetical ministry should be constructive and reflect the Church's values. Corporal punishment is never permitted.

Hazing is Prohibited

Physical hazing and initiations are prohibited and may not be included as part of any activity. Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure that diocesan policies are followed.

Vision

- Youths are to be recognized and valued by all as true gifts from God.
- Education and training to recognize the signs of violation of children and young people shall be provided to all paid staff members, volunteers engaged in ministry to and for children, and parents.
- Education shall be provided for children about the potential for abuse, especially sexual abuse, and ways to respond should they be victims of it.
- Paid staff members and volunteers who have regular contact with children in the course of their work shall be evaluated so as to determine their suitability for association with children and young people.
- Paid staff members and volunteers shall accept responsibility to report immediately any suspected acts of abuse of children and young people in their charge to appropriate civil and church authorities without concern for retribution from the accused or employers/institution in whose name they minister.
- The expectation is that all who are willing to engage in ministry to children and young people as representatives of the Catholic Diocese of Evansville are also willing to agree to background checks and educational programs designed to stem this heinous crime against children and young people.
- The Catholic Diocese of Evansville will expend resources, both in personnel and finances, necessary to fulfill this vision and to maintain such programs appropriate to accomplish this vision.
- Primary components of a framework to accomplish this task include the items listed below. At the outset, we recognize that we are on a difficult and ambitious journey; hence, this is a living document.

CURRICULUM

Daily Religious Instruction

St. Benedict Cathedral School is very proud of the religious education provided by the faculty. It is a good blend of traditional values and skills necessary to cope in a modern society.

Students follow a catechetical curriculum for Catholic schools that includes Old and New Testaments, the Creed, Sacraments, Church History, and Church beliefs and practices, including morality and prayer. Daily religious instruction includes sacred scripture, theology, morality, church teachings, Christian living, prayer, worship, and liturgy preparation.

Students in 6th grade participate in our Family Life supplement “In God’s Image” in the spring.

Liturgies

Students attend Eucharistic liturgy as an entire school body at least once a week. Parents are always welcome to attend school liturgies, which are at 9:00 A.M. on Thursday. **Students are welcomed to sit with their parents; however, parents must be present before the opening song begins. If one arrives late, please leave your child with his/her homeroom class.** Students are given the opportunity to plan, prepare, and participate in school day liturgies as well as for special feasts.

Students also have the opportunity to participate in the traditional services of Reconciliation, Way of the Cross, and May Crowning.

Sacraments

The Sacraments of Reconciliation and Eucharist are celebrated in Grade 2. The Sacrament of Confirmation is celebrated at the high school level.

Academic Curriculum

St. Benedict Cathedral School follows curriculum guidelines established by the Diocese of Evansville and by the Indiana Department of Education. All textbooks and supplementary materials are current and have been recommended by the diocesan textbook committees in accordance with the State of Indiana adoptions.

The present academic program for grades K-8 includes the following:

Art	Writing/Handwriting	Science
Computer/Technology	Mathematics	Social Studies
English/Grammar	Music/Band	Spanish
Geography	Phonics	Spelling
Handwriting	Physical Education	Vocabulary
Health	Reading/Literature	
Indiana History	Religion	

St. Benedict Cathedral School has the same textbook adoption cycle as the public schools in the State of Indiana. The Minds in Motion Program is offered to students in Preschool through 3rd Grade.

St. Benedict Cathedral School also takes advantage of many cultural activities in the Tri-State area.

Eligibility Policy

The Athletic Eligibility Policy was adopted by the Evansville Diocese April 6, 2006 and applies to students in grades 3 – 8.

The athlete must not be failing any classes. Grades will be reviewed as report cards are issued whether that is on a 6 or 9 week cycle. Upon release of a report card not meeting minimum standards, the student will be suspended from play for 15 school days from the day the report cards go home (student may practice with the team). On the 15th school day, the grade situation will be reviewed by the school administrator. At that time, the student will be reinstated to the team if the grade problem is corrected. If any grades are not up to standard and are failing at the time of the review, the student will continue play suspension and the right to practice will also be suspended for three more weeks (15 school days). After the second fifteen school day play and practice suspension, the grades will be reviewed again. If grades are up to minimum, the student will be returned to eligibility. If the grades are still inadequate (a failing grade), the student will be removed from the school team and denied practice and play until the student receives a report card that is up to minimum standards (passing grades).

Students who are academically ineligible at the end of the school year will be able to participate on sports teams but will be closely monitored at the beginning of the next school year.

Exceptions on academic eligibility to participate can be granted at the discretion of the school administrator for appropriate reasons. It is expected that any exception will be documented for future reference.

Students may be disqualified from participation in sports activities and other extracurricular activities based on behavior.

Students on all teams must be enrolled in and a current student of Saint Benedict Cathedral School. Students must have parents' permission to participate in any sport.

ACADEMIC

- Students are expected to attend all classes. A student absent from classes will not be able to participate in practice or game on the day of the absence. Exceptions to the rule must be approved by the principal.

BEHAVIOR

- A student who serves an in-school suspension or an out-of-school suspension is ineligible to participate in extracurricular activities for fifteen school days. A re-evaluation will then take place.
- Appropriate punishments for misbehavior at games or practices will be issued at the discretion of the coaches and reported to the principal.

Academic Instruction (Grades 5-8)

1. Individual teachers may require special materials for a class. Each student will also need materials as outlined on the Supply Sheet (See Index). School planners are issued for grades 2-8.
2. Honor Roll recognition is listed on the report cards at the end of each quarter for 5th-8th students with the following Grade Point Averages: Honorable Mention 84.50%-88.49%; Honors 88.50%-94.49%; High Honors 94.50%-100%;

Homework Policy

Homework provides for practice of skills and applications of principles based upon work begun in the classroom. Homework should enrich school experiences and promote an interest in life-long learning, as well as stimulate individual initiative, personal responsibility, and the use of good study skills.

Parents are urged to *help* rather than *do* the assigned work. Parental help should include arranging a quiet, comfortable place for the student to work and by seeing that the assignments are completed.

An average amount of homework is assigned by individual teachers, and students are given some study time while at school. However, if your child spends an excessive amount of time on homework, it may be that good use of time at school is not being made. If you have any questions about homework, a call or a conference with the teacher is recommended.

Students should not wait until the last minute to complete a typed assignment. If a student does not have access to a computer or printer outside of school, the student should contact the individual teacher assigning the work with assistance to print the assignment.

If a student has not completed an assignment or fails to turn in an assignment, it will be noted in their planner as MA-Missing Assignment #1, #2 etc. Upon receiving four missed assignments, an Academic Demerit will be given immediately. Due to 5-8 grade students only attending Specials twice a week, two missed assignments will result in an academic demerit. The demerit must be served on Tuesday's or Thursday's from 3:05– 3:35. Student's may turn in late assignments up to the test/project due date for credit. There may be a reduction of points on late assignments up to 10% off.

Academic Reporting Procedures

1. Mid-term reports are sent home or posted on PowerSchool under the student document tab for parents to view at the approximate midpoint of the grading period. These are to alert parents about academics.
2. Report cards are sent home quarterly. Recognition for achievement is given each quarter on the students report card with appropriate awards at the end of the year for 8th grade students.
3. POWERSCHOOL. Parents are encouraged to review academic grades via POWERSCHOOL at any time. Invitations to access the PowerSchool website will be e-mailed to new families at the beginning of the school year. Existing families may call the office to get their login information.

Grading System

Numeric Average Percentage	EQUIVALENT GRADE	HONOR ROLL
94 – 100	A	High Honors: 94.50% - 100%
85 – 93	B	Honors: 88.50% - 94.49%
77 - 84	C	Honorable Mention: 84.50% - 88.49%
70 – 76	D	
0 – 69	F	

Testing Programs

Diocesan / State Testing Program

St. Benedict Cathedral School participates in Indiana state summative assessments, as well as the ACRE Test (Assessment of Catechesis Religious Education). All students in grades 3-8 will take the ILEARN, which is the standardized test used by the Diocese of Evansville and the State of Indiana. In order to be accredited by the State of Indiana, we must comply with the same testing requirements as the public schools. Testing for the Applied Skills Assessment and IREAD (3rd Grade Only) is in the spring. All students in grades K-8th will take assessments throughout the year to measure growth. Our current assessment is the IREADY Assessment.

High School Placement Test

This test is administered to the 8th grade students in the Fall Reitz Memorial High School or St. Ben's. The test results as well as teachers' recommendation may be used for placement purposes in the freshman year of high school for students attending Reitz Memorial High School in the fall.

Individual Testing

Students with suspected learning disabilities or learning problems may become part of the education intervention process, which may result in testing by the Evansville-Vanderburgh School Corporation. The public school system provides limited services for St. Benedict Cathedral School students who qualify with learning disabilities.

School Records

St. Benedict Cathedral School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

Student records will be kept and maintained in compliance with The Family Educational Rights and Privacy Act of 1974 (P.L. 93 380), as amended. Schools, as custodians of their students' official school records, shall allow parents or legal guardians to inspect their child's records upon written request.

Parent/Teacher Conferences

Parents and Teachers can request a conference at any time throughout the school year. It is always great to have our parents and teachers partnering to help benefit our students. Conferences can be scheduled through the teacher by emailing them or contacting the school office at 812-425-4596.

Promotion Policy and Retention Policy

Advancement to the next grade level at Saint Benedict Cathedral School is based on a student's daily performance, test results, recommendations of teachers, and his/her ability to complete work successfully on a more advanced level.

Promotion to the next grade level and acceptance at Saint Benedict Cathedral School depends on the successful completion of all subject areas. The administration may recommend the repetition of a grade level, tutoring, or summer classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade level. Any tutoring or summer classes will be at the parents' expense.

Retaining a student in a grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs is not permitted.

PROGRAMS AVAILABLE TO STUDENTS	
Academic Teams	Study Hall
Art Show / Art Contests	Band
Cantors	Boy / Girl Scouts
Catholic Schools Week	Stock Market Simulations
Drug Awareness Curriculum	Accelerated Reader
Speech Team	Mass Readers
Honor Roll / Blue and White	Walking Club for Grades K-8
Library	Spelling Bee
Youth Group	Serra Essay Contest
Red Ribbon Week	Reality Store
Safety Patrol	Service Projects
Servers	Sports Programs
Archery	Teen Power
Children's Choir	House System

SCHOOL ATHLETIC PROGRAM

Each student will pay a participation fee per sport sponsored through Saint Benedict Cathedral School. This nonrefundable fee will be due at the time of registration for each individual sport. Programs offered through Reitz Memorial High School may have additional fees. It is the policy at St. Benedict if the fee presents a hardship to the family, a scholarship may be requested through the principal. Below is a list of our current Athletic Sports and Programs; however, they are subject to change.

ARCHERY

Archery is offered through Reitz Memorial High School for boys and girls in grades 4-8.

BASKETBALL

Basketball is available for boys and girls in grades 3-8 in the winter (Oct.-Jan.)
Basketball for grades 3-4 may have an additional cost for a team t-shirt (under \$15.00).

CHEERLEADING

Cheerleading is available for girls in grades 5-8 during basketball season.
Cheerleading may have an additional cost for cheer related items.

CROSS COUNTRY

Cross country is offered through a Reitz Memorial Middle School program in the fall for boys and girls in grades 5-8.(Aug-Oct).

FOOTBALL

Football for boys is sponsored by Saint Benedict Cathedral School for grades 1-2 (flag), 3-4 (tackle), and 5-6 (tackle) in the fall (Aug-Oct). A cub football program is conducted through MHS for boys in grades 7-8.

SOCCER

Girls' soccer is available for grades 3-6 in the fall (Aug-Oct).
Boys' soccer is available for grades 5-6 in the spring (March-April).

SOFTBALL

Softball is available for girls in grades 1-8 in the spring (March-June) through Reitz Memorial High School.

TRACK AND FIELD

Track and field is available for boys and girls in grades 5-8 in the spring (March-May).

VOLLEYBALL

Volleyball is available for girls in grades 5-8 in the fall (Aug-Oct).

WRESTLING

Wrestling is available for boys through Saint Ben's for grades K-8. Boys in grades 6-8 wrestle on the Memorial Junior High Team.

LACROSSE

Lacrosse is offered through Reitz Memorial High School for boys in grades 4th-8th.

Other athletic opportunities are offered by several community organizations. Saint Benedict Cathedral School will provide information on those through the school newsletter.

The **GOOD SPORTS** Sportsmanship Program has been adopted for athletes, coaches, and parents in diocesan schools. The program states the expectations for behaviors and attitudes that should be displayed by all vested parties regarding appropriate Christian sportsmanship. The **GOOD SPORTS** program stresses *respect, gratitude, and responsibility* among many other core values through Christian athletic competition.

Band

Junior High Band is available for students in grades 6 – 8. This is a program offered in affiliation with the band program at Reitz Memorial High School. Junior High Band is an alternative to the general music classes.

Boy Scouts

There is a round-up held at the beginning of each school year.

Brownies and Girl Scouts

Information for Brownies and Girl Scouts is sent home at the beginning of each school year.

Safety Patrol

The Safety Patrol program is available for students in grades 6 – 8. Students are selected on the basis of punctuality, dependability, responsibility and interest. Students in 5th grade may be included if needed. Many students involved in the program attend a special summer training camp sponsored by the Evansville Police Department.

Speech Team

Saint Benedict Cathedral School participates in the Junior High Speech League for students in grades 6-8. Four meets and a tournament are held in October and November.

ST. BENEDICT CATHEDRAL DRESS CODE
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2023-2024

The purpose of the school uniform is to promote neatness, discipline, a sense of Catholic school identity, and to provide an atmosphere of learning that reminds us of our equality in the eyes of God. The enforcement of the dress code is the joint responsibility of parents, students, teachers, and administrators. Parents must see that children leave the house properly attired; teachers and administrators must see that students follow the uniform dress code. The handbook cannot make provisions for the continual changing of fads.

The school dress code is designed to promote neatness, modesty, discipline, and to provide an atmosphere conducive to an effective Christian Learning Environment. Students are expected to dress appropriately for each occasion. Parents are expected to ensure their child is dressed according to the dress code, with the exception of special dress days as approved by the administration. The school reserves the right to call or send home any student whose dress is deemed inappropriate for school. The school also reserves the right to determine if an aspect of a student's dress is distracting to the learning environment, thereby inappropriate for school.

Uniform – Girls

The following items **can be purchased from any retailer**:

- Uniform skorts or jumpers, Hunter/Classic Navy plaid, navy or khaki (K-4 only). Navy, white, or black tights are allowed to be worn with skorts and jumpers. Skorts and jumpers may not be shorter than 4 inches above the knee.
- Navy blue or khaki uniform pants and shorts.
- **NOT ACCEPTABLE: skinny ankle pants, cargo pants, denim material, or jean like stitching or patch pockets.**

- Polo Shirt with collar must be solid color and 2 or 3-button placket in white, navy, or light blue.
- Dry Fit shirt with collar must be solid color and 2 or 3-button placket white, navy, or light blue.
- Socks must be visible above the shoe top. They must be white, gray, black, or navy.
- Belts must be worn with pants and shorts. The belt is limited to three colors: black, brown, or navy. Kindergarten students are not required to wear a belt.
- Knit shirts with the school logo are available through the school office or Lands' End.

Uniform– Boys

The following items **may be purchased from any retailer:**

- Navy blue or khaki uniform pants and shorts.
- **NOT ACCEPTABLE: skinny ankle pants, cargo pants, denim material, or jean like stitching or patch pockets.**
- Oxford button-down shirt with collar must be solid color; white, navy, or light blue; long or short-sleeved.
- Polo Shirt with collar must be solid color and 2 or 3-button placket in white, navy, or light blue
- Dry Fit shirt with collar must be solid color and 2 or 3-button placket white, navy, or light blue.
- Socks must be visible above the shoe top. They must be white, gray, black, or navy.
- Belts must be worn with pants and shorts. The belt is limited to three colors: black, brown, or navy. Kindergarten students are not required to wear a belt.
- Knit shirts with the school logo are available through the school office or Lands' End.

PE Uniforms for Grades 6-8

PE uniforms are ordered through Regent Promotions and the form is emailed out in July. No late orders will be accepted.

Grade 6-8 students are required to bring the following to PE class.

- PE shirt and shorts (ordered through school)
- Tennis shoes and solid deodorant only (no spray)
- Jewelry and watches may not be worn during PE class.

Optional for Boys and Girls

- Sweaters must be solid color, either navy blue or white; v-neck, crew neck, or cardigan. Monograms may not exceed two inches in height. Navy blue or white, sweater vests are acceptable.
- Sweatshirts, quarter zip sweatshirts, and knit shirts with the school logo are available through the school office or Lands' End. Sweatshirts, quarter zip sweatshirts, and jackets with the school logo may be worn. Solid navy sweatshirts or solid navy quarter zip sweatshirts may also be worn.
- Turtlenecks: white or navy blue only; may be worn under another shirt, sweater, by themselves (**K-4 only**), or St. Benedict sweatshirt or jacket.
- Sweaters and sweatshirts are not to be worn around the waist or shoulders.

Notes Regarding Dress Code

All parts of the uniform are to be neat, clean, and fit appropriately. Oversized and tight apparel may not be worn.

- Shirts must be tucked in with belt/waistband visible. Pants must be worn at waist level.
- Undershirts must be white in color and undergarments must be solid white in color.

- Small, simple earrings are permissible for girls only; no large loops or dangling types are permitted. Boys may not wear earrings. Body piercing jewelry of any kind other than lower ear lobes is not permitted.
- Shoes may be casual or athletic. All shoes must tie or have Velcro or elastic closure which cover the top of the foot. All shoes must have a closed toe and a closed back. Any shoes or boots worn may not have a heel higher than 1 inch. Pant legs must be worn on the outside of boots.
- All students are to wear gym shoes to P.E. No one will be admitted to the gym without gym shoes.
- Hair should be neatly kept and well-groomed and not in student's eyes. Boys' hair may be no longer than collar length in the back and mid-ear on the sides. Hairstyles and hair color boarding on the extreme (colored hair, mohawks, mullets, etc.) will not be permitted. Headbands with ears or crowns may not be worn.
- Nails should be kept at a short length.
- All uniforms, sweaters, coats, jackets, raincoats, lunch boxes, backpacks, etc., should be labeled with student's name for easy identification.
- Shorts may not be worn from November 1st to March 31st. **Shorts may be no shorter than 4 inches above the knee.**
- **Students must have cold weather attire to exercise outside.**

Spirit Dress Code

Fridays are designated as a "spirit dress" day. Students are to wear uniform bottoms to school but have the option to wear a Saint Ben's shirt/sweatshirt. Shirts must be tucked into school uniform pants. Hoods on sweatshirts cannot be worn up while in the school building.

Alternate Dress/Birthday Celebrations

Students may wear alternate dress on their birthday. If they have a summer birthday, students will schedule their alternate dress day with their homeroom teacher. This is a day where students should wear nice clothes but are not required to be in uniform. It is important that students still dress modestly, neatly, and appropriately for the school atmosphere and our Christian values.

K-8 Alternate dress

- Shirts must have standard short sleeves or longer.
- Jeans may be worn if they do not have holes or rips.
- Athletic pants may be worn. There should be no wording across the seat of the athletic pants.
- Shorts can be worn (before Nov. 1 and after April 1), but they must be no shorter than 4 inches above the knee.
- No yoga, loungewear, pajama pants, leggings, stretchy, or tight pants/shorts.
- The regular uniform policy regarding shoes must be followed. Socks must be worn.
- Hoods on sweatshirts cannot be worn up while in the school building.

The principal or designee will be the final authority in decisions regarding appropriate dress or appearance.

ATTENDANCE

Procedures

1. Students should report to their homerooms by 7:50 A.M. Students who arrive after 7:50 A.M. should report to the office to sign-in and receive a tardy slip. A tardy demerit will be issued after the 5th tardy and again, after the 10th tardy in a quarter and all other subsequent tardies. Additionally, upon receipt of the 15th tardy in a school year, a letter will be sent to the parent regarding the excessive tardies. Upon the 18th tardy, the Associate Superintendent will be notified, and an Attendance Truancy and Violation Notification Hearing will be held in accordance with the Diocesan Policy.
2. If a student is not in attendance, a parent/guardian must call the school office by 8:20 A.M. each day the student is absent. If the office does not receive a call, a parent will be contacted via email by 9AM. This policy is for the protection of the Saint Benedict Cathedral students and is aligned with the state statutes of the state of Indiana. **Students should be fever, diarrhea, and vomit free for 24 hours before returning to school.**
Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.
3. If a student signs in after 9:50 A.M. or signs out on or before 1:00 P.M., the student will be considered absent for one-half day.
4. In the event of an absence due to illness, arrangements must be made with teachers regarding tests and homework. Homework should be picked up in the school office by the parent between **3:00 P.M. – 3:30 P.M.**, unless other arrangements have been made. 5-8th grade assignments will be posted on google classroom each day. Please notify the school office if homework can be sent home with a family friend, neighbor, or other relative before 3:00 PM.
5. The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon the return to school.
6. A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Please avoid writing the absence note on a napkin or a receipt. Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence. Students must make arrangements with their teachers regarding tests, classwork and homework.
7. Students who are absent from school are not permitted to attend school activities that afternoon or evening. Funeral attendance is an exception; other exceptions must be approved by the principal.
8. The parents must sign out students leaving school during the day (appointment, illness, etc.) at the office. If they return during the school day, they must sign back in at the office.

Excused Absences

Excused absences will be defined as absences the school district regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These could include but are not limited to the following:

- Illness or appointment verified by a note from a physician or other qualified professional

- Illness of three or fewer consecutive days reported/verified by communication from a parent/guardian
- Attendance at a family funeral
- Absences related to deployment and return for military connected families

Unexcused Absences

An unexcused absence should be defined as any absence not covered under the Diocesan definition of excused or exempt absence.

Vacation Policy

St. Benedict Cathedral School **STRONGLY** encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to miss school and keep up with studies. Exceptions to this policy must be cleared with the principal and a note is required from the parent or guardian. Your cooperation in this matter will be greatly appreciated. Absences due to vacations and out-of-town sporting events are considered **UNEXCUSED**.

If a student is absent for an extended period of time, the child must expect to have class work to make up within five days upon returning to school. **Please do not expect the teacher to plan a week of work prior to the vacation.** The teacher may be able to give some assignments in advance, but the student who chooses to be gone must realize that there will be work to make up. Missed tests must be made up at a time that meets the discretion of the individual teachers.

Chronic Absenteeism

A student is considered to have **Chronic Absenteeism** when he/she has been absent from school for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of absences, regardless of whether they are excused or unexcused.

- When a student has reached 15 absences, for any reason, the parent/guardian will be notified.
- If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional to verify the illness.
- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

Habitual Truancy

A student is considered a **Habitual Truant** when he/she has been absent from school ten (10) days or more without being excused.

- When a student has reached 8 unexcused absences, the parent/guardian will be notified.
- If the student reaches 10 unexcused absences, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.

- A student who is considered to be a habitual truant may only miss additional days of school if the absence is excused.
- The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

Chronic Tardiness

A student who has **Chronic Tardiness** is defined as being tardy, or late to school, for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of tardies, regardless of whether they are excused or unexcused.

- When a student has reached 15 tardies, the parent/guardian will be notified.
- If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- The principal will report a child who is chronically tardy from school with verification of illness, to the Department of Child Services and/or the Juvenile Court System.

Approved: Memorial Feeder Schools –46/2017

ARRIVAL AND DISMISSAL

Arrival

1. The cafeteria in St. Scholastica Hall opens at 7:15 A.M. **St. Benedict Cathedral School is not responsible for students arriving before that time.** At 7:15 A.M., Kindergarten through 8th grade students will report to the cafeteria.
2. Students may not leave their assigned areas unless they have permission from the supervising teacher.
3. Those students riding bicycles must park and lock their bicycles in the racks provided.
4. Kindergarten through 8th grade students will be released from the cafeteria by a supervising teacher at 7:25 A.M.

Dismissal

1. Keyway (after-school program): Students proceed to the Keyway area when their homeroom teachers dismiss them. A teacher will accompany K-4th grade students to the Keyway area.
2. Demerit Hall: Students should report by 3:05 P.M. to the assigned detention area. Those students not reporting will be issued an additional demerit and must also serve the missed demerit.
3. Students participating in Raven Academy Study Hall should report by 3:00 P.M. to the assigned area. Students may not leave the study hall until 3:30 P.M. or unless called by the office for dismissal.
4. Car Pick-up and Bicycles: Students in grades 3-8 are picked up on Harlan Ave. Students in PS, PK and K-2 are picked up on the East lot in the back of school. Students on bicycles must walk their bikes to Walnut or Lincoln Avenue and follow the directions of the patrol persons at the intersections.
5. Students not picked up by 3:15 P.M. will be directed to report to Keyway.
6. Walkers: Grades 3-8 students should wait by the 3rd grade classrooms until the teacher directs them to leave. Lincoln Ave. walkers should use the south stairs; Walnut Ave. students, the north stairs. Primary students should wait at the top of the stairs until teachers dismiss them.

7. Athletes: Students who practice immediately after school should not enter St. Scholastica Hall until all primary students have left the building. Students should not walk to the ball diamond or football practice field until the dismissal parking lot is clear. All Students with later practice times must go to Keyway if not being picked up before practice.
8. **Students are not to use cell phones during dismissal without the permission of a supervising adult.** Students are not to eat any item or chew gum during dismissal times. Students may not play in or throw snow or ice.

Early Dismissal

Students become the responsibility of the school from the time they enter the building until their departure at the close of the school day. A child may not be dismissed early from school without the parent or guardian's written request. This request should be communicated directly to the teacher, who in turn will inform the office. If possible, this request should be sent the day before the anticipated early dismissal.

GENERAL PROCEDURES

Severe Weather

In the event of a weather emergency or disaster, St. Benedict Cathedral School will follow the Evansville-Vanderburgh School Corporation's policy. The public media will be advised of the immediate school situation. (WIKY - 104.1 FM is a good source for this information). Please follow the public media instructions. If severe weather develops after the children have arrived at school necessitating an early dismissal, such dismissal will be announced via the media. Your children will be dismissed at the announced time and will be on their way home. Parents will be notified of early dismissals through the use of School Messenger.

Fire, disaster, lockdown, earthquake drills are conducted during the school year as required. The teachers and pupils are trained in what must be done in a particular drill or disaster. All persons in the building, pupils and adults alike, are expected to follow the procedures for disaster drills.

Emergency Drills

St. Benedict Cathedral School will follow all state guidelines regarding emergency drills.

Lockers (5-8)

1. The charge for locker rental is \$1.00 per school year and should be given to their homeroom teacher the first day of school.
2. Students should not tell anyone their locker combinations. When a student is absent, a master key will be used to open the locker for the Homework Buddy. Otherwise, students should stay out of schoolmates' lockers.
3. Lockers should be properly closed and locked at all times.
4. Approved times for using lockers are before 1st and 4th periods, before and after lunch, and after last period.
5. Only magnets, not tape, should be used to fasten items inside lockers.
6. **No food or drinks should be kept in lockers. Lunches should be kept in homerooms.**

7. Only necessary money should be brought to school and should be kept inside a locked locker. The school is not responsible for lost or stolen items.
8. The school reserves the right to inspect lockers at any time.

Recess (K-8)

1. Students must have the proper attire for outdoor recess (coats, sweatshirts, hats & gloves) in cold weather. This clothing is allowed to be worn only during outdoor recess. The students will have **outdoor recess when the “feels like” temperature is 30 degrees or above.** Precipitation and other conditions may also be considered.
2. Students are to stay in their assigned areas.
3. Only school-issued play equipment may be used. Any item brought from home must have teacher approval. No hard-center balls or wooden/aluminum bats are permitted on the playground.
4. Staff members on playground duty ensure student safety and rule compliance. Students are expected to comply with their directions and treat them respectfully.
5. Students may not re-enter either building during recess without permission.
6. No textbooks or library books may be taken outside during recess.

Indoor Recess

1. Students must remain in their homerooms or assigned rooms/areas during inside recesses.
2. Students will be permitted to remain inside the building for health reasons when parents request it, either by note or phone call. Students are to remain in the assigned room/area until the recess ends.

Class Transition (6-8)

1. Students should move immediately to their next classes; they may go to their lockers and to the restroom at designated times only.
2. Visiting other classes and congregating in hallways are not allowed during transitions.

Cell Phone/Smart Watch/Personal Electronic Devices Usage Policy

Students will be permitted to bring cell phones and smart watches to school for ease of communication after school hours. Students will be required to put their cell phones, smart watches, and electronic devices in their backpacks when they are located on school grounds or under staff supervision. The homeroom teacher will collect all the cell phones and smart watches/devices and place them in a box for the remainder of the day. Prior to dismissal, all cell phones and smart watches/electronic devices will be distributed to those students. All students must place their cell phones or electronic devices in their backpack until they are picked up from school. Students who have their cell phones or electronic devices out without permission from a faculty member will receive a demerit. Warnings will be issued the first week of school as a reminder to students to keep their devices in their backpacks.

Chromebooks

Chromebooks that are sent home with students must be charged overnight before they return to school. Missing assignments may be issued by classroom teachers if Chromebooks are not charged for class. Students who leave Chromebooks at home will need to contact a parent to bring it to school or sign out an extra device during the morning homeroom period.

Visitors

Upon arrival, all school visitors (volunteers, parents, etc.) must check in at the main office. Visitors should ring the buzzer on entering. After signing in, a visitor sticker will be issued. Forgotten lunches and other items are to be left in the office with the administrative assistant, who will see that the children receive them.

Volunteers

All volunteers must complete a background check and Safe Environment training through the CMG Connect program.

Cafeteria/Lunch Program

St. Benedict Cathedral School participates in the National School Lunch Program and offers a nutritionally balanced lunch daily. The school cafeteria is a vital part of the health program of the school.

General Guidelines

1. Students must purchase lunch or bring lunch from home each day, including days designated as half-days.
2. Parents should put money in lunch accounts weekly on Monday or at the **BEGINNING** of each month (account must be filled by the 5th of the month) to prevent the lunch account from having a negative balance.
3. Any Cafeteria balance past due for 30 days or more revokes the privilege of using these services. These balances will be communicated.
4. By federal law, we cannot sell à la carte items. Seconds will be given only to those who have purchased a meal. Students who bring a lunch may purchase approved smart snacks.
5. Students are expected to use proper behavior while in the cafeteria.
6. Students are to eat at their assigned table and not visit other students during lunch. Food should not be shared. Students should remain seated while eating and leave the cafeteria upon being dismissed by the supervisor.
7. St. Benedict Cathedral School has a closed campus at lunchtime. Students may not go home for lunch. A parent wishing to take his/her own child(ren) to lunch may do so by signing in and out in the office. No other children may accompany the parent.
8. Whenever a parent/visitor comes to share lunch with their child, they may sit at the front tables with only their child(ren) for a special lunch visit.
9. St. Benedict Cathedral School follows the Wellness Policy of the Diocese of Evansville.
Outside food from restaurants may not be brought in for students.
10. Students may bring water bottles to school. **Water only inside all bottles.**

Party Treats

Treats for birthdays are not permitted. This includes soft drinks or any liquids. Nutritional snacks will be permitted only at the Christmas party.

Party Invitations & Gifts

Students bringing party invitations to school instead of using the postal system may distribute them to their classmates provided all students in the class receive an invitation. Gifts for individual students may not be exchanged during school hours.

Delivery Policy

Deliveries for students from commercial vendors (i.e. cookie bouquets, balloons, candy, or flowers) will be kept in the school office until the end of the school day. The student will be called down at the end of the school day to pick up his/her special delivery.

Animal Policy

Animals can pose a health risk to our students and may not be brought to school. A visit might be permitted on a rare occasion when pertinent to a lesson. In such cases, permission of the principal and classroom teacher must be obtained.

HEALTH PROGRAM

Allergy Policy

Parents are asked to provide pertinent information regarding any type of medical condition that affects their child in an acute manner. Training for staff is provided on an annual basis as needed. The staff will cooperate with parents to provide a safe environment for the student.

Asthma

Immediate access to reliever inhalers is vital. Students are encouraged to carry their inhaler as soon as the parent, doctor or nurse, and class teacher agree that they are mature enough. When necessary, inhalers will be kept in the school office. All inhalers must be labeled with the student's name by the parent.

Food

In order to minimize the incidence of life-threatening allergic reactions, St. Benedict Cathedral School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy. Students are encouraged to carry their Epi-Pen as soon as the parent, doctor or nurse, and class teacher agree that they are mature enough. The classroom teacher will be responsible for the Epi-Pen when necessary. Training is provided annually.

Communicable Disease

Communicable diseases are a common cause of health problems during the school year. Parents, as well as school personnel, must work together for effective control of communicable diseases. **Fever is defined as having a temperature of 99 degrees F or higher. Since a fever is an indicator for infection, it is required that the child be excluded from school until fever free *without***

MEDICATION for 24 hours. A child should also be kept at home if he has a cold, rash, or other symptoms of communicable disease.

Illness

If your child becomes ill at school, you will be notified according to the information on your Emergency Card. It is very important that this card be kept up-to-date. Therefore, should you have a change of address and/or phone number during the school year, please notify the office immediately of this change. **Your child is to be fever free for 24 hours before returning to school.**

Immunizations

Prior to entering school, every student shall be immunized in accordance with Indiana State Department of Health regulations. Records certifying to such immunizations should be obtained and maintained as part of the student's health record located in the school information system. Immunization information will be released by St. Benedict Cathedral School to the Indiana State Department of Health's Children and Hoosier Immunization Registry Program (CHIRP) with signed consent from the parent or guardian which will be provided upon registration in school.

Head Lice

Students may be subject to inspection for head lice when warranted. Parents may be notified should a case be diagnosed in their child's homeroom. Other precautionary measures may include head checks of the students in the homerooms of siblings of the student diagnosed, bagging of pillows and stuffed animals in the classroom, wiping down the headsets in the computer lab, and notification of a locker partner. Before admittance to school after treatment, the student must be checked at the office.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the school office in the container received from the pharmacy. School personnel are authorized to administer medication only if the following conditions are met:

1. The parent or guardian of the student must deliver the medication (prescription and non-prescription) to the office in person. The prescribed medication must be in the original container bearing the original pharmacy label, which includes the directions from the physician, the name of the medication, date, and the student's name. Non-prescription medication must be in the original container with date, student's name, and written instructions from the student's parent or guardian. (Schools may not dispense any non-prescription medication other than what a parent or guardian provides for the student.)
2. The parent or guardian must sign the Authorization for Administration of Medication by School Personnel sheet if any medication (prescription or non-prescription) is to be dispensed. Medication (i.e. antibiotics, cough medicine, cough drops, eye drops, or any other medication) to be taken as needed requires written instructions from the parent or guardian.
3. The parent is encouraged to send limited amounts of medication to school and to schedule times of administration in order that a minimum number of doses are given during the school day. School personnel will dispose of any medication left in the office after school closes in May.
4. The school employees designated by the school administration must administer the medication.
Students may carry prescription inhaler
5. The medications are kept in the office in a secure location.

Permanent Health Records

These records are kept at school for each student. This includes disease and immunization records, as well as a record of physical exams, screenings, allergies, accidents, and any other health problems the school should be aware of in order to anticipate and care for the students' needs. Parents are urged to help keep these records up-to-date by informing the school of immunizations received and of any health problem that may arise.

Physical Examination

A physical examination is required for students entering kindergarten (or first grade), sixth grade, and all new students. A report of the examination should be sent to the school. If the examination was given within a year of the above, a report of such will be accepted.

Notification of Availability of Asbestos Management Plan

The Asbestos Hazard Emergency Response Act (AHERA) of 1987, required the compilation of all asbestos containing building materials (ACBM), within public and private schools (K-12 grades). This compilation was designed to identify, not only if asbestos was present, but its location, amount, and condition. The compiled data, assessments, and recommendations along with other pertinent information was to be assembled into an Asbestos Management Plan for each building.

AHERA also requires that asbestos materials identified in the Management Plan be checked every six months by trained school maintenance personnel and that these materials be re- inspected by accredited asbestos inspectors every three years to ensure that the materials are maintained in a safe condition. The six-month surveillance and the three-year re-inspection must continue for as long as asbestos remains in the building.

The Evansville Catholic Diocese has complied with the AHERA by developing Asbestos Management Plans for each of the Diocesan Schools, including St. Benedict Cathedral School. The asbestos materials have been routinely monitored and the second triennial re-inspection has been completed.

The Asbestos Management Plan for St. Benedict Cathedral School is available for your review. The Plan is located in the front office. The Management Plans for all of the Catholic Diocese of Evansville Schools are available for your viewing in the Administration Office at 4200 N. Kentucky, Evansville, Indiana. The Management Plan may be copied at a nominal fee of 5 cents per page, during regular school hours by notifying the school in advance to prevent scheduling difficulties.

DISCIPLINE CODE

Positive Reinforcements

When we assertively recognize appropriate behavior, we will provide the students a positive consequence for their actions. The students will learn that the consequences for their appropriate behavior are responses that meet their needs.

In order for our positive responses to be meaningful, they need to be

1. responses with which the staff is comfortable;
2. something the student enjoys;
3. provided as soon as possible after the student behaves appropriately;

4. provided as often as possible;
5. planned in advance.

These positive reinforcements may be verbal, non-verbal, or tangible rewards. Through combining positive consequences for appropriate behavior and negative consequences for problem behavior, we can clearly establish the parameters of behavior we want and do not want. We will be in the position to motivate the students to make the choice to eliminate problem behavior thereby increasing appropriate behavior.

Notices

A student may be issued a notice (written warning) for the violation of certain school rules. These notices are signed by the student and may be sent home for signature if requested by the parent, guardian, or teacher. When a parent requests that conduct notices be sent home in grades 5-8, it is the responsibility of the student to ask the teacher for a copy of the notice. Notices do not carry any additional consequence until a fourth conduct notice is written in the same quarter. A demerit will be written after the fourth notice and after every additional four notices for the remainder of the quarter. After the end of the quarter, all notices and demerits reset to zero.

NOTICES are given for the following reasons:

1. Failure to return a demerit to homeroom teacher by 8:00 A.M.
2. Failure to return communication requiring a signature of parent or guardian
3. Violation of the dress code 4 times in a quarter
4. Failure to return athletic equipment or uniforms by the deadline
5. Reporting late to class
6. Eating outside the cafeteria
7. Presence anywhere at an unauthorized time
8. Reporting late for detention
9. Violation of an established school or classroom rule
10. Disruptive/disrespectful behavior

Missing Assignments

If a student has not completed an assignment or fails to turn in an assignment, it will be noted in their planner as MA-Missing Assignment #1, #2 etc. Upon receiving four missed assignments per class, a Demerit will be given immediately. Due to 6th-8th grade students only attending Specials twice a week, two missed assignments will result in an academic demerit. The demerit must be served on Tuesday's or Thursday's from 3:05– 3:35.

Demerits

Parents or guardians will be notified in writing each time their child receives a demerit. The name of the person who gave the demerit and the reason will be included in this notification. Each demerit requires the student to spend time in a special supervised area after school from 3:05 P.M. - 3:35 P.M. Demerits must be signed by the parent or guardian and returned to the homeroom teacher by 8:00 A.M. on the next school day. Plans for the student's transportation home should be indicated on the demerit by the parent or guardian.

Tardy Demerits

A tardy demerit will be issued after the 5th and 10th tardy in a quarter and for each subsequent tardy. After the 10th unexcused tardy in a quarter and for each subsequent tardy will be handled in

accordance with Diocesan policy. Tardy demerits will be served in the regular demerit hall. These demerits **will** count toward probation and will remove a student from Blue and White rating.

DEMERITS are given for the following reasons:

1. Forging a signature of parent or guardian
2. Cheating, Stealing, Lying
3. Disrespect of authority
4. Verbal or physical abuse; unbecoming or ill-mannered behavior
5. Disruptive behavior
6. Damaging school property
7. Attempting to get into or getting into another's possessions
8. Chewing gum
9. Use of classroom equipment (phone, TV, computer, etc.) without permission
10. Cell phone out of backpack without permission
11. 4th , 8th, 12th notice in a quarter
12. 4th, 8th, 12th missing assignment per class in a quarter
13. 5th, 10th... Tardy in a quarter
14. Failure to report for a scheduled demerit hall
15. Violation of Code of Christian Conduct

Suspension/Expulsion

Notwithstanding more specific school rules, the following are examples of student conduct which is unacceptable wherever it appears. Such behavior may constitute grounds for expulsion of a student from schools:

1. Using violence, force, noise, coercion, threats, intimidation, or other comparable conduct and thereby interfering with school purposes
2. Damaging or stealing school property
3. Damaging or stealing the property of another
4. Threatening or intimidating any student
5. Doing harm to a fellow student
6. Threatening or doing physical harm to a school employee
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind
8. Knowingly possessing, handling, or transmitting any object that might be considered a weapon
9. Engaging in any unlawful activity that interferes with the school process
10. Insubordinate conduct
11. Violation of school attendance policies

12. Sexual harassment

THE ABOVE MENTIONED APPLIES TO CONDUCT BOTH IN (DURING) AND OUT OF SCHOOL.

Drugs and Alcohol

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

Serving Demerits

1. Demerits will be served in designated rooms (K-5, 6-8) from 3:05 P.M. - 3:35 P.M., on Tuesdays and Thursdays. Demerits issued on Thursday and Friday will be served on the following Tuesday. Other demerits are served on the day following their issue. There will be no scheduled detention period on days preceding a non-school day or on days with early dismissal.
2. On the morning following its issue, a signed demerit must be returned before 8:00 A.M. to the homeroom teacher.
3. Students who report to a demerit period late (within 5 minutes) will receive a conduct notice. Students who report after 3:10 P.M. or who fail to report at all will receive another demerit.
4. Only the principal or the principal designee may grant a student permission to delay serving the demerit.
5. A teacher will supervise each demerit hall.
6. No food or drinks may be taken to a demerit hall.
7. **If a student talks or disrupts the demerit hall in any manner, another demerit will be issued.**

Probation

Students are eligible to enjoy the privilege of participation on Athletic Teams and school-sponsored activities or clubs when their behavior merits participation. School-sponsored activities include athletics (St. Ben's and Memorial Sponsored Teams), cheerleading, speech team, academic teams, clubs, and special events sponsored by the school during the course of the year (Children's Social, pep rallies, etc.) Educational assemblies may be attended at the discretion of the principal.

St. Benedict Cathedral has both an academic probation, and a behavioral probation. Please follow the guidelines below for each.

Academic Probation:

Any student that receives a grade below 70% on a quarterly report card will be placed on academic probation. This is a 15 school day period with a given review date. At the end of this 15 school day probation period, student progress is reviewed by administration. Students will be given written documentation of the subject and grade that is failing and this will need to be signed by the student's guardian and returned to school the following day.

During this **first 15 day academic probation**, students can still participate in the practice or attend meetings of activities, athletics, or clubs, but they may not compete. The student will also be required to attend one or both of the following.

Monday-Thursday Raven Academy from 3:00 - 3:30

AND/OR

Monday-Thursday Lunch and Recess Study Hall

On the review date, if the student no longer has a grade below 70%, they will be removed from academic probation. However; if the student is still receiving a failing grade, they will be placed on **Academic Probation 2**. This requires the same option of Raven Academy and/or Lunch and Recess Study Hall, but the student will no longer be allowed to participate or practice in St. Benedict or Memorial sponsored activities, clubs, or sports. A new 15 school day probation review date will be given and administration will assess on the review day. If at this time, the student is receiving no failing grades, they will be removed from Academic Probation 2.

If after the second Academic Probation the student is still receiving a grade below 70%, they will be moved to **Academic Probation 3**. As before, students still must attend one or both Raven Academy or Lunch and Recess Study Hall, but at this time, they are removed from the club, activity, or sport and may not return for the remainder of the season. After Academic Probation 3, a parent conference will be necessary and the following steps will be at the administration's discretion.

Behavioral Probation:

Students receiving five demerits within one quarter will lose the privilege of participating in school-sponsored (St. Ben's or Memorial sponsored) activities or clubs. Upon the reception of a fifth demerit within the quarter the parents will receive written notification of the probation. This must be signed and returned by the students' guardian the following day. The student will be put on probation for a period of fifteen school days. At the end of the probation period, student progress is reviewed by administration.

During this first 15 day probation, **Behavioral Probation 1**, students can still participate in the practice or meetings of activities, athletics, or clubs, but they may not compete. On the 15th school day, the administration will review the progress. If a student has not received a notice or demerit during this 15 school day period, the student's probation will end. However; if the student receives a notice or demerit, they would remain on a second 15 school day probation. At this time the student may not attend practices or meetings for clubs, athletics, or activities and would be placed on **Behavioral Probation 2** with a new 15 school day review date.

If the student receives a notice or demerit during **Behavioral Probation 2**, they will then be placed on **Behavioral Probation 3**. At this time, students are removed from any St. Benedict or Memorial activities, clubs, and sports for the remainder of the season. A new review date will be given at this time. If during the 15 school day period of Behavioral Probation 3 the student receives a notice or demerit, a parent conference will be required and the following steps will be at the administration's discretion.

*****Please note: If a student receives either an In-School Suspension or Out-of-School Suspension, they will automatically be placed on Behavioral Probation with all guidelines required.**

SEARCH POLICIES

Search

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

Student Searches

The principal and teachers may search students and their personal belongings if they have a reasonable suspicion, based upon the totality of the circumstances, for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules.

Locker Searches

School desks and lockers are the property of the school. A student who uses a school desk or locker may not expect privacy in that locker or the locker's contents. The school reserves the right to inspect lockers at any time. The principal may also authorize any other school official or law enforcement officer to search any student locker at any time.

Surveillance Cameras

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

Only authorized personnel, as determined by the one responsible for the property will be involved in, or have access to, surveillance camera images and data.

SECURITY

St. Benedict Cathedral School is equipped with a monitored entrance security system. All parents and visitors must enter the Harlan Avenue entrance by ringing the doorbell. The office personnel will release the door lock upon recognition of the party seeking admission.

All parents and visitors must register in the office upon arrival at school and prior to departure. All parents and visitors will wear badges to alert school personnel of their presence in the building.

SCHOOL FIELD TRIP GUIDELINES

1. The field trip promotes and is consistent with the educational philosophy and goals of St. Benedict Cathedral School, the Diocese of Evansville, and the Indiana Department of Education.
2. The field trip is a part of the goals and objectives of an approved curriculum course.
3. The field trip represents a unique educational activity and definite learning experience. The students prepare for the observations they will make on the trip. They are given a follow-up assignment, which will help them assimilate the knowledge they have gained from the field trip.
4. The field trip is approved in writing by the principal.
5. **No siblings are permitted on the field trips. This is a safety and liability issue.**
6. **Chaperones are expected to supervise students. Cell phones are to be used for emergencies only. They are not to be used as cameras nor are they to be used for conversation. Teachers will take pictures for posting on media outlets.**

7. No student will be permitted to attend a field trip without a signed “Parent Request for Child’s Participation in Extracurricular Activity” form.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted.
9. The student pays for field trip costs.

Note: It is to be understood and acknowledged by the parents and guardians that neither the school, principal, teachers, nor the Catholic Diocese of Evansville, will be the insurer of a student’s health and safety while the student is at school or engaged in a school-supervised activity, including sports. It is the parent’s or guardian’s obligation to provide such insurance as they deem necessary to protect themselves and their students against the costs or other adverse effects of sickness or injury.

School Closure

If it is necessary to close the school, an announcement will be made via a message sent to the contacts of the student via SchoolMessenger. St. Benedict Cathedral School will follow the decision of their local school public school corporation regarding school closures/delays due to weather.

Social Media

Engagement in online social media such as, but not limited to Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. may result in disciplinary actions if the content of the student or parent’s blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent’s social media page may result in the children of the parent being separated from school.

No parent should open a Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. account under the name of the school or a particular grade or school organization. The only official St. Benedict Cathedral School Facebook®, Twitter®, or Instagram® page are the ones created and monitored by the school/parish. A parent who chooses to create such an account may result in the children of the parent being separate from school.

AFTER SCHOOL CARE PROGRAMS

KEYWAY AFTER-SCHOOL CARE FOR PS, PK & KINDERGARTEN

PURPOSE: The Keyway After-School Care has been developed to provide a facility at school for children in Pre-School, Pre-Kindergarten, and Kindergarten to have a safe, secure, and caring environment until their parents are available after work

SERVICE TIME: From 2:45 p.m. to 5:45 p.m. - (No morning hours)

- Program will not operate if school is closed early due to schedule or emergency reasons.
- **For children not picked up by 5:45 p.m., there is an additional \$25.00 late fee charged.** Chronic late pick-ups may result in removal from the program.

FACILITY:**St. Meinrad Room B205**

- Telephone available; 425-4596 ext. 105
- Questions regarding billing, call Bart Burke 812-425-4596
- Playground (weather permitting)
- PS/PK Activity Room

ENROLLMENT: Only PS, PK, & Kindergarten Students; NO SIBLINGS

- Students may attend on a weekly, daily or as needed basis. A fee will be assessed for the days the student attends. Appropriate behavior is expected at Keyway. A pattern of inappropriate behavior at Keyway may result in suspension/expulsion from the Keyway program.

FEES:**\$8.00 per day. Payment is due upon emailed receipt of the statement.**

- Program coordinator will establish attendance calendar each month.
- A positive balance must be kept in the family's account. Payments may be made by monthly EFT, check, or online via Sycamore Education.
- KEYWAY balances will be communicated via email.
- **If a child is picked up early (before 3:30 pm) a \$1.50 fee will be assessed for snack in lieu of the normal daily fee.**
- If student is picked up after **5:45 pm**, there will be a **\$25.00 late fee**.

PAYMENT: IF BALANCES FOR KEYWAY SERVICES EXCEED \$50, THE PRIVILEGE OF USING KEYWAY WILL BE REVOKED IMMEDIATELY UNTIL THE BALANCE IS PAID IN FULL.

PROGRAM:**Children will have an after-school snack each day**

- Staff will permit children to use playground facilities as weather permits, under supervision.
- PS/PK Activity Room will be used under supervision.
- **No High School Students May Stay In Keyway With Siblings**

KEYWAY FOR 1ST-8TH GRADE

PURPOSE: The Keyway After-School Care has been developed to provide a facility at school for children in 1st-8th Grades to have a safe, secure, and caring environment until their parents are available after work.

SERVICE TIME: From 3:00 p.m. to 5:45 p.m. - (No morning hours)

- Program will not operate if school is closed early due to schedule or emergency reasons.
- **For children not picked up by 5:45 p.m., there is an additional \$25.00 late fee charged.** Chronic late pick-ups may result in elimination from the program.

FACILITY:**St. Meinrad Room 203**

- Telephone available; 425-4596 ext. 105
- Questions regarding billing, call Bart Burke 812-425-4596
- Playground (weather permitting)
- Gym (when available)

ENROLLMENT: Only 1st-8th Grade Students, NO SIBLINGS

- Students may attend on a weekly, daily or as needed basis. A fee will be assessed for the days the student attends. Appropriate behavior is expected at Keyway. A pattern of inappropriate behavior at Keyway may result in suspension/expulsion from the Keyway program.

FEES: \$7.00 per day. Payment will be due upon emailed receipt of statement.

Youngest child, full rate, additional children, \$6.00/day per child.

- Program coordinator will establish attendance calendar each month.
- A positive balance must be kept in the family's account. Payments may be made by monthly EFT, check, or online via Sycamore Education.
- KEYWAY balances will be communicated via email.
- **If child is picked up early (before 3:30 pm) a \$1.50 fee will be assessed for snack in lieu of the normal daily fee.**
- If student is picked up after 5:45 pm, there will be a \$25.00 late fee.

PAYMENT: IF BALANCES FOR KEYWAY SERVICES EXCEED \$50, THE PRIVILEGE OF USING KEYWAY WILL BE REVOKED IMMEDIATELY UNTIL THE BALANCE IS PAID IN FULL.

Extended Learning:

General Statement– Public Health and Safety

The COVID-19 pandemic has led Catholic schools to plan for continuing operations in cases of public health and safety emergencies and disastrous events. The schools will, where possible, follow State and local public health directives related to public health and safety emergencies, including severe weather events. As in the case of the COVID-19 pandemic, schools may be closed as a social distancing practice recommended by government officials to interrupt the spread of a contagious disease. In the event of an outbreak or any circumstances determined to be a threat to the health or safety of students, students may be excluded from attending school and school-related activities (in some cases for an extended length of time). Or, a school building may be closed as a part of school, Diocesan or community response to a public health, safety or severe weather event. The school will then transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

Academic Integrity and Grading during Extended Learning

Students will continue their respective academic exercises remotely, should that become necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must initiate communications about those challenges to the classroom teachers and school principals in a timely manner. The school grading policies and practices remain intact and continue during any extended learning period.

Tuition

In case of an extended learning period related to any public health and safety, or severe weather, event, the school will provide continuous education services remotely for students. Tuition agreements, policies and practices, will remain in effect and binding.

Attendance

In the event of an extended learning period arising out of any public health and safety, or severe weather, event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended learning periods, current attendance policies will remain in effect and enforceable.

In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.

Right to Amend

Saint Benedict Cathedral School reserves the right to amend this Handbook. Any issue not covered in this Parent/Student Handbook will be addressed on an individual basis. Notice of amendments will be sent to parents through e-mail communication. This handbook contains information needed by both students and parents during the school year. The information reflects the requirements, policies, and procedures that are in effect as of the printing date. The school reserves the right to institute changes that alter any of the information. If during the school year, a situation arises that is not addressed in the handbook, the principal is empowered to implement a procedure that supports the common good of the school community. The principal is also empowered to grant exceptions to any of the requirements, procedures, or policies set forth in this handbook. If the school makes changes or additions to any of the requirements, procedures, or policies set forth in this handbook, the changes or additions will be distributed in email to parents and will be effective immediately.

Required Parent Signature Page

I have read the 2023/2024 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name_____

Parent (Legal Guardian) signature

Date

Parent (Legal Guardian) signature

Date

Student signature

Date

Grade_____

Student signature

Date

Grade_____

Student signature

Date

Grade_____

Student signature

Date

Grade_____

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