



Student Handbook

This is a living document and may be revised at any time to reflect necessary updates as needed. Such changes or amendments will be communicated to parents.

SAINT SUSANNA SCHOOL ASPIRATIONS

Saint Susanna School works cooperatively with the family, the Church, and the community to provide all students with a foundation that will provide the cornerstone for their lives as they enter adulthood. This foundation involves three aspects:

FAITH: A spiritual foundation which seeks to reach a goal that finds that each student:

- is knowledgeable of the rites, traditions, and history of the Catholic Faith.
- understands his or her responsibility to service in the faith community.
- continues to seek a relationship with her or his God through prayer.
- chooses freely to answer the call to discipleship in the world.

VALUES: A civil foundation which seeks to reach a goal that finds that each student:

- accepts responsibility for developing a community, a city, and a world in which all people are treated with fairness and compassion.
- exercise his or her rights as a citizen of this country.

EXCELLENCE: An academic foundation which seeks to reach a goal that finds that each student:

- realizes that learning and personal development is an ongoing process.
- recognizes his or her own giftedness and talents.

The Catholic Identity of Saint Susanna School ensures the faith formation of its students. Saint Susanna School strives to instill in students a belief in themselves. Faculty and staff believe that all students are in school to learn. This belief causes teachers to challenge students according to their abilities. Students responding favorably to these challenges discover their abilities, strive to increase their performance, and seek even greater challenges.

ACADEMIC TESTING

All students will take standardized tests as required by the Indiana State Department of Education. Students in grades three through eight will participate in ISTEP+ (Indiana Statewide Testing for Educational Progress) and students in third grade will also take the IREAD-3 exam (Indiana Reading Evaluation and Determination). Students in grades kindergarten through eight will take a benchmark test designed to check progress in reading and math.

ACCREDITATION

Saint Susanna School is fully accredited with exemplary status and certified by the Indiana State Department of Education and by the North Central Association and AdvancEd. An ongoing plan is a facet of this process, and the school continues to participate in the development and implementation of this plan.

ADMISSION POLICY

In order to ensure an orderly and equitable admission for children to Saint Susanna Catholic School, this policy and procedures are adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the School Commission and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of Saint Susanna School.

The primary goal of Saint Susanna School is to provide a Catholic Education to all students in accordance with the mission statement of the School, archdiocesan policies, curriculum and guidelines. All students participate in religion classes, liturgies, and service projects to meet the expectations of Saint Susanna School and to demonstrate commitment to the daily challenge of living in the light of Christ.

A. Primary Goal – Catholic Education

Saint Susanna School respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school Saint Susanna School cannot relinquish our freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Therefore, all students are expected to participate in religious instruction and Catholic formation including liturgies except those that are intended only for Catholics (e.g., reception of the sacraments).

B. Accommodation of Students with Special Needs

Saint Susanna School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The School has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

C. Parishioner Status

The tiered tuition schedule at Saint Susanna School is designed to recognize families who actively participate in their Catholic parish through mass attendance, offering of time and talents, and financial support. Saint Susanna parish makes a substantial financial investment in the education of every child through significant subsidy to every student's education, regardless of affiliation to Saint Susanna parish. In return, families are asked to be active and support their Catholic parish and faith community. Families providing verification of meeting these criteria (ie-letter from your parish stating you are active parishioners) will be deemed "participating families" for purposes of determining the rate of tuition. All other families will be considered "non-participating".

D. Financial Aid and Responsibility

It is a goal of the School and Parish to provide financial support to economically disadvantaged parish families to the fullest extent possible. However, all School families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by the School. Non-participating families of Saint Susanna Catholic Church will be expected to assume an increased tuition rate. The increased tuition rate reflects the non-participating families portion of the investment (subsidy) received by Saint Susanna School from the contributions of participating parishioner families.

E. Agree to Abide by the School Rules

Upon admission all parents and students agree to abide by the policies and rules of Saint Susanna School as specified in the School Handbook.

F. Non-Discrimination

The School Commission, Administration and Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students.

This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Upon admission all parents and students agree in writing to abide by the policies and rules of the school as specified in the school handbook. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

ADMISSION SELECTION PROCEDURES

A. Beginning with the spring registration date each year students registering for preschool who are at age 3 or 4; or for kindergarten, who are age 5, by August 1 of the school year for which they are registering will be eligible for consideration for admission. For grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms as set by the School Commission according to the following categories in order of preference:

1. Current students of the School and their siblings.
2. Catholic children of participating parishioners.
3. Non-parishioner Catholic children
4. Non-Catholic children.

(A Lottery could be required if there are not enough seats for all applicants.)

Within the categories above, priority will be given according to the date of the School admission application.

B. Wait List

In the event that any grade level has reached capacity, students who meet the eligibility standards of Saint Susanna School will automatically be placed on a wait list. If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedures above. The wait list will exist from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

C. Transfer Students

Students in good standing from another school will be considered for transfer admission after the following has been accomplished:

1. Enrollment/Admission forms are completed.
2. A conference with the principal, parents and student has been held to discuss the goals, religious mission and expectations of the School.
3. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in the School.
4. Previous educational records have been supplied to the School including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individual Catholic Education Plan (ICEP).
5. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted.
6. Updated immunization records have been received.
7. Applicants for admission to grades 6, 7 and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the School.
8. **NOTE:** Saint Susanna School supports the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school will not be considered for enrollment at Saint Susanna

School. New incoming students who have been suspended by another school will be admitted on a case by case basis and then only at the sole discretion of the principal and pastor.

ATTENDANCE

All students are expected to attend school regularly as required by law. By choosing to send your child to St. Susanna School, you are agreeing to our schedule and to have your child adhere to that. In order for students to fully benefit from the educational opportunities at Saint Susanna School, it is important that they be in attendance on all prescribed school days. An emphasis on attendance will benefit students as they will have the maximum opportunity for achievement in school, and they will gain valuable life skills to be used beyond their school experience. In the event that your child will be absent from school for the day or for a few hours please follow the guidelines below.

Excused Absences:

1. It is the Parent/guardian's responsibility to call or e-mail the school office at 839-3713 by 9:00 a.m. to report an absence. If the school does not receive a call by that time, a staff member will call parents to check on the whereabouts of the child.
2. If you wish to pick up homework for your absent child please notify the receptionist when you call to report your child's absence. The teachers will do their best to provide as much homework as possible; however, please keep in mind that some assignments may have to wait until your child returns.
3. It is important for a student to make-up assignments from an absence in a timely manner in order to keep up with their classmates and not fall behind. Therefore, students will have the number of days absent to make up their missing work. For example: if a student was absent for one day then missing work should be made up within one day of their return. Any work not made up from an absence is subject to the teachers' late assignment policies and could result in a zero if not made up appropriately.
4. Generally, students receive an excused absence for the following reasons: illness, appointments (medical, dental), funerals, weddings, service as a page of honoree of the Indiana General Assembly, high school shadowing days (for 8th grade students).
5. If your child has an extended illness (more than 3 consecutive days) parents should provide the principal with a doctor's note.
6. If the number of absences becomes **excessive (more than 10 absences)** the principal may contact the parent to determine an appropriate course of action.
7. It is strongly requested that dental and doctor appointments be made outside of school hours. However, if you need to take your child out of school you must sign your child out when taking your child out of the building and sign him/her back in when you return. Also, please have your child provide the teacher with a written note giving the reason and the time of the appointment.

Unexcused Absences:

1. Students will receive an unexcused absence for days/periods missed because of: personal business, vacations, staying home, or suspension from school.
2. Class work/homework is not required to be given in advance.
 - a. Credit for daily work will be affected for unexcused absences.
 - b. If tests are administered during the absence, the student may be given a make-up test when he or she returns. This may be different than the tests the other students take.

Please note, students with excessive absences (20 or more), **excused or unexcused, will be seriously considered for retention and/or may be referred for counselling.

Tardiness

We have an obligation to our students to set a good example as well as hold them accountable for being on time to school. Parents play a major role in ensuring that their children arrive at school on time. Please note the following:

1. The school day begins promptly at 8:20 a.m. **The warning bell rings at 8:15am, and students should be in their classroom prior to the bell to prepare for the day.** Students arriving after the bell must check into the office for a tardy slip. Teachers will enter daily attendance. Receptionist will update attendance throughout the day using sign-in/sign-out sheet.
2. Students arriving at school before 10:20 AM are considered tardy. After 10:20 AM, a student is considered ½ day absent. Any student leaving school before 1:15 PM will be considered ½ day absent, as well.
3. More than 5 tardies per quarter is considered excessive. At 5 tardies in one quarter, parents may receive a call or email from their child's teacher. If the problem continues, a parent/principal conference will be set up to determine an appropriate course of action.

BOOKS/EQUIPMENT/SCHOOL PROPERTY

Students are provided a variety of school materials during the year and are responsible for taking care of those items. Students are responsible for the replacement costs of lost or damaged books and materials, and new books or materials will not be issued until financial responsibility is met. Students should inspect books and materials issued to them for any damage and report this to the issuing teacher or school personnel. Items covered by this policy include, but are not limited to, the following:

- Textbooks
- Laptops, iPads, or other devices
- Library books
- Science, art, or P .E. equipment
- Desks
- Computer hardware, software and related items
- Disrespect to school building and/or property

Under no circumstances shall equipment, books, furniture, or computer materials be removed from the assigned area without permission from the school administrator.

ASBESTOS

Saint Susanna School does contain some asbestos. It is considered safe and is inspected on a regular basis. All maintenance personnel are trained to work safely around asbestos. The asbestos abatement plan is on file in the front office and may be reviewed upon request. This notice is required by law.

BUILDING SECURITY

Saint Susanna School is a secured, locked facility. All those entering the school building may gain entry after registering with the receptionist and obtaining a visitor pass. The receptionist will announce your arrival to the appropriate party. Your assistance is invaluable in this effort to keep our students safe.

After school hours any children not registered in daycare must be accompanied by an adult including to and from private lessons and tutoring. All children entering the school building on Saturday and Sunday must be accompanied by an adult. All clubs and organizations are expected to leave the room in the same condition as found. Siblings are to remain in the room with the club/organization not running around freely and unsupervised. Club and organizations may meet in Zore Hall or the designated rooms only. Clubs/Organizations please schedule the room with the school receptionist or schedule with the church if the event is after 6:00 p.m. or will occur on the weekends.

CAFETERIA / SCHOOL WELLNESS PROGRAM

Saint Susanna School offers a school lunch program. This is made possible in part by parent volunteers who assist with the serving and other tasks. Volunteers are needed constantly to assist in serving and clean-up. Please contact the school if you are able to help.

Students may purchase a school lunch or they may bring a lunch from home.

- Milk is included with a hot lunch and is also available for purchase by students who bring a lunch from home.
- Menus are sent home monthly via e-mail and are posted on the school website.
- If a student forgets his or her sack lunch, the school lunch will be made available, and the family will be billed for the cost of the meal.
- All students and classrooms must follow the School Wellness Program. Please refer to Wellness Policy located at: <http://healthierus.gov/dietaryguideines>.
- **Students may bring only non-carbonated beverages with lunch. Sodas are not allowed.**
- Payments for lunch are requested in a timely manner. **All payments must be pre-paid into the student's account via cash or check (in envelope clearly marked with name and "Lunch Payment") or their online account through mySchoolBucks.com. To set up an account for your student through mySchoolBucks, contact the Cafeteria Manager to receive the individual school student ID needed when you register online.**
- An excessive balance will result in the request for nonparticipation in the hot lunch program until the balance has been paid.
- **All food and drinks are to stay in the cafeteria unless students have been given specific permission to do otherwise.**
- Students are expected to leave their area clean when leaving the cafeteria and to behave in an orderly manner while eating their lunch.
- Students who are unable to behave in an orderly manner may be referred to the administration for disciplinary action.
- Consequences for unacceptable lunchroom behavior may range from temporary or extended loss of cafeteria/recess privileges to detention.

CARPOOL

Students will be dismissed by teachers from the west school doors at the dismissal time of 3:20. Carpool drivers are asked to park in the North end of the parking lot, as directed by school staff. Clearly display your family name on the annual parking tag (additional tags available at receptionist window) in your car's windshield to assist staff with recognizing your vehicle. Do not park your car and walk into the building to pick up your child. You may walk to the front of your line or remain in your car with the engine off. Do not drive away until the signal is given. ***If there are students present on the lot, cars should not move.*** Please know that this process has been designed to provide optimum safety for the students entrusted to our care, and they are the most important element in this process. We ask that you refrain from talking on your cell phone or texting while in carpool. Your cooperation is appreciated!

On the **rare** occasions when it is not possible for participation in carpool, plans should be made to sign the involved child(ren) out by 3:00 p.m. so that there will be no congestion caused by foot traffic in the parking lot.

Please send an email to your child's teacher if carpool arrangements have changed. Notify the teacher if someone other than those listed on your Emergency Contact information card is picking up your child. Please notify that person that they may be asked to present ID if they do not have a family carpool tag.

After the students are dismissed, students who have not yet been picked up are sent to the Extended Day program where they are signed in upon arrival. Parents will be billed for participation in this program. Students are not to request to wait at another location.

CATHOLIC SCHOOLS WEEK

Annually, Catholic schools throughout the nation celebrate as a group. A theme is chosen by the national organization (NCEA—National Catholic Educational Association) which describes a positive aspect of the Catholic School experience. Many enjoyable activities are scheduled during this week. We appreciate the assistance from parents that we receive during this time which allows us to celebrate this wonderful gift.

COMMUNICATION - Important Numbers

School	839-3713
Church	839-3333
Fax (school)	838-7718

Teachers and staff should be quick to communicate with parents regarding any information they believe is necessary to share for the well-being of the students. Teachers are always in the school building by 8:00 a.m., and they remain in the building until at least 3:30 p.m. Parents may communicate with teachers by sending an email that will be returned by the teacher as soon as possible. This is the easiest, fastest way to contact teachers to exchange information or ask questions. Please request a phone call for problem-solving issues, as email is not best in these situations. **It is not appropriate to show up to see a teacher during the school day without an appointment. Any meetings should be requested in advance. Teachers have after school commitments, including meeting with teachers, and their time should be respected.**

In order to give teachers time with their own families and personal activities, parents should **not** contact teachers at home unless a critical situation exists or the contact has been initiated by the teacher.

If you wish to get a message to your child during the school day, please contact the school office. We will see that your child receives the message. Children learn best from making mistakes, so we ask that you not deliver forgotten bookbags, lunch, homework, etc. to school. They will only continue this behavior if they know you will bring things in to school, and they will not learn the responsibility they need. If you must deliver forgotten items to school, please drop them off with the receptionist, who will get a message to your child's teacher. We will not disrupt a classroom with an individual message. We appreciate your cooperation in this matter.

Parents are strongly encouraged to check the Saint Susanna website, www.SaintSusannaSchool.com **DAILY** for important messages, information, events, etc. The website is your best source for information in addition to the individual class newsletters which are sent home by the majority of the classroom teachers. An up-to-date monthly calendar appears on the homepage which can be printed. Please consider printing a month at a time as events do change quite often. The principal will send out weekly "Principal Notes" during the school year detailing important information.

CONFERENCES

In order to maintain an open working relationship with parents, conferences are scheduled for all students during the school year. A conference may be requested at any time a parent feels a need to communicate with a teacher, and teachers may request conferences whenever they feel that such a conference would be in the best interest of the student. **Remember that our teachers and staff members are here because they care about the success and well-being of the children. Approach them as professionals who want to assist you in solving problems.**

Please do not show up at school expecting a teacher or other staff member to meet with you without an appointment.

CURRICULUM

All students enrolled at Saint Susanna School are expected to participate in all of the educational and religious programs that are part of the school curriculum. Our curriculum is comprised of state proficiencies as well as the standards established by the Archdiocese of Indianapolis (Office of Catholic Education). All textbooks have been approved by the State of Indiana and the Archdiocese of Indianapolis. Curriculum areas include: Religion, Language Arts, Math, Science, Social Studies, Art, Physical Education, Music/Band, Technology, Foreign Language, and Library.

CUSTODY ARRANGEMENTS

Saint Susanna School abides by the provisions of the Family Education Rights and Privacy Act of 1975 with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child/children. If there is a court order specifying that there is to be not information given, **it is the responsibility of the custodial parent to provide the school with an official copy of the court order.**

The school asks all divorced parents to furnish the school with a copy of the custody section of the divorce decree. This information is also necessary to help the school determine when, if ever, the child can be released to the non-custodial parent. We will follow the provisions of a divorce decree only if we have a copy of it.

DISCIPLINE

One of the primary goals of Saint Susanna School is to develop and nurture a Christian love and respect in each student for all people. We expect our students to show courtesy, care, and respect for others on a routine basis. It is our objective that through imposed discipline, students will learn self-control as well as self-discipline. We are concerned with the development of the total child, which means that throughout the instructional day, we continually stress the importance of self-discipline and personal responsibility in daily living. This must go hand in hand with academic studies. We seek to reward good behavior but will not tolerate irresponsible behavior without consequence. Please review the following rules with your children at intervals throughout the school year.

Parental support of any disciplinary action is expected and appreciated. If you would like to discuss a discipline decision, you must schedule a time to do so. Your child may be involved in this discussion, if deemed appropriate.

- 1) The teacher is responsible for discipline in the classroom. The teacher's classroom rules will be enforced by the teacher with support from the principal, if necessary. Students not abiding by those rules will face disciplinary measures.
- 2) Classroom, school grounds, and electronic/Internet conduct:
 - a) Respect all people. Abusive language, fighting, teasing, disrespect, or abusive insults **WILL NOT BE TOLERATED.**
 - b) **ANY FORM OF BULLYING WILL NOT BE TOLERATED.** Please see bullying/harassment section.
 - c) Respect the property of others. Thefts, taking without permission, and destruction of personal and/or school property **WILL NOT BE TOLERATED.**
 - d) Our classroom teachers, as well as all members of our school and parish staff, have both the right and responsibility to correct misbehavior or rule-breaking by any student, regardless of the grade in which the student is enrolled, and regardless of where activities are taking place (classroom, lunchroom, recess, hallway, field trips, etc.).

All members of the Saint Susanna School Staff have both the right and the responsibility to correct any wrongdoing by any student, regardless of the grade in which the student is enrolled. **All teachers use Class Dojo to track student behavior and facilitate communication with parents. Parents are alerted when a child gains or loses points so you may discuss the behavior with your child. Students will receive positive and negative points in Class Dojo for a variety of actions, including:**

Positive Points will be given based on significant positive student behavior centered around our motto: faith, values, and excellence in education.

- Faith (spiritual): prayer, liturgy participation
- Values (character): displaying Catholic values, respect, responsibility, kindness, leadership, self-control
- Excellence (academic): outstanding academic work, excellence in effort or class participation
-

Negative Points will be given for minor infractions of school rules:

- Tardy for class
- Missing materials
- Dress code violation
- Disregarding directions and/or procedures
- Excessive talking or talking during instruction
- Disrespect of school property
- Disrespectful toward teachers, staff, or other students
- Other behavior deemed unsuitable at staff discretion

Goals for our discipline program include but are not limited to the following:

- To foster positive approaches to discipline by parents, teachers and staff.
- To create a positive learning environment in each classroom so that teachers are able to teach and students are able to learn.
- To teach citizenship ideas to all students and to provide students the opportunity to put citizenship into practice.
- To provide for the safety and welfare of all students, faculty, and staff in our school.

Occasionally removal from the classroom is necessary to protect a student and the learning environment. The student may be sent to the hallway or to another staff member for a brief cooling-down period or “time-out”. This is necessary when a student:

- 1) Is in physical or psychological danger or puts others in danger.
- 2) Is irrational or unreasonable.
- 3) Pushes beyond the limits of respect in speech or action.

Occasionally students may engage in activity that requires administrative intervention. In the event that a teacher must involve the principal or administration, the following steps will be followed:

Step One:

The student will be sent to the office.

1. The student will meet with the principal or other administrator.
2. Together they will discuss the situation.
3. The principal/administrator will speak with the referring staff member.
4. The student, teacher, or administrator will inform a parent of the incident.
5. The student will be held accountable for improving behavior.

Step Two:

If a student is sent to the principal or administrator a second time within a two month period:

1. A parent will be notified.
2. A conference with the teacher, parent, student, and principal may be scheduled.

3. A contract may be drawn up listing the actions that will be taken by each participant at the conference.
4. A date to review the contract may be determined.

Step Three:

If a student is sent to the principal or administrator a third time within a two month period OR in extreme cases as determined by the principal:

1. A parent is contacted. The student may receive up to a 3-day suspension. The length and type (in-school or out-of-school) will be determined by the principal
2. A conference will be held with a parent, teacher(s), student and principal to write a plan with a measurement for progress to assist the student in developing self-control.
3. A recommendation may be made to have the family visit with a counselor or other specialist.
4. All school work missed during the period of suspension must be completed before the student rejoins the class. Only in the case of an in-school suspension will credit be given for the work missed.
5. A probationary time period to monitor and review progress may be set once the student is ready to return to class.

Step Four:

In the event of repeated suspensions or severe physical or moral misconduct the principal may recommend an alternative school, counseling, or other action.

1. The decision to expel a student rests with the principal and pastor.
2. If expulsion is the decision, the student's parents will be notified in writing, the reasons for dismissal will be given, and the right to request a hearing will be explained.
3. The expulsion may be reconsidered by the principal and pastor only when a written request for a special hearing is made by the parent.

The principal can decide to skip any step depending upon the severity of the student's actions. A very few serious infractions such as possession of drugs/weapons or the severe physical or moral misconduct could result in an immediate move to Step Four of the discipline plan. Police may be contacted, if deemed necessary.

BULLYING/HARASSMENT:

St. Susanna School students are to respect all students and staff at all times. Harassment or bullying in any form by a St. Susanna School student is strictly prohibited. All reports of unwelcome, offensive or inappropriate conduct will be promptly and thoroughly investigated. In order for any action to be effective, incidences must be reported to the appropriate administrator soon after the action occurs. The report will be investigated by the appropriate administrator, and consequences will be determined in accordance with this policy. Administrators will make reasonable efforts to protect the privacy and confidentiality of the parties involved when investigating a report.

This policy shall be made available to all teachers, staff, students and parents in the student handbook, on the school website and in the classroom. Information regarding the policy will be shared with parents and students at the beginning of each school year and as needed when updates occur. Teachers and staff shall receive instruction at the beginning of each school year to ensure they are familiar with the policy, warning signals and prevention tactics. The policy will be reviewed each year and updated as needed.

Definition of Harassment:

Harassment may include but is not limited to:

- 1) Unsolicited, unwelcome, or demeaning comments,
- 2) Any foul or obscene behavior or communication,
- 3) Inappropriate or unwelcome touching of another,
- 4) The display of explicit sexual visual material,
- 5) The use or threat of violence, force, coercion, intimidation, or any action that makes another person uncomfortable,
- 6) Inappropriate comments about race or religion,

- 7) Speaking ill of, telling lies about, or spreading rumors about another student, or
- 8) Encouraging others to use any of the above behaviors.

Definition of Bullying:

Any action that is:

- Repeated (as opposed to an isolated incident)
- Intentional (directly intended to humiliate or demean) and
- Power over another person (stronger, more athletic, etc.)

Electronic Media:

Harassment or bullying by means of electronic media, including, but not limited to, Internet, Facebook, Instagram or other social media, text messaging, etc. – **even outside of school** - is subject to action by administrators under this policy and should be reported if it occurs. This includes pictures or videos depicting students or teachers in a negative or derogatory manner, which are then shown to others or posted on the Internet, as well as any negative or derogatory written comments.

Method for Reporting an Incident of Harassment or Bullying:

THE ADMINISTRATION MUST KNOW ABOUT THE HARRASSMENT OR BULLYING SITUATIONS IF WE ARE TO HELP. All incidents MUST be reported as soon as possible. In the event the bullying or harassment takes place at a non-school event, contact should be made to the responsible party where the event occurs, such as a CYO or religious education function, as outlined below.

- 1) At school: report the incident to a teacher, staff member or administrator.
- 2) At an athletic event: report the incident to the coach or Athletic Director.
- 3) At a youth ministry activity: report the incident to a chaperone or Youth Minister.

St. Susanna takes inappropriate conduct very seriously but to be effective all incidents must be reported promptly. **DO NOT WAIT OR IGNORE!** The situation will NOT get better if the "bully" thinks he/she has gotten away with the actions, and addressing situations promptly helps in diffusing any situations and ensuring proper action is taken.

Upon receipt of a report, the teacher or administrator will complete the school's bully report form. The appropriate administrator will review the information and conduct a conference which will include all parties involved. Parents may be involved if the initial conference indicates a serious concern. Whenever possible, it may be more effective for parents of the alleged victim to directly contact the parents of the suspected "bully" to work out a plan. The parents will then meet with appropriate administrator to discuss the resolution. Consequences will be determined by the administrator involved after the conference is held and all information is reviewed. If the alleged conduct does not meet the definition of bullying or harassment, action will be taken in accordance with the St. Susanna School Disciplinary Policy.

St. Susanna prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

ELECTRONIC DEVICES (CELL PHONES)

Students who bring phones to school should power them off prior to entering the school building each morning. Phones may be kept in the student's backpack or locker throughout the day. Phones should not be powered on until after dismissal. Upon violation of these rules, the device will be confiscated and returned directly to the parent.

EMERGENCY CLOSING

If severe weather or mechanical issues threaten the well-being of our students, it may be necessary to call a delayed start or close school. Saint Susanna School will call its own severe weather closings. Please listen to a major radio or television station or view the school website for announcements which list "Saint Susanna School". Every effort

will be made to make sure that this information is included in the radio and television announcements, text alerts, and e-mail by 6AM. For closings specific to Saint Susanna involving, for example, mechanical difficulties, we would utilize these same text and email alerts to announce closing.

In the event of a two-hour delay, school starts at 10:20AM. Any special area classes beginning before 10:20 will not be made up. There may be delays in the lunch schedule due to preparation problems. In the event of a delayed start to the school day the Extended Day Ministry will open at 8AM.

In the event that the school is closed the Extended Day Ministry will be closed as well. If the school closes early due to weather conditions, EDM will close at 6PM. Please make a contingency plan for these unexpected changes to our normal schedule.

In the event of a 2-hour delay, full-day Preschool and Prekindergarten Classes will begin at 10:30AM. Half-day classes will NOT be held on 2-hour delay days. Preschool and PreKindergarten teachers will communicate any additional changes directly to families.

EMERGENCY FORMS

Emergency forms are made available to parents at the beginning of the school year. These forms are **extremely** important! The information on these sheets is used *very* frequently and is the link that we have during the day for parent contact. It is the parent's responsibility to update the office and your child's classroom teacher with changes to phone numbers, e-mail and home addresses, place of employment changes, etc... It is also the parent's responsibility to provide the school with legal documentation should there be a change to the custodial arrangements of a child. Since most of our communication is sent electronically it is vital that we have an e-mail address that is current and checked frequently.

EXTENDED DAY MINISTRY

Saint Susanna School offers an extended day program designed to provide a safe environment for our children. Extended Day may be used daily or occasionally. All registered Saint Susanna school age students, preschool through eighth grades, may enroll and use the Extended Day Ministry, Monday through Friday. The \$15.00 registration fee per family will be assessed to your account on the first day your child attends EDM each school year. Daily fees are assessed on an hourly basis at \$5 per hour for the first child attending in a family and \$1 per hour for the remaining siblings attending at the same time. A \$1 per minute charge per child will apply if children are not picked up by 6:00pm. Charges are pro-rated to the nearest quarter-hour.

Emailed statements are typically sent bi-monthly but their distribution may be slightly altered by academic quarter breaks, holidays, and scheduled vacation breaks. You do not need to wait until you receive your statement to make a payment; payments will be credited as received and will offset any balances owed on your account. All EDM accounts must be paid in full by the end of the academic quarter to avoid a late fee and loss of the privilege of using the EDM program.

The program operates on a daily basis, from 7:00 a.m. – 8:00 a.m., then from after dismissal until 6:00 p.m. on each day that school is in session, including early-dismissal days. Sick children may not be left in extended day program.

STUDY TRIPS

These educational activities are considered integral to our curriculum. Classes are encouraged to participate in study trips which relate to areas of the curriculum. A permission form listing all the pertinent information will be sent home in advance. Students must return the signed permission form in order to participate in the study trip. Verbal permission will not be accepted. Parents may be asked to drive or chaperone these field trips. Parents must sign and abide by the field trip guidelines. Parents who might transport students in their own vehicle must provide

proof of insurance (for the vehicle used on the field trip) and a valid driver's license prior to the study trip. This regulation is for the protection of the driver as well as the children being transported.

According to the guidelines from the National Catholic Education Association and the Office of Catholic Education, parents who plan to chaperone **may not bring younger siblings along on the study trips**. Parents must have also completed a background check and Safe & Sacred training. Parent assistance as chaperones is needed and appreciated.

If the bus is used as transportation for a study trip, the following rules apply:

- Sit down quickly, quietly, and properly in your seat.
- Talk quietly; no electronic devices, cell phones, etc.
- Be responsible for your own behavior.
- Do not leave your seat nor stand while the bus is moving.
- Be respectful to your driver and polite to your fellow riders.
- Food, drink, and chewing gum are allowed unless specific permission is granted.
- Never wrestle or throw things on the bus or out the windows.

Any serious violation of these rules will be reported to the principal and could result in exclusion from the opportunity for participation in future bus transportation. Chaperones are asked to assist with this mission, both on and off the bus.

GRADES

Saint Susanna School uses the grading scale provided by the Archdiocese of Indianapolis.

- A = 95% - 100%
- B = 86% - 94%
- C = 76% - 85%
- D = 70% - 75%
- F = 69% or below

HEALTH RECORDS

All children entering Saint Susanna School are required by state law to present records of immunizations. Indiana state health laws have several recommendations and requirements for immunizations. Check the Saint Susanna Website for specific information. Please make sure that the school has your child's updated shot records. These records must be on file in the school office.

HOMEWORK

Homework is an important part of the learning process. The teachers will notify students and parents of homework assignments through the use of an assignment notebook. Assignment notebooks are required for students in grades three through eight and will be given to your child on the first day of school. Teachers will also post homework assignments on the online gradebook. Teachers may also use e-mail service to notify parents of assignments and special projects.

All students are expected to do their own work to the best of their ability. The work is to be turned in on time. It is the students' responsibility to make up work missed during an absence as indicated by the teacher. Homework consists of daily assignments, which are an extension of the learning process that has taken place at school. It may be assigned for the purpose of review or enrichment. A typical day's homework would normally not exceed 10 minutes for each year a child is in school. (i.e. a 3rd grader should average about 30 minutes of homework each evening.) If your child frequently takes longer than the time indicated above, please contact your child's teacher.

HONOR ROLL

Students in grades three through eight will be eligible for our school honor roll. Students who earn this academic honor will be recognized with appropriate certificates. There will be a High Honor Roll designation, indicating that the student has achieved all A grades for the academic period, and an A/B Honor Roll, indicating that grade combination.

LITURGY

Celebrating Liturgy together is a weekly highlight and one of the most important celebrations in our lives as Catholics. Student liturgies are held at 8:30 a.m. every Thursday, unless otherwise indicated. Students also attend services on Holy Days of Obligation which occur during the school year. All students, Catholic and non-Catholic, are expected to attend the weekly children's Mass and go forward with their class at the time for Communion distribution. Those who do not receive Communion will receive a blessing. The expectation is that students will behave reverently at all times, including entering and exiting Church. Students are to keep their hands and feet to themselves. They are to pay attention, not talk, or make gestures at others. As in school, hats, candy, or gum are not permissible.

Students actively participate in Mass through readings, singing, petitions, serving as greeters or gift bearers or serving on the altar. Classes follow a schedule for liturgy preparation. If a class is responsible for the preparation of readings, etc., for a specific liturgy, they are asked to sit together and participate as a group.

Students not planning the weekly liturgy may sit with their families during Mass. We ask that you help us reinforce reverence at Mass with your child. Please make sure that your child walks silently to and from your pew to join you or to return to their class. If you would like your child to sit with you during mass we do ask that you plan to arrive at church early to meet your child in the Gathering Space before mass so students are not moving once the liturgy has begun.

LIBRARY

Our school library is a key element in our education program. Because reading is so important to the success of our students, the school encourages the children to check out items regularly. Students are responsible for the material that they check out of our library. If something is damaged or lost, students will be asked to pay for it. We do not charge fines for overdue books; however students will be required to pay for any books or items not returned by the end of the school year.

LOST AND FOUND

The lost and found is located under the long coat rack entering Zore Hall. Parents are urged to label all items of clothing. Students may claim lost items at anytime during the school year. Unclaimed items are either donated to St. Vincent De Paul or to the Uniform Sale.

PROMOTION, RETENTION, AND ASSIGNMENT

Students who have completed a grade satisfactorily will be promoted to the next grade. A decision for retention will be made jointly by the parents, teacher, and principal.

MEDICATION

We are blessed to have a registered nurse on staff. When it is necessary for a child to take medicine during the school day, Indiana rules and regulations must be followed. Please note the following procedures for medication, as they will be STRICTLY enforced.

Allergies/Activity Restrictions:

The school nurse should have a record of student allergies, medical conditions, etc. Parents/guardians of students whose activities are to be restricted in any way should file a doctor's statement with the school nurse.

Prescription Medication:

NO early morning (before 10 a.m.) or late afternoon (after 2 p.m.) medications will be dispensed by the School Nurse or any other school employee. Parents/guardians will be responsible for the first dosage (a.m.) and any late afternoon dosage (p.m.). NO medication will be given or dispensed by the School Nurse or any other school employee WITHOUT written permission by both the child's parent/ guardian AND the child's physician. The ORIGINAL prescription container can act as the physician's permission. Students must self- administer their medication under the supervision of school personnel.

*Medication prescribed and *Prescription Medication Request Form*, for any child MUST be brought to the school Nurse by the parent/guardian. Medication must be in the ORIGINAL container bearing the original pharmacy label which shows the following information:

1. Child's name.
2. Date filled
3. Physicians name.
4. Prescription number.
5. Directions for use (dosage, frequency, route).

Due to the passage of recent legislation, a student who has an acute or chronic medical condition will be allowed to carry and self-administer medication on an emergency basis providing there is a written note on file from the child's parent/guardian and physician.

Also, since leftover medication can no longer get sent home with students, parents/guardians are required to pick up the medication from school.

Non-Prescription Medication:

Effective at the beginning of the 2015-2016 school year, NO medication will be given or dispensed by the School Nurse or any other school employee WITHOUT speaking with Parent/Guardian for permission to administer school-supplied medication (Tylenol/Acetaminophen, Antacid, cough drops etc.) PRIOR TO EACH DOSE to be administered. If a student requires frequent doses that would require daily phone calls, then a parent should bring the student his/her private supply. All students must self- administer their medication under the supervision of school personnel.

Personal Non-Prescription Medication:

Personal non-prescription medication (Tylenol/ acetaminophen, ointments, lotions, cough syrups, cough drops, antacids, etc.) CANNOT be administered or dispensed by the School Nurse or any other school employee without written permission from the child's parent/ guardian stating the name of medication and the date to discontinue use. All medication will be administered per dosage instruction on container unless accompanied by written order from Physician. NO early morning (before 10 a.m.) or late afternoon (after 2 p.m.) medications will be dispensed by the School Nurse without contacting the parent/guardian.

Cough drops will only be administered for the period prescribed on the bag/box. After that period, the cough drops will be sent home, and the parent/guardian advised that the child may need to see a physician.

*Non-Prescription Medication and *Non-Prescription Medication Request Form*, for any child MUST be brought to the school Nurse by the parent/guardian. Medication must be in the ORIGINAL container (bearing the child's name).

Also, since leftover medication can no longer get sent home with students, parents/guardians are required to pick up the medication from school.

It is vitally important that each student's enrollment record include an emergency number. This is a number at which someone can be reached in case of an emergency, and the parent is not immediately reachable. Arrangements should also be made by the parent/guardian for a place where we may send a child who becomes ill at school. A parent or guardian must sign these forms.

The school conducts screening for vision and hearing. Since the school itself does not carry insurance on each pupil, it is advisable that you carry coverage through an insurance company of your choice.

PTO

The St. Susanna School PTO is a group of parents, teachers and administrators, dedicated to promoting a better understanding and closer relationship between the school, the home, and the Church. The purpose of the organization is to provide assistance to the teachers and to the school in general for the benefit of our students. The group also promotes the achievement of better understanding and communication between parents and children. **YOUR** involvement is crucial to the success of the many activities in which PTO is involved. Parents become members of this organization simply by having a child enrolled in the school.

PLAN FOR SECLUSION AND RESTRAINT

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

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

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

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

RECESS

Recess is a valuable part of a student's day and should be a happy, relaxing experience. A twenty-minute recess period is available each day during the lunch period. An adult is always on duty to supervise students.

Please be sure that your children are dressed for the weather. Students will not be allowed to make phone calls to parents to bring in sweatshirts or coats if a child is cold.

We will use the following guidelines to determine if we have indoor or outdoor recess:

- If the temperature (windchill included) is ABOVE 32*, we WILL go outside for the full recess time unless it is raining or there are puddles on the playground.

- If the temperature (windchill included) is 32*-10*, we WILL go outside for 15 MINUTES. Recess time begins at regular time and ends 10 minutes early. This allows for the teachers on duty to come in and thaw out for 15 minutes before the next group goes out.
- If the temperature (windchill included) is BELOW 10*, we will stay inside.
- If there is snow/ice on the playground, we will stay inside.

PLEASE encourage your child to wear pants (or plain navy, white, or black leggings underneath jumpers/skirts) and tennis shoes or boots to school. They should also have coats, hats, gloves, etc. - all labeled with names or initials. If kids wear only sweatshirts (as my son would!), they will still go out. If they bring a coat, they must wear it! Please send a written note to the teacher if your child must stay inside for medical reasons during this free time.

We are very blessed to have playground equipment available for use during recess. Recess is a time for students to practice skills like sharing, taking turns, and practicing self-control. Playground rules help outline expectations so children remain safe.

- Slide in a forward position only, feet first.
- Wait until the person on the slide is out of the way before sliding.
- Keep the end of the slide clear.
- No running up or walking up or down the slide.
- No climbing up poles of any piece of equipment.
- No standing across from children swinging.
- No pushing or shoving on any piece of equipment.
- Jumping off swings is not allowed.
- Benches and tables are for sitting, not standing or walking upon.
- Only 2 people at a time on the tire swing and one person at a time pushing the tire swing.
- Take turns – no more than 5 minutes on a swing so that others may play.
- Please use all of the equipment for the purpose for which it was designed.
- No more than 2 people on the climbing wall, spiral climber, or log roll at a time.
- Do not pull people off of the climbing wall or ANY equipment.
- Plastic Playset: May be used by children in kindergarten – 2nd grade ONLY.

If students are misusing equipment, that student may not use that piece for the rest of recess. Multiple offenses on the same piece could result in the student losing the privilege of playing on that piece. If a student has lost self-control, he/she will sit on a bench or table for 5-10 minute to cool off. Additional offenses may result in additional consequences.

REPORT CARDS

At the end of each quarter, students in kindergarten through grade eight receive report cards. They are posted in the parent portal at designated times. Preschool and pre-kindergarten students receive progress reports designed to address specific areas. These reports show the progress made academically as well as the progress in the character formation and work habits of the student.

Parents will also be able to access their child's grades via our school website parent portal. In lieu of this instant access, progress reports will not be sent out mid-quarter. Instead, parents are encouraged to check their child's grades regularly.

A parent/teacher conference for each student is scheduled near the end of the first quarter of the school year. Parents are expected to attend. There is also the opportunity provided for the indication that a conference is needed at progress report time. Such a conference may be initiated by either the teacher or the parent at any time.

RELIGIOUS INSTRUCTION

All St. Susanna Catholic School students will participate in Religious instruction. Religion is taught at each grade level, and spirituality is a part of everyday life. Students receive instruction in Scripture, Catholic traditions and history, as well as sacramental preparation. Students plan and participate in weekly liturgies. Prayer is also an important part of the day. Prayers are said in the morning, before lunch, and at dismissal. Prayers may be formal, spontaneous, silent reflection, or shared prayer by the students or staff.

RESPECTING ALL PERSONS

The good name, reputation and personal safety of each student, faculty, and staff member is vitally important. In order to protect students, employees, and the school itself, each student is expected to treat the good name and reputation of other students, school employees and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, iPad or other electronic media or remote access during school time or after hours. Parents are expected to set a good example by refraining from this sort of behavior.

Some examples include, but are not limited to, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

RESPONSIBILITY

Association with an institution of learning carries with it responsibilities which, when fulfilled, enrich the learning experience and go far toward making the best possible situation for all concerned.

Parent Responsibilities

As parents and guardians, you are the MOST influential people in the life of your child. You are the primary teachers of your child. The responsibility of educating your child, morally and academically, rests with you. We are very pleased and honored that you have chosen Saint Susanna School as a means of helping you to accomplish this goal. We share with you the ever-continuing goal of providing the best possible educational experience for your child. The faculty, staff, and administration are dedicated to a process of continual assessment and updating of the curriculum and the education process to better serve you and your child. Working together with us, it would be helpful if you would

- Make sure students arrive at school on time – NO LATER than 8:15am daily.
- Report absences to the school office by 9:00am.
- Make sure students have necessary supplies.
- Send students to school wearing clean, appropriate uniform apparel.
- Check assignment notebooks and/or homework folders daily.
- Check student book bags for notes from the teacher or the school office.
- Check www.SaintSusannaSchool.com for information about upcoming events
- Sign in at the reception window when visiting
- Provide a study environment in the home.
- Set guidelines to ensure your child's proper rest.
- Ensure your child is in school for the full school day unless the child is actively ill--running a fever or vomiting.
- Pray with and for your child and your family.

- Set positive example by modeling Christian behavior toward others.

Student Responsibilities

As a student in Saint Susanna School, you are the most important person in this school! Your parents, guardians, pastor, principal, and teachers are here to assist you to develop and to use all of your talents. Your primary responsibility during this period in your life is to be the best student you can be! Ways to reach this goal include:

- Coming to class prepared with materials and completed homework.
- Participating in class discussions.
- Seeking help when you need it.
- Being well rested and on time for school.
- Desiring knowledge.
- Respecting yourself and others through word and deed.
- Setting aside time for personal prayer and reflection every day.

Teacher Responsibilities

- Document all parent telephone conversations and conferences.
- Collect, record, and return homework assignments. Give age-appropriate homework assignments.
- Provide weekly lesson plans, seating charts, and an updated substitute folder so that valuable learning time will not be lost by your absence.
- Respect students verbally. Refrain from publicly chastising a student when possible.
- Maintain professional conversation during staff gatherings and when in a public forum.
- Set a positive example by modeling Christian behavior toward others.

Administrator Responsibilities

- Be available to students, teachers, and parents whenever possible.
- Maintain professional confidences.
- Stay current and aware of student social and academic performance.
- Review all communications between the school community and parents.
- Make every effort to be aware of current professional trends and practices as they relate to Saint Susanna School, and communicate this information when appropriate.
- Model Christian values and behaviors.

SACRAMENTAL PREPARATION

Preparation for the reception of the Sacraments is a continuous process in a Catholic school. Formal instruction and preparation for the Sacraments of First Communion and First Reconciliation occurs during the second grade year. Parental involvement is critical for the success of this preparation. Your witness is the real teacher for your child's faith development. As a parent of a child involved in this process, you will be asked to attend parent meetings and to spend some time with family centered activities in preparation for these important events.

SCHOOL RECORDS

Student records will be transferred to another school upon written request and will be sent through the mail or fax, not given to parents. Please allow two weeks' notice for such requests to be met. Records will be transferred only at such time as tuition and other financial obligations, including hot lunch and extended day ministry, have been paid in full.

SCHOOL COMMISSION

The Saint Susanna School Commission is the advisory board for the education programs and policies associated with Saint Susanna School. School Commission dates, agendas, and minutes from the meetings are posted on the Saint Susanna School website. To be placed on the agenda, you must contact the school Principal or the School Commission president one week prior to the scheduled meeting. All Commission meetings are open to the public with the exception of those segments dealing with personnel and budget decision matters which are designated as closed sessions. The primary functions of the Saint Susanna School Commission are as follows:

SPECIAL SERVICES / RTI

We are blessed to provide an RTI and resource program to children who qualify for special services. Parents must supply St. Susanna School with the most recent copy of a child's IEP when applying for admission. The teacher will work with the resource teachers to provide appropriate accommodations to students who qualify.

TEACHER ASSIGNMENT

At grade levels where there is more than one class, the assignment of students to classrooms will be completed by the school. Classroom assignments will be made by the student's previous year's teachers, based on student learning needs, teaching styles, and other considerations. *Parent requests will be noted but cannot be guaranteed.* A student who has special circumstances (i.e.: sibling, IEP, retention) will be placed accordingly based upon input from teachers, parents, and the Special Education teacher.

TUITION and FEES

Non-refundable registration fees are due at the time of registration. Please visit www.SaintSusannaSchool.com for our current tuition and registration fee schedules.

UNIFORM

The purpose of the uniform policy at Saint Susanna School is to help provide a safe learning environment that acknowledges the dignity of each student as well as developing pride in our school. Students in kindergarten through eighth grade are required to wear uniforms. Parental cooperation is necessary for the policy to be effective. Please make sure your child is wearing clothing that is within the approved, written uniform policy.

Uniforms may be purchased from a variety of retail outlets; however, certain clothing must be purchased through Educational Apparel (www.educationalapparel.com) or through Avon Sports Apparel at a PTO uniform sale, as indicated below. **School uniforms will be worn Monday through Thursday**, with some extra restrictions on mass days. **Fridays are Spirit Days** (see proper dress for Spirit Days.) Special dress down days will be announced at school and published in parent communications.

Please note, preschool and pre-kindergarten students are not required to wear uniforms.

****All uniform items must be purchased from Avon Sports Apparel at a PTO Uniform Sale, the uniform company (Educational Apparel – “EA”), or from the UNIFORM SECTION of various retail stores. Please note, items purchased from local retailers must come from their specific uniform line to ensure they meet our uniform dress code in terms of color, quality, and durability. ****

Shorts/Pants:

-Khaki shorts or pants. No cargos allowed.

-Navy Twill shorts or pants. No cargos allowed.

***Shorts may be worn August until Fall Break, then from After Spring Break through the end of the year.**

*Shorts may NOT be worn on mass days.

****Shorts must be AT LEAST fingertip length and purchased from a uniform line or EA.**

Girls: Jumpers/Skirts: -

- ONLY Uniform Plaid jumper, skirt, or skort - must be purchased from EA

- Plain Black, white, or navy leggings or shorts **must** be worn underneath skirts/jumpers
- ** **Skirts and jumpers must be knee-length (to the top of the knee). Please make sure there is a hem that may be lengthened, as girls will grow quickly over the school year!**

Shirts:

- Plain white or light blue collared uniform shirts, with or without St. Susanna embroidery.
- *Red embroidered polo shirts (long or short sleeve) – **must** be purchased from PTO uniform sale or EA.
- May be long or short sleeve and may be oxford/button down or polo style
- Middle School (grades 6-8 ONLY) may wear gray, embroidered uniform polo purchased from EA or PTO sale.

Sweaters/Sweatshirts:

- Plain Navy or red sweater (cardigan or pull over)
 - * EA red cardigan, crewneck, or v-neck sweaters - **must** be purchased from EA
- *NEW!* Saint Susanna embroidered uniform crewneck sweatshirt
 - * Red or Navy uniform crewneck sweatshirt purchased from PTO uniform sale ONLY.
- Approved 8th grade class crewneck sweatshirt
- ***2016-17 School Year ONLY:*** Previously-approved “S” Uniform Sweatshirt.
- ***2016-17 School Year ONLY:*** Previously-approved Middle School (grades 6-8 ONLY) navy embroidered pull-over fleece

Shoes:

- **Athletic shoes or dress flats.**
- Nothing above ankle (standard basketball shoes OK)
- All shoes must cover the toe and heel and stay on the child’s foot when running
- Athletic shoes are required on the child’s P.E. day
- Shoes should have *soft non-marking soles*
- Snow/Rain boots may be worn as weather dictates, but only if change of shoes is brought.

Socks/Tights:

- White, Navy, Black, or “Spartan Elite” matching socks must be worn with shoes
- Girls may wear plain white, black, or navy tights under their skirts/jumpers

Belt:

- Any color belt with small buckle is required in grades 3-8 for ALL students wearing shorts or pants

Spirit Days:

- **Every Friday - *unless it is a mass day.*** (Regular uniform on mass days.)
- Any approved St. Susanna Spirit Shirt/ Sweatshirt purchased from a school Spirit Wear Sale.
- Any CYO team shirt or St. Susanna School activity/team/club/class shirt
- *Do not create or print a St. Susanna Shirt on own.*
- Uniform bottoms (unless directed otherwise by the principal).

Mission/Special Dress Days:

- As announced by the principal.

Physical Education: All students are required to wear athletic shoes to their physical education classes; therefore, on their assigned gym days, students should wear athletic shoes. Students in grades 6-8 are required to purchase a PE uniform t-shirt and short and must change for class. Students are required to bring proper school uniform to change after PE class.

PLEASE NOTE THE FOLLOWING:

1. Shirts must be tucked in at all times.
2. All clothing must be in good repair.
3. Tank tops, muscle shirts or clothing with inappropriate words or pictures may not be worn by ANY child at ANY time, regardless of grade level.
4. All shorts and skirts must be knee-length or longer, including clothing worn on dress down days.
5. Hair must be neat, clean and groomed in a style suitable for a school environment (at the principal's discretion).
 - a. Hair hanging in the face is not acceptable.
 - b. Hair color must be natural. Altering hair in any color other than the child's natural shade is unacceptable. Students may be sent home and/or may return to school only after the hair color has been corrected, as directed by the principal.
6. Tattoos (including temporary) are not permitted.
7. Students participating in a Saint Susanna CYO team, School Club, or Scout troop may wear their team shirt or official troop uniform on meeting/game day in lieu of their school uniform shirt **unless it is a mass day**. On mass days, proper uniform must be worn.
8. Students are encouraged to keep a Saint Susanna uniform sweatshirt or approved sweater in their backpack should they get cold. Non-uniform sweaters and sweatshirts are not permissible during the school day, except on dress down days or during recess. Students will be asked to remove non-uniform sweaters, jackets, or sweatshirts during class.
9. Accessories must not interfere with the learning environment. Should an accessory become problematic the child will be asked to remove the item, take it home, and not wear/bring it back to school.
10. Students should not wear make up to school and may be asked to remove the make up with a mild cleaner.
11. Fingernails must be neatly trimmed and not too long. Nail polish is OK as long as it is not distracting. Artificial nails of any sort may not be worn.

Students who choose to come to school out of uniform will receive a uniform violation. Repeat offenses will result in parent contact to request that appropriate uniform clothing be brought to school and may result in consequences, such as a detention, for the student.

******Since fashions and trends cannot be predicted, any questionable items will be left to the discretion of the Principal/Office Staff******

VISITING THE SCHOOL

Visitors are welcome at Saint Susanna School! You must call for an appointment if you wish to schedule a tour, meet with the principal, or observe a class. Please remember that a visit to the classroom is for the purpose of observation only. Please check in with the school receptionist upon arrival. You will be asked to sign in and get a visitor badge. If there is something that you wish to discuss with the classroom teacher, please make an appointment for a conference to allow adequate time and focus upon the issue. A teacher should not take instructional time away from the class in order to speak with another adult.

If you are bringing something to your child, please leave it with the school receptionist for your child to pick up. Your cooperation in keeping the instructional time available to us as child centered as possible is appreciated.

VOLUNTEER HOURS

Volunteer (v.) – to choose to act in recognition of a need, with an attitude of social responsibility and without concern for monetary profit, going beyond one's basic obligations.

Volunteering in St. Susanna School is an experience and a privilege for both the school and the volunteer. It is designed to promote and maintain a supportive relationship for the students, teachers and school staff.

ALL volunteers are required to complete the following prior to working with children:

- “Safe and Sacred” online child protection program.
- A background check (click on this option during “Safe and Sacred” training).

On an annual basis ending the last day of each school year, each family is expected to donate 40 volunteer hours to be completed by adult family members - parents, grandparents, aunts, uncles, etc. Volunteer hours completed by students will be considered part of their Religion class service. **Any project or activity claimed as a volunteer hour MUST directly benefit St. Susanna School. Many opportunities are offered throughout the year by PTO, CYO, and classroom teachers.** If you have any general questions, concerns or suggestions regarding the volunteer program or what activities qualify as volunteer hours, please contact the school principal.

Some acceptable volunteer activities include....

- Chaperone field trip,
- Assist in the school library,
- Recess monitor,
- Serve lunch,
- Attend PTO or School Commission meeting,
- PTO Representative,
- Plan/supervise a class party,
- Tech helper,
- Tuesday Night Work Crew,
- Work at/plan a PTO-sponsored event (ie – Jamboree, Sparty Party, Movie Night, etc.) Attendance at such events is encouraged, but does not count as volunteer hours,
- Work at annual Parish Festival (again, attendance is not volunteering),
- Help with a planned classroom activity (at directive of your child’s teacher),
- Assist teacher with bulletin board, laminating, copying, etc. (as requested by the teacher),
- Prepare projects at home for school use,
- Attend Back-to-School Night, Parent/Teacher conference, etc.
- Coach CYO sport,
- Work a CYO-sponsored activity (ie – Casino Night) Attending such events is encouraged, but does not count as volunteer hours,
- Work Uniform Sale,
- Other activities, as determined by staff and approved by the principal.

Please note: Time spent shopping for items, driving to a location, looking at things online, attending a program/event, etc. are NOT considered Volunteer Hours and will NOT be added to your total for the year. There are many other opportunities for active volunteering during the school year.

If you have a question related to what qualifies as acceptable hours, please email the principal for clarification.

Reporting Hours: Hours must be submitted via an Online Volunteer Form. Paper submissions will not be accepted as the online form submission automatically generates reports necessary for tracking family hours. Please email questions related to volunteer hour tracking, summary reports, and total hours submitted to volunteer@saintsusanna.com

At the end of each semester, each family will receive a summary of their volunteer hour submissions. It is recommended that every family completes and submits 20 hours by December 15th and that they turn in the full 40 hours by May 15th of each school year. These deadlines allow for summary reports to be generated at the end of each semester.

We sincerely thank our families for their volunteerism. Without your support we would not be able to provide many of the wonderful services and activities that we offer our students.

**ST. SUSANNA STUDENT
TECHNOLOGY ACCEPTABLE USE POLICY**

St. Susanna School (hereafter referred to as SSS) is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of school operations. It also recognizes that safeguards must be established to ensure the protection of our staff. Safeguards also protect the school's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help propel our school through the communication age by allowing staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state and federal law. SSS has the duty to investigate any suspected violations of this policy.

The Acceptable Use Policy sets the standards that ensure that all users benefit from technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets penalties for those who choose to violate the policy. Students should remember that access to technology is a privilege, not a right.

Technology resources are defined as any electronic tool, device, program, or system that aids the educational environment and prepares the user for new roles in learning, living and working in a technological world. Technology includes:

- all computer hardware and software
- personal digital assistants including Palms, pocket PCs, cell phones, iPods
- analog and digital networks (e.g., data, video, audio, voice, and multimedia)
- distance learning through multiple means and locations
- electronic (e-mail) mail systems and communication technologies
- television, telecommunications, and facsimile technology
- servers, routers, hubs, switches, and Internet gateways
- administrative systems, media systems, and learning information systems
- related and forthcoming systems and new technologies.

Personally owned devices are included in this Acceptable Use Policy when on school property or connected to the school infrastructure.

The following uses of school-provided technology are prohibited:

- a. to use technology hardware, software, information and/or services or that of another individual without permission from your teacher
- b. to use technology to harass, bully, or threaten another individual
- c. to access, upload, download, create, distribute, use, or transmit pornographic, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material
- d. to vandalize, damage, alter, or disable the property of SSS
- e. to plagiarize, violate copyright or use the intellectual property of an individual or organization without permission
- f. to introduce unauthorized information, computer viruses or harmful programs into the computer system in either public, private files, or messages
- g. to download games, entertainment software, or copyrighted material unless part of the course curriculum and directed by the teacher
- h. to participate in gambling or on-line games
- i. to send unsolicited e-mails or participate on chat lines unless there is a curricular tie approved by the teacher
- j. to shop, barter, or use personal credit cards on-line
- k. to utilize the school technology for commercial purposes or financial gain
- l. to install or use encryption software on any computer

Inappropriate use of technology from outside the school may result in disciplinary action if there is a connection back to school and either of the following occurs:

- a. The student's actions violate a legitimate school policy or law.
- b. The school can show a substantial disruption or legitimate safety concern.

Important Notice: St. Susanna School will take measures to filter and monitor resources and information accessed through its information and data systems. Although a conscious effort will be made to deter access to materials that are inappropriate for the workplace, no safe guard is foolproof. The user is responsible for not seeking or initiating access to inappropriate material and reporting incidents should they occur.

SSS will not be responsible for unauthorized financial obligations resulting from school provided access to the Internet.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Any violation of the school policy and rules may result in loss of privileges to use school-provided technology including the Internet. Additional disciplinary action may be determined in keeping with the procedures and practices regarding inappropriate language or behavior as outlined in the Student Handbook. When applicable, law enforcement agencies may be involved.

Networks –Internet/Local and Wide Area

The school does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet.

Internet filters are not a substitute for educators diligently monitoring students' computer and Internet usage. The school will run filtering software as required by the CIPA (Childhood Internet Protection Act). The staff is responsible for supervision of students on the network. The parent agrees not to hold the school or school personnel responsible for any material the student mistakenly or intentionally accesses or transmits via the school's computer system.

Hardware/Software

SSS has the right to regulate hardware/software technologies that are on its network or used within the school environment. This includes personally owned devices and/or media used on SSS property or with SSS technological infrastructure.

Documents/Files

The SSS has final editorial authority over students creating websites that are stored on SSS equipment or whenever students are given school credit for designing, editing, or updating the school websites.

File-sharing by students is not allowed unless specifically requested for a class by the teacher. The SSS local-area network will be equipped with software that monitors Internet traffic to detect any file-sharing.

No Expectation of Privacy All information/documents/files that are created, sent or received from a school computer, including e-mail messages, are school property, should not be considered confidential computer transmissions and may be accessed by school personnel at any time. Electronic messages and files stored on school-based computers will be treated like school lockers.