



MISHAWAKA CATHOLIC SCHOOL

Home of The Saints

St. Bavo Primary Campus, grades K-2
524 West Eighth Street
Mishawaka, Indiana 46544
(574) 259-4214

St Joseph Intermediate Campus, grades 3-5
230 Spring Street
Mishawaka, Indiana 46544
(574) 255-5554

St. Monica Middle School Campus, grades 6-8
223 West Grove Street
Mishawaka, Indiana 46545
(574) 255-0709

www.mcmish.org

STUDENT/PARENT HANDBOOK 2015-2016

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SCHOOL PERSONNEL

ADMINISTRATION

Jennifer Schwab	Interim Principal
Tammy Christianson	Executive Administrative Assistant
Father Terry Fisher	Executive Pastor MCS School, Saint Joseph Church, Pastor
Father Vincent Joseph	Saint Bavo Church, Pastor
Monsignor Bruce Piechocki	Saint Monica Church, Pastor

** Lead Teachers serve as part of the Administrative Team.*

SAINT BAVO PRIMARY CAMPUS

Mrs. Becky Gill	Early Childhood Development Program Teacher
Mrs. Natalie Moody	Early Childhood Development Program Aide
Mrs. Janice White	Early Childhood Development Program Teacher
Mrs. Diana O'Lena	Early Childhood Development Program Aide
Mrs. Nikki O'Hara	Kindergarten
Mrs. Betty McGann	Kindergarten
Mrs. Beth Whitfield	Kindergarten, Lead Teacher
Mrs. Tonya Rhodes	Grade 1
Mrs. Angie Penn	Grade 1
Miss Marie Bubelenyi	Grade 2
Mrs. Sara Kaczyinski	Grade 2
Mrs. Danielle Harper	Primary Instructional Aide
Mrs. Rachel Ramesh	Primary Instructional Aide
Mrs. Danielle Harper	Librarian, St. Bavo Campus
Mrs. Teri DiTommaso	Secretary
Mr. Doug Ely	Custodian & Maintenance
Mr. Rich Rechtenwal	Custodian & Maintenance
Mrs. Betty McGann	After School Care Coordinator
Mrs. Jamie McDaniel	Lunchroom Supervisor

SAINT JOSEPH INTERMEDIATE CAMPUS

Mrs. Melanie Decker	Grade 3
Mrs. Maria Whitaker	Grade 3
Mrs. Gina Lehmann	Grade 4, Co-Lead Teacher
Ms. Vicki Smith	Grade 4, Co-Lead Teacher
Mrs. Gina Mynsberge	Grade 5
Mrs. Mique Buck	Grade 5
Ms. Lisa Micola	Intermediate Instructional Aide
Mrs. Paula Walter	Secretary
Mr. Steve Kuhn	Custodian & Maintenance
Mr. Derron Hess	Custodian & Maintenance
Mr. Rob Dainton	Custodian & Maintenance
Mrs. Angie Troyer	Director of Food Service
Mrs. Nancy Fransted	Lunchroom Supervisor
Mrs. Pat Ellis-Martin	After School Care

SAINT MONICA MIDDLE SCHOOL CAMPUS

Mrs. Kelly Ramesh	6 th Grade Homeroom, MS Social Studies, DWP, Lead Teacher
Ms. Holly Donnelly	7 th Grade Homeroom, MS Science
Mr. Dane Whipple	7 th Grade Homeroom, MS Reading and Language Arts
Mr. Justin Grove	8 th Grade Homeroom, MS Religion
Mrs. Alyice Horvath	8 th Grade Homeroom, Social Studies, Resource/Study Skills
Mr. John Bailey	8 th Grade Latin
Miss Lea Thomas	MS Dance
Ms. Vicki Zmirski	MS Health
Mrs. Nicole McKee	Middle School Instructional Aide
Mrs. Jane Baker	Secretary
Mr. Jason Wagner	Custodian & Maintenance
Mr. Mark Taylor	Custodian & Maintenance
Mrs. Connie Hollar	Lunchroom Supervisor
Mr. Michael McGann	After School Care

RESOURCE SUPPORT

Mrs. Sarah Sweet	K-8 Resource Teacher
Mrs. Cindie Weldy	3-5 Resource Support Team
Miss Lea Thomas	MS Resource Program Assistant
Mrs. Betty McGann	K-4 Title I
Mrs. Sue Schlemmer	5-6 Title I

CROSS-CAMPUS

Mrs. Cindie Weldy	K-8 Art
Ms. Vicki Zmirski	Librarian, St. Joseph and St. Monica Campuses
Mr. Stephen Horton	Music, K-8, Band, WWD
Miss Tiffany Wilcox	Physical Education
Mrs. Shannon Hoover	Theater 6-8, Spanish K-5

MUSIC MINISTRY

Mrs. Sharon Priemer	Liturgical Music 3rd-8th grades
Mr. Joseph Higginbotham	Liturgical Music K-2 grades

TECHNOLOGY STAFF

Ms. Vicki Zmirski	Tech Coordinator/Media, K-8
Mr. Bill Combs	Tech Support, K-8

MISSION STATEMENT

Mishawaka Catholic School builds disciples of Jesus Christ through faith formation, academic excellence, and service to others in accordance with the teachings of the Roman Catholic Church.

ADMISSIONS

Mishawaka Catholic School Policy:

In applying for admission to Mishawaka Catholic School, the following guidelines are followed:

1. Families whose children are presently enrolled in Mishawaka Catholic School.
2. Catholic families registered and active in Parishes of Mishawaka Catholic School.
3. Catholic families registered and active in other parishes.
4. Non-Catholic families

REGISTRATION

Registration for current school families normally takes place during the month of January.

Registration for new students entering MCS takes place following the in-house registration.

Registration may be accepted year-round, space permitting.

EARLY CHILDHOOD DEVELOPMENT PROGRAM ENTRANCE CRITERIA

Children entering the class for 3 and 4 year olds must be 3 years old by August 1st of current

year. Children entering the class for 4 and 5 year olds must be 4 years old by August 1st of

current year. A child for this class must have independent bathroom use upon entering school.

Diocese of Fort Wayne-South Bend Policy, P4010:

SCHOOL ADMISSIONS POLICY

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

NONDISCRIMINATION POLICY

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to color, race, gender, or national origin, and reasonably accommodate the disabled in its educational programs.

SCHOOL ENTRANCE REQUIREMENTS

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for Information on Missing Children and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request the records from the last school the student attended within fourteen (14) days of enrollment.

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall also be required.

KINDERGARTEN WAIVER

Any child who attains the age of five before August 1st of the school year will be eligible to enter the kindergarten program. If the child is younger than five years of age and the child's birthday falls no later than a designated cut-off date of the applicable school year, and the parent(s) / guardian(s) of the child wish to enroll the child in a diocesan kindergarten program, they may attempt to do so by making application to the local Catholic school.

The appeal procedure will be handled in the following manner:

A. The custodial parent or legal guardian applying for a waiver to the Kindergarten Entrance law, must complete a waiver form received from the local Catholic school to which they are applying for entrance. The parent/guardian must provide verification of the student's birth date at this time.

B. The completed form and a letter of review by the child's preschool teacher will be submitted to the local Catholic school office to which they are applying for entrance no later than May 15 of the school year prior to the school year of the date of requested entrance.

C. Determination of early entrance will be decided by the local school principal based on the following:

1. Whether or not space is available in the kindergarten program at the school which the child will attend.
2. Any and all information submitted by the parent(s)/guardian(s) of the child with the application.
3. A recommendation of the early childhood teacher for the child's entrance. In the case of a child who did not attend a preschool, the principal may require a conference with the kindergarten teacher, parent(guardian) and principal about whether early entrance is in the best interest of this child.
4. Administration of a Developmental Readiness assessment is optional for determining eligibility for an entrance waiver to kindergarten.

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

FIRST GRADE ENTRANCE REQUIREMENTS

A child entering first grade must be six years old on or before August 1st. The academic program of the Catholic schools is such that a waiver for age is not acceptable unless the child has demonstrated the successful completion of a kindergarten program.

Students enrolling in a diocesan school after successfully attending kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

CHILDREN WITH EXCEPTIONAL EDUCATIONAL NEEDS

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation will be either for special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school, or poses a threat of harm to the student, other students or school personnel.

Diocese of Fort Wayne-South Bend Policy, P4020:

STUDENTS TRANSFERS

Students transferring from another school must make arrangements with the other school to forward records to Mishawaka Catholic School. When registering from another public or private school, a copy of the latest report card is required when the application is made in this school.

Once the academic year has begun, students shall be discouraged from transferring to another diocesan school except in the case of a change of residence.

Any student transferring from another Catholic school in the Diocese of Fort Wayne-South Bend must have fulfilled all financial duties owed to that school and/or parish before the transfer can be completed. Families owing tuition at another Catholic school will be refused admission until those obligations are met.

STUDENT HEALTH & SAFETY

MEDICATION

If your child needs medication during school hours, the medication must be brought to the School Office by the parent or guardian to be administered by Office personnel. You must bring the medication in the original or pharmacy-labeled container, properly marked with the name of the student, name of the medication, and the dosage to be given. *A Medical Authorization Form obtained from the Office must accompany the medication with the parent's consent and signature.* Ordinarily not more than a ten-day supply of the medication should be brought to School at any one time. The parent must instruct the student to report to the School Office on time for the medication. No medication will be administered by school personnel unless this policy is followed.

EMERGENCY FORM

An Emergency Form is kept on file in the Office for each child so that the school may contact parents when necessary. It is important that parents list at least one or two other individuals that can be contacted, in case of an emergency, when a parent cannot be reached. If there is a change in the address or telephone number (home or work) of any person listed on this form, please notify the School Office so that records can be kept current. The name and number of the physician to be notified is also important for the safety of your child. Please keep us informed as to changes in your child's medical history so that we can take all precautions that are necessary.

Emergency Forms must be completed and submitted to the school by or before September 1st. Failure to do so will result in students not being permitted to attend school until a completed (or updated) form is on file.

ILLNESS OR INJURY

If a student becomes ill or injured during school hours and must be sent home, parents will be notified. Therefore, it is very important that the School Office has the student's emergency phone numbers.

PHYSICAL EXAM FORMS

Students entering Preschool and Kindergarten must present a physical exam form signed by a doctor. Students who enter from other schools are required to present such a form unless it is included in their record from the previous school. Upon enrolling in school, students in grades Early Childhood - 8 must show a record of immunizations as required by State Law.

IMMUNIZATIONS

State law requires all public and non-public school students to present written evidence of immunization against certain diseases by the first day of school.

SCREENING TESTS

Vision (Grades 1, 3,5), Hearing (Grades 1, 4, 7), and Scoliosis (Grade 5) tests are given during the school year.

STUDENTS OR PROSPECTIVE STUDENTS WITH COMMUNICABLE DISEASES

Catholic schools shall comply with all applicable state law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable state law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a communicable disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected of having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in the school would expose others to significant health and safety risks. In making its determination, the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

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

The review team must also take into consideration the scope of the problem, education-related civil rights, and the student's right to confidentiality.

The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

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

Diocese of Fort Wayne-South Bend Policy, P4570:

SUBSTANCE ABUSE

This school shall assist students experiencing substance abuse problems in accordance with diocesan policy.

Diocese of Fort Wayne-South Bend Policy, P4560:

WEAPON-FREE SCHOOLS

Students are prohibited from bringing firearms or any weapon to school or school functions. Further, students are prohibited from possessing firearms or weapons on route to or from school or school activities or on school property. A violation of this policy will result in an automatic expulsion from school. This penalty supersedes any penalty which may be attributed by a local school discipline policy.

For purposes of this policy, the term “firearm” means:

1. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
2. the frame or receiver of any such weapon;
3. any firearm muffler or firearm silencer;
4. any destructive device.

The term “destructive device” means:

1. any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile have an explosive or incendiary charge of more than one quarter ounce, or device similar to any of the devices mentioned;
2. any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore or more that one-half inch in diameter; and
3. any combination of parts either designed or intended for use in converting any device into any destructive device in subparagraph (a) or (b) and from which a destructive device may be readily assembled.

Diocese of Fort Wayne-South Bend Policy, P5430:

ANTI-HARASSMENT POLICY

Harassment shall not be tolerated in the Catholic schools of the diocese.

Diocese of Fort Wayne-South Bend Policy, P5430:

ENVIRONMENTAL TOBACCO SMOKE

According to federal law, all facilities where kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one,

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

Diocese of Fort Wayne-South Bend Policy, P4590:

STUDENT LOCKER/BELONGINGS & INSPECTION

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

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

SCHOOL SAFETY PLAN

During the school year, we will conduct drills for fire and severe weather as well as lockdown drills. Development of a more detailed school-wide and campus specific plan is in process.

FINANCES & TUITION

St. Bavo Parish, St Joseph Parish, and St. Monica Parish have been supporting Catholic Education throughout the existence of the school. Families that directly benefit from our educational ministry are required to pay regular tuition payments. The entire parish contributes a subsidy to balance the operating costs for the fiscal year. Families from other Catholic parishes without a school will pay the parish rate of tuition - with the sending parish paying a subsidy to make up the difference between the tuition costs and the per-pupil cost for the year. Non-Catholic families pay the full per-pupil cost.

All families shall be expected to make tuition payments according to one of two payment plans:

- 1.) Full Payment – to be paid directly to the school by July 1st;
- 2.) Eleven Monthly Payments – using FACTS as an automatic payment plan made through your checking or statement savings account.

Those choosing the second plan will complete a FACTS agreement form to authorize the automatic monthly payments on either the 5th or 20th of each month beginning in July.

MISHAWAKA CATHOLIC SCHOOL

**TUITION INFORMATION
2015-2016 SCHOOL YEAR**

REGISTRATION FEE

\$50 per child

TUITION

1 Child – \$3,550.00

2 Children – \$5,550.00

3 or more Children – \$7,250.00

Non-Parishioners – \$5,600.00

ADDITIONAL FEES

Book Fees – \$200 per child

Technology Fees – \$100 per child

HASA Fees – \$50 per family

**The established tuition and fees are contingent upon enrollment and no significant increases in direct costs.*

TUITION AND FEES WILL BE COMBINED

Tuition and fees will be combined and paid through the FACTS system. There will be an additional fee charged by FACTS that is not a part of these numbers.

PARISHIONERS*	Annually	Monthly <i>(based on 11 month schedule)</i>
Grade K thru 8		
1 Child (tuition, fees, and HASA)	\$3,900.00	\$354.55
2 Children (tuition, fees, and HASA)	6,200.00	563.64
3 Children (tuition, fees, and HASA)	8,200.00	745.45
4 Children (tuition, fees, and HASA)	8,500.00	772.73
5 Children (tuition, fees, and HASA)	8,800.00	800.00
NON-PARISHIONERS	Annually	Monthly
Grade K thru 8 (per child)		
(tuition, fees, and HASA)	\$5,950.00	\$540.91
(tuition and fees for additional child)	\$5,900.00	

*Parishioners are defined as being registered in the parish, contributing regularly to parish financial support, and parish participation (attendance at Sunday Liturgies). The amount and/or frequency of parish financial support shall be determined by the parish, taking into account the diocesan endorsement of stewardship as an appropriate approach to parish financial support. (Diocesan Policy P5120, April 1999)

Parish membership in St. Bavo, St. Joseph Mishawaka, or St. Monica parishes will qualify you for the parishioner rates.

REGISTRATION

All families are required to pay a per-child non-refundable fee of \$50.00 for registration. The registration fee is due in full at the time of registration. School Fees may be paid at the same time or included in the FACTS Agreement. Families in need, may apply for textbook assistance from the State of Indiana. To be eligible for textbook assistance, a family must meet requirements for free or reduced lunch eligibility.

INSURANCE

The Diocese requires mandatory insurance for students in early childhood through eighth grade. The cost of insurance is included in tuition.

FINANCIAL SUPPORT & ASSISTANCE

FINANCIAL AID

Financial aid will be determined using information provided through FACTS. A committee will review the tuition aid forms submitted by the Mishawaka Catholic families who apply. It will be allocated to parishioners who are active, participating and contributing on a weekly basis to the support of their member parish.

SCHOOL SUPPORT ASSISTANCE

Families who may have difficulty meeting the tuition requirements outlined above should contact their parish pastor. Assistance for registered and active parishioners is available from the parish on a limited basis. Some assistance is also available through the Diocesan Large Family Fund, which must be applied for by April 1st. Anyone requesting tuition assistance must complete the FACTS Grant and Aid Assistance process.

SCHOOL CHOICE

Choice Scholarships, sometimes referred to as vouchers, provide Indiana state funding to qualifying students, which can be used to offset tuition costs at participating Indiana schools. Mishawaka Catholic is a School Choice Scholarship school. Families who meet the state guidelines can receive funds per child from the State of Indiana for tuition and fees.

FUNDRAISING

Members of Mishawaka Catholic School subsidize the school budget for expenses that cannot be met through the school support provided by school families. The per-pupil cost of educating our children continues to rise each year. For this reason, all school families are required to participate in fundraising efforts by the school. These monies supplement the curriculum as well as provide a way of attaining the many “extras” that would not otherwise be possible.

All Mishawaka Catholic School families in K-8 are expected to contribute 25 hours of service to the school during the school year. Families should record their service hours on the Communication Envelope (CE) each week.

The other major fundraiser during the year is the sale of Burger King coupon books at the end of January. All Catholic schools in the diocese participate in this fundraiser. All families are expected to participate at a minimum level of \$15.00 per child, with a \$45.00 maximum requirement per family.

SCRIP

SCRIP is sold at St. Monica and St. Joseph parishes. A portion of the SCRIP profits may be applied to MCS tuition for children in the Early Childhood Development Program (pre-school) through eighth grade.

SCHEDULE INFORMATION

Arrival:

7:30 AM to 8:00 AM: All Campuses

Lunch:

11:40 AM: All Campuses

Dismissal:

11:00 AM: Early Childhood Development Program Dismissal

3:10 PM: All Campuses, Monday, Tuesday, Wednesday and Friday

2:10 PM: All Campuses, Thursdays

Mass Schedules:

St. Bavo Primary Campus: Tuesdays at 8:15 AM

St. Monica Middle School Campus: Thursdays at 8:15 AM

St. Joseph Intermediate Campus: Fridays at 8:30 AM

All School Masses: See School Calendar

STUDENT DAILY SCHEDULE

Student schedules are different per grade level and campus. The schedules are distributed at the beginning of the first semester. For information about daily schedules, please contact the school office.

SCHOOL-WIDE CALENDAR

The school-wide calendar is distributed at the beginning of the school year. It can be located electronically on the school website.

AFTER SCHOOL CARE

After School Care is designed to provide quality after-school care for the children of Mishawaka Catholic School. After School Care is open from 3:10 PM to 6:00 PM every day EXCEPT the last day of school before Christmas Break and the last day of school.

The cost is based on full or part-time attendance. There is a non-refundable registration fee of \$25.00 per family. After School Care is available for the Early Childhood Development class from 11:00 AM to 3:10 PM. After 3:10 PM, the pre-school students may participate in the After School Care at our Saint Bavo primary campus.

The After School Care offers an excellent after-school experience tailored to the needs and interests of elementary and middle school students. Participation in a variety of recreational and educational activities allows children to learn life skills and expand their creativity. Homework is encouraged, as some tutoring is available to those who need it. Other activities may include crafts, organized and free play, and use of the school's gym.

ARRIVAL & DISMISSAL

AT SAINT BAVO PRIMARY CAMPUS

The following are the drop-off/pick-up routes for the St. Bavo Campus of Mishawaka Catholic School. Every attempt has been made to make these routines as safe and efficient as possible. Please remember to be patient and courteous to your fellow parents as we implement this together.

AM Drop-off:

Cars will enter the parking lot off of West Street turning either right or left into the lot forming a **single file line** along the sidewalk of the parking lot. Students will be dropped off at the main doors of the school. Teachers will be available beginning at 7:30 AM to help students exit their vehicles and ensure they walk safely into the school. Cars will exit out of the parking lot onto 8th Street. **Only a right turn is permitted.** If a parent finds it necessary to walk into the school, we ask that you please park your car in the designated parking spots in the southeast corner of the parking lot. This will ensure that the flow of the drop-off line does not back up.

PM Pick-up:

Cars will enter off of West Street turning (only) right into the parking lot. No left turn is permitted into the parking lot off of West Street in the afternoon due to potential traffic back up with northbound traffic. Cars will form single file lines behind one of the four pylon cones lined up in front of the school entrance area. As cars arrive pick one of the four lanes of cars to join. Parents/Guardians or Authorized Adults will exit their vehicles and wait for their child(ren) in the portico area. Students will be dismissed with their teachers beginning at 3:10 PM. Once you have connected with your student(s) please return to your vehicle and await instructions to depart from the parking lot. Once all cars have been loaded, cars will exit out of the parking lot making a right turn onto 8th Street. A teacher will have a stop sign to stop traffic on 8th Street allowing for each lane of cars to smoothly and safely exit the parking lot.

If you arrive after cars have begun loading, please do not try to pull into one of the four dismissal lines, as this can be quite dangerous. A fifth line of cars will be started along the sidewalk of the parking lot that you will join. Once the parking lot has cleared these cars will advance in a single line to the portico area and a teacher will have your child(ren) ready to load in to your vehicle. It will not be necessary to exit your car.

Students who have not been picked up after all the cars have left the “pick-up” zone will return to school and wait in front of the school until 3:30 PM. At 3:30 PM, students will be taken to After School Care. **A standard fee of \$3.00 per hour will ensue when emergency After School Care needs arise.**

AT SAINT JOSEPH INTERMEDIATE CAMPUS

Students are to be “dropped-off” and “picked-up” in the designated zone on Spring Street.

Please move your car forward as much as possible where there is a line in order to leave room for the other vehicles behind you. Leaving a parked car (or double parking) in the “pick up” or “drop off” zone is prohibited. The yellow curb lane is a fire lane and used only as a “drop off”

zone, so please do NOT park there. If you must enter the school at any time during the day, please park in the parking lot or park on neighboring streets where allowed.

We ask **everyone** to line up east to west in the west parking lot. Those using the north and south parking spots must back in to the space. Once all children are in cars, we will stop traffic on Fourth Street. We ask that no one park on Third and Fourth Streets unless you are coming into the building to speak with a teacher.

Students who have not been picked up after all the cars have left the “pick-up” zone will return to school and wait in front of the school until 3:30 PM. At 3:30 PM, students will be taken to After School Care. **A standard fee of \$3.00 per hour will ensue when emergency After School Care needs arise.**

AT SAINT MONICA MIDDLE SCHOOL CAMPUS

Students are to be “dropped-off” and “picked-up” in the designated zone in front of the school on Grove Street.

Please move your car forward as much as possible to establish four to five designated car lines. Once these lines are formed, please leave room for the other vehicles behind you. Leaving a parked car (or double parking) in the “pick up” or “drop off” zone is prohibited. The yellow curb lane is a fire lane and used only as a “drop off” zone, so please do NOT park there. If you must enter the school at any time during the day, please park in the parking lot or park on neighboring streets where allowed.

After school all students will be taken to the west parking lot except those going to After School Care or those being picked up by day care vans in front of school.

We ask **everyone** to line up east to west in the west parking lot. Once all children are in cars, we will stop traffic on Grove Street. We ask that no one park on Ann Street unless you are coming into the building to speak with a teacher. The school prefers that no one park on Grove Street during the first wave (3:10 PM) of car dismissal.

Students who have not been picked up after all the cars have left the “pick-up” zone will return to school and wait in front of the school until 3:30 PM. At 3:30 PM, students will be taken to After School Care. **A standard fee of \$3.00 per hour will ensue when emergency After School Care needs arise.**

PERMISSION TO LEAVE SCHOOL

Written permission (with name of adult who is picking-up student, unless it is a Permission Form from the school which already identifies school personnel as the supervisory adult) **is required** from a parent/guardian so a student can leave school grounds during the school day with said or designated adult. Students will only be released to designated or named adult (from Emergency Form, Permission Form, or written note). Students are to be picked-up at the school office (unless it is a Permission Form from/for the school). Parent/guardian is required to “sign-out” a student when leaving and “sign-in” a student when returning back to school (unless Permission Form from/for the school is utilized).

SCHOOL CLOSINGS

If Mishawaka Catholic School has to be closed for the day, announcements will be made through personal contact by SchoolReach as well as publically announced via local television and/or radio stations. Mishawaka Catholic School is closed if you hear that “Mishawaka Catholic School is closed.” or “All Mishawaka Catholic schools are closed.” or “Marian High School is closed.” Please be prepared for instances when a delay is necessary.

In case of severe weather developments during the school day, MCS will confer with local city and diocesan authorities if emergency dismissal is required. Parents will be notified via SchoolReach.

Mishawaka Catholic School is aligned with Marian High School during inclement weather. This includes school delays and closings.

ATTENDANCE

Due to state mandated policies regarding school attendance from the state Department of Education, each school must have 180 full days of school.

Diocese of Fort Wayne-South Bend Policy, P4040:

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

PARENT/LEGAL GUARDIAN RESPONSIBILITY

Parent/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

- A. Graduates;
- B. Reaches at least sixteen (16) years of age or less than eighteen years of age and:
 - 1. the student and the student's parent or guardian and the principal agree to the withdrawal;
 - 2. at the exit interview the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
 - 3. reaches the age of eighteen (18) years.

ABSENCES FROM SCHOOL

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

- A. Absences which are counted as present
 - 1. Serving as a page in the Indiana General Assembly;
 - 2. For students in grades 7-12, serving on a precinct election board or as a helper to a political candidate or political party on election day with prior approval of the principal;
 - 3. Court appearances pursuant to a subpoena;
 - 4. Placement in a short-term inpatient treatment program which provides an instructional program;
 - 5. Homebound instruction
 - 6. Religious observances.
- B. Excused Absences
 - 1. Illness of the student (with written statement by parent/guardian or doctor)
 - 2. Funerals
 - a. for death in the immediate family
 - b. for persons outside of the immediate family with parental permission

3. Medical and legal appointments - Such appointments should be scheduled after school hours when possible.
4. Out-of-school suspension
5. School/college visits (2) - parents/guardians need to check with the individual school's policy for arranging such visits;
6. Prearranged activity approved by the principal.

C. Unexcused Absences

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
2. No physician's note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
3. Family vacations - It is strongly recommended that families take their vacations during the regularly scheduled school breaks.
4. Absences other than those defined as excused or absences counted as present.

TRUANCY

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

Habitual Truancy may be evidenced by the following:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences from school without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- C. Three (3) or more judicial findings of truancy.
 1. Recently IDOE IC 20-20-8-8 was amended to define habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason. Link to IDOE:
<http://www.doe.in.gov/sites/default/files/attendance/attendanceguidelinesupdate-2014-09-22.pdf>

Mishawaka Catholic School Policy:

REPORTING AN ABSENCE

A parent/guardian shall contact the school to report a student's absence. **Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.**

Mishawaka Catholic School requests that a parent/guardian call the school office by or before 8:00 AM on the day of a student's absence to report absence. Documentation policy for absences has been detailed in the aforementioned diocesan policy.

ABSENCE FROM SCHOOL

In any case involving school absences, it is the responsibility of the student to contact the teacher concerning class assignments or make-up work. Arrangements for make-up work are left to the discretion of the teacher. Mishawaka Catholic School office must be informed by *noon* if an absent student wishes homework to be sent home for the day. Ordinarily, homework is not required to be sent home if a student is absent for *only one day*. The student may request the make-up work upon returning to school.

Assignments missed due to absence are the responsibility of the student. All missing assignments must be turned in no later than one day more than the number of days missed.

The school is not required to provide credit for assigned work missed because the student's absence is unexcused or the student is truant.

The school will not provide work in advance for planned vacation(s) or extended absence. Students on vacation or on an extended absence during the school day are required to make-up missed work from their absence following the aforementioned "Absence from School" school policy.

FREQUENT OR PROLONGED ILLNESS

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

STUDENT ILLNESS

A child that is ill before school should be kept home. This is to protect others from exposure to fever, colds, etc. When a child becomes ill during school hours, he/she may not leave before reporting to the school secretary and/or principal. Parents/guardians will be notified, and they will be responsible for getting the child home. Students with fevers or vomiting should not return to school until the fever has been gone and/or vomiting stopped for 24 hours. Likewise, a child on antibiotics should have taken the antibiotics for 24 hours before returning to school.

RESPONSE TO IRREGULAR ATTENDANCE

If evidence of an irregular attendance pattern exists the school will use the following procedure to address the student's return to regular school attendance as required by law.

A. Call **daily** from the school secretary to the parent/guardian to verify student absence and to determine reason for absence (whether excused or unexcused). The date and content of this contact shall be documented.

B. After a student is absent **6 days** per school year, a school administrator, school secretary, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.

C. After a student is absent **over 10 days** per school year, a conference will be held with the parent/guardian, the student, and a school administrator. An attendance contract may be established at this time and documentation will be kept. Proper authorities will be notified as

required by Diocesan and/or State of Indiana mandates.

D. After a student is absent **over 15 days** per school year a referral may be made to the intake officer of the local Juvenile Probation Department and/or the School Truancy Prevention Program.

TARDINESS FOR SCHOOL

A student is tardy if not present in homeroom when the final arrival bell rings at 8 AM and homeroom attendance is taken. A student who is tardy must report to the school office to obtain a tardy slip before entering homeroom or class. Habitual or chronic tardiness will result in a conference with school administration whereby diocesan and/or State of Indiana regulations for school attendance, et al. apply.

ACADEMICS & ATHLETIC ELIGIBILITY

Mishawaka Catholic School provides for a well-rounded curriculum in accordance with the curriculum and mandated educational standards set by the State of Indiana and the Diocese of Fort Wayne-South Bend.

The following subjects are required for all students: Religion, Math, Science, Language Arts, Social Studies, Spanish (K-5), Art, Music, and Physical Education. In addition, our middle school students have the opportunity to explore a variety of enrichment classes as electives, which can vary by semester or academic year.

ACADEMIC INTEGRITY

The honest presentation of students' own work is the basis of effective instruction, in addition to being a sign of good character. Only when shown what students actually know can teachers plan lessons that address deficiencies and extend learning. Cheating on tests and quizzes; copying another person's homework; allowing someone to copy your work; plagiarism of any sort, including taking materials from the internet; or turning in the work of a parent, other student or anyone else's as your own are serious breaches of academic integrity as well as of Christian morality. Students guilty of this behavior will receive no credit for the test or assignment. Their parents or guardians will be notified. Students guilty of repeated offenses will be referred to the principal for further disciplinary action. The consequence of cheating will have an impact in the student's conduct grade as well as the academic consequences.

GRADING

Mishawaka Catholic School adheres to the Diocesan grading scale for third through eighth grades based on a 4.0 scale.

97-100%	A+	4.0
93-96%	A	4.0
90-92%	A-	3.7
87-89%	B+	3.3
83-86%	B	3.0
80-82%	B-	2.7
77-79%	C+	2.3
73-76%	C	2.0
70-72%	C-	1.7
67-69%	D+	1.3
63-66%	D	1.0
60-62%	D-	0.7
59% - below	F	0.0

Students will receive a grade for each core content area class in grades 1-8. Art, Physical Education, Music and Spanish grades are reported in an age appropriate manner. Kindergarten students receive a standards based report card. Middle school students will receive a grade for each elective.

HOMEWORK

Homework takes on various forms - extension of class work, practice drill, independent study, library reading, special projects, enrichment, etc. Homework policies are as individual as teachers. It is important that families show interest in the child's home assignments and check the completed work. It is also essential for parents or guardians to provide conducive space and time for a child to complete homework.

Homework assignments are an extension of the learning process begun at school and are expected to be completed on time. Late, incomplete, or missing assignments will affect a student's learning and will be reflected on the Report Card through the earned grades and comments.

Each teacher has a page on our school website. On that teacher page, parents and students will find homework assignments, links to appropriate resources, and other information helpful to the student and parent. Parents and students are also given an ID to access PowerSchool grades and assignments.

If you have a question concerning your child's homework, please check with the teacher.

HOMEWORK TIME GUIDE

The suggested **average** time given to homework is ten minutes per student's grade level. (For example, first grade = 10 minutes, seventh grade = 70 minutes)

The exception to this rule may be in the case of special projects that may take extra time. It is important that parents or guardians help their children to structure their time so that they learn how to use time wisely as well as providing a means of helping their child attain lifelong study habits that foster achievement. Homework Planners are provided for students in Grades 3-8 as a part of the school fees. Also, ClassJump pages – maintained by teachers – may be used as an additional resource regarding homework.

ACADEMIC PROGRESS REPORTS & REPORT CARDS

Teachers use PowerSchool, a web-based record-keeping program as a grade database. Parents and students will receive an ID and password to access a student's grades at any time. Teachers are expected to update PowerSchool data every two weeks. **Parents (and middle school students) are expected to regularly access PowerSchool in order to be aware of their child's grades.** Parents having questions about anything that appears in PowerSchool should contact the appropriate teacher.

Quarterly Progress Reports are issued midway through the quarter. Progress Reports serve as a direct communication tool to provide a temporary snapshot as to student academic trends and grades. Please remember that Progress Reports are NOT final grades.

Report Cards are issued following the completion of each quarterly grading period. Final quarter grades are a reflection of the work a student has or has not accomplished in a particular subject area during a specific timeframe. Parents are requested to examine the report card carefully. If

students and/or parents have concerns about grades, please request a conference with the appropriate teacher or teachers.

These academic reports are sent home via the shared progress and report card envelope. These envelopes must be signed and returned within the week of distribution/reception.

HONORS & ELIGIBILITY

There are two honor rolls for Mishawaka Catholic School students in which school-wide recognition is given.

Criteria for Grade Honors

Core Content Area GPA: 3.7-4.0 = First Honors

Core Content Area GPA: 3.3-3.69 = Second Honors

Criteria for Conduct Honors:

1 in ALL core content areas + 1 and/or 2 in specials/fine arts areas

ATHLETIC ELIGIBILITY

To assist students, parents, teachers, and coaches in recognizing and accepting academic development as the **primary** responsibility of the Mishawaka Catholic School student, the following guidelines have been developed to determine athletic eligibility.

Athletic Eligibility:

Core Content Area GPA: 2.0 or above +

No Fs in ANY subject +

No 4s in conduct in ANY subject

- Report Cards determine athletic eligibility and ineligibility.
- Progress Reports can only reinstate athletic eligibility.

Athletic eligibility is determined by the above criterion. It will be reviewed when Progress Reports and Reports Cards are distributed. **Fourth quarter grades and conduct scores transfer to first quarter of the upcoming year in terms of athletic eligibility status review.** Athletic eligibility or ineligibility status begins the Monday following distribution of Report Cards. The reinstatement of athletic eligibility begins the Monday following distribution of Progress Reports.

At the discretion of parents/guardians, ineligible student athletes *may attend* both practices and games and may participate in practice. **HOWEVER, ineligible student athletes will not participate or play in games until eligibility status is reviewed and reinstated** by school administration when Progress Reports and/or Report Cards are distributed. Eligibility and/or ineligibility status is communicated by school administration to ineligible student athletes, their parents, and the school Athletic Director.

Any student athlete certified by the school as having a school documented ISLP who falls short of athletic eligibility *may* be able to participate in sports at the discretion of teachers and administration following a discussion with parents/guardians.

STUDENT-PARENT-TEACHER CONFERENCES

After the first quarter, the classroom teachers will meet with parents and students to confer student progress and whatever else may be of mutual concern to the education and well-being of the student. In grades 3-8, students are expected to participate in these conferences.

Any parent desiring a conference with any teacher at any other time should call the appropriate campus office or e-mail a teacher and set up a date and time for a conference.

PROMOTION / RETENTION

Students who have successfully completed the grade requirement(s) are promoted to the next grade at the end of the academic year. Retention may occur if a teacher feels that promotion is not in the best interest of the student either due to academic reasons, social development reasons or attendance reasons. If a student is in jeopardy of retention for any reason, a parent, teacher and administrator conference will take place between January and March of that academic year.

If a parent opposes retention, over the advice of the professional staff, the parents will be required to sign a statement acknowledging the promotion is against the professional advice of the staff. However, in accordance with Indiana state law, a student would be assigned to the next grade level pending reception of documentation. Failure to submit state required documentation before June 1st will result in retention whereby student will repeat grade level.

RECORDS

The official record of the student contains the academic transcript, academic testing, health records and an emergency sheet. In the case of a transfer, the official record will be forwarded to the new school upon the request of the receiving school.

Diocese of Fort Wayne-South Bend Policy, P4170:

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

A notice concerning parental access to educational records is available in the school office which any parent/guardian or eligible student may review during regular business hours.

NON-CUSTODIAL PARENTS

The school abides by the provisions of the Buckley Amendment 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 parents with access to the academic records and other school-related information regarding the student.

TEXTBOOKS

Students are issued textbooks for classes at the beginning of the academic year. Students retain assigned textbooks for duration of year. Students are stewards of textbooks; therefore they are responsible for their care and usage. Students will pay for any textbook damaged or lost. This includes shipping and handling fees. Unpaid fees may result in a hold on records.

FAITH FORMATION

Diocese of Fort Wayne-South Bend Policy, P4410:

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school. All students receive instruction in Catholic doctrine and tradition in formal classes during the week.

Students participate in the Eucharist each week with adequate liturgical preparation.

Students are given additional opportunities for participation in para-liturgical services during the year, such as the Rosary, Stations of the Cross, Eucharistic Adoration, Prayer Services, and seasonal celebrations.

SACRAMENTAL PROGRAM

The sacraments of Reconciliation and Eucharist are generally celebrated in the second grade. Parents are expected to participate in these sacramental preparation programs.

The sacrament of Confirmation is celebrated in the eighth grade. While candidates for Confirmation assume the greater responsibility to fulfill the requirements of the program, parents are expected to participate in the preparation process.

FORMAL RELIGION PROGRAM

The formal Religion Program is designed to foster a clear sense of Catholic identity and an appreciation of Catholic beliefs, values, prayers, and practices. It aims at nurturing a deep respect and appreciation for all that is good, true, and beautiful in human experience. The blend of fidelity to Catholic Tradition and openness to life leans not only to a growing pride in being a Catholic Christian, but also a greater respect for other Faith Traditions.

FAMILY LIFE EDUCATION

God's Gift of Human Sexuality (Theology of The Body) – Each Catholic school upholds and supports God's plan for sexual relations by promoting chastity and a respect for human life. Sexual union is intended by God to express the complete gift of self that a man and a woman make to one another in marriage, a mutual gift which opens them to the gift of a child. Therefore all students are expected to live a chaste lifestyle and to abstain from sexual relations. In conformity with pastoral guidelines from the Holy See on human love and sexuality, the moral and spiritual aspects of human love and sexuality will be presented to students within the school's curriculum. Parents, as the primary educators of their children, are normally expected to address the more intimate details of human love and sexuality at home with their child. However, if parents need assistance in this area, they may delegate this personalized dialogue with their child to a teacher, counselor or some other trustworthy person. The diocesan Office of Family Life, in conjunction with the parishes and schools, will assist parents of elementary students in carrying out this responsibility of family life education.

LUNCH

Students remain at school for lunch. Students may leave the school premises during lunch period only with the *written* permission from the parents or guardians. The student must report to the School Office when leaving and returning from lunch. Lunchtime is a part of the school day. Parents may not have lunch in the cafeteria with their children. On special occasions, if parents wish to eat lunch with their child(ren) on the school premises, a space will be provided outside the cafeteria.

HOT LUNCH

A National School Lunch Program is in place at Mishawaka Catholic School. Much of the food is prepared at St. Joseph Intermediate Campus and delivered to the St. Bavo Primary Campus as well as the Saint Monica Middle School Campus. A menu is sent home each month. Weekly, students prepay for the lunches of their choice. The cost of hot lunch is \$2.50 a day, including a drink.

MILK OR LUNCH DRINK

Students will be able to purchase milk or another lunch drink as part of the Hot Lunch program or by itself if they carry their lunch.

FEDERAL LUNCH PROGRAM ASSISTANCE

Financial assistance in the form of free or reduced lunches is available to families who qualify. This will not only assist each family in the purchasing of affordable hot lunches, it allows the family and school to be eligible for additional assistance in State and Federal grants. Application forms are sent home at the beginning of each school year.

Due to our participation in the Federal Lunch Program, students are NOT permitted to have SOFT DRINKS OR SODA POP FOR/OR LUNCH. Additionally, there will be NO FAST FOOD MEALS CARRIED IN FOR/OR DURING LUNCH.

LUNCH & RECESS

Each campus has a scheduled rotation for lunch and recess per grade level. Students are allotted twenty minutes (20) for lunch – except students at our St. Bavo campus, who are given thirty minutes for lunch. Duration of recess is contingent on grade level and weather conditions. Recess will be outdoors in designated “playground” areas unless conditions reach 15 degrees or below (with wind chill).

EXTRA CURRICULAR & ATHLETIC INVOLVEMENT

The extra curricular activities and athletic opportunities offered at Mishawaka Catholic School include:

- Band for Grades 4-8
- Baseball
- Boys' & Girls' Basketball
- Boys' & Girls' Soccer
- Cheerleading
- Chimes for Grade 5
- Football
- Girls' Track
- Girls' Volleyball
- Hand Bell Choir for Grades 6-8
- HASA-sponsored activities
- Intramural Soccer Grades K-4
- Lacrosse
- Liturgical Choir for Grades 4-8
- Mass Ministry
- Quiz Bowl for Grades 7-8
- Scouting for boys and girls
- Softball
- Student Council for Grades 6-8
- Wrestling

RESPONSIBILITY AND DISCIPLINE

All Mishawaka Catholic School students participating in extra curricular activities and/or athletics are expected to represent themselves and the school in an exemplary manner at all times. Any student who has conduct problems in the classroom, at a practice session, an athletic function, or a school related activity or event will lose the privilege of extra curricular activity and/or sport.

UNIFORM & DRESS CODE POLICY

The dress code at Mishawaka Catholic School is designed to encourage neatness, modesty and good order among students, measure self-discipline, instill school pride, and provide awareness to the local Mishawaka area community of the presence of our school. For this reason, students must be properly dressed, observing school dress regulations when they arrive on school property in the morning and when they leave school property at the end of the day. The dress code is to be observed on field trips unless otherwise announced by school administration. All logo parts of the uniform must be purchased from the uniform company that serves the school. Physical education uniforms are necessary for physical education classes and must be purchased from the company that serves the school. Torn or tattered items of the school uniform are not acceptable. Parents assume the primary responsibility for the appearance of their child. All students are required to meet the following personal hygiene and dress code guidelines. Unresolved questions/concerns will ultimately be decided by school administration.

PERSONAL HYGIENE

Students are expected to be physically clean and neat when they are in school. Students should be well groomed in personal hygiene as well as clothing.

Hair of girls and boys is to be clean and neatly styled. Hair should be well groomed. Bangs must either be cut above the eyebrow or pulled back so that the bangs do not cover any part of the eyes. No extreme fad hairstyles – such as extensions, faux hawks or mohawks, radical hair colors, multi-hair coloring, or changes to the natural hair color. All hair accessories must be gold, white, purple, and/or black. Caps, hats, hoods, and bandannas are not to be worn in the school building at any time, which includes lunch periods. Boys are to be clean-shaven with no sideburns below the ear opening. Boys' hair length should not touch the shirt collar and should not cover the ears.

Because we live in a community, we occasionally deal with communicable health concerns; head lice are among these. Children with head lice are not allowed to report to school until appropriate treatment is given. If discovered during school, a child will be sent home. In order to return to the classroom, a parent/guardian must give written verification that treatment has been given. Upon return to school following an incidence of head lice, school personnel will check students before they return to the classroom.

SCHOOL UNIFORMS

Students in kindergarten through eighth grade are to wear the school uniform daily unless otherwise authorized for “special” occasions. Check your monthly school calendar for special days. The Uniform/Dress Code is as follows:

Grade K-8 GIRLS:

- Jumper, Shirt, Socks, Shoes
- Skirt, Shirt, Socks, Shoes
- Pants or Shorts, Shirt, Socks, Shoes, Belt
- Culottes or Skorts, Shirt, Socks, Shoes, Belt

Grade K-8 BOYS:

- Pants or Shorts, Shirt, Socks, Shoes, Belt

MC school logo crew neck uniform sweatshirt, fleece jackets and cardigan sweaters are optional; they are the only outerwear that can be worn in the building during the school day.

If there are belt loops, a solid brown or black belt must be worn. This requirement is for all students in grades 3-8.

White, black, purple MCS logo school shirt must be age appropriate fitting and neatly tucked-in. A plain (solid color) short or long sleeve shirt (of matching color of MCS school shirt – black, white, or purple) may be worn underneath MCS uniform shirt. A white underwear short sleeve shirt is acceptable under any color uniform shirt.

Shorts and skorts must be no more than 2 inches above the knee and may be worn from August until October 31st and after April 1st.

Pants must be uniform style and khaki color, NO jeans, contrasting stitching or rivets, stirrups, leggings, cargo style, carpenter style, hip huggers, capris, or low riders.

COSMETICS

No make-up is allowed on any day, including Dress-Up Days or NUT days. Colored nail polish is not allowed, though clear polish may be worn.

JEWELRY

Jewelry and other accessories are to be appropriate for school and the child's safety. Girls' earrings are to be post type only and worn on the ear lobe. Only one pair of earrings may be worn. NO dangling earrings are allowed. Boys are not allowed to wear earrings of any type.

Only one necklace, one ring, or bracelet may be worn. No piercing jewelry other than earrings may be worn.

SCHOOL DRESS FOR SPECIAL DAYS

Dress-Up Day: Students are **not to wear jeans or denims** of any color, T-shirts, sweats, tennis shoes or the like. No sleeveless tops or dresses. Uniforms may be worn if preferred.

NUT Day: No Uniform Today

ACCEPTABLE "NUT" Day Attire: MCS Spirit Wear, T-shirts and tops appropriate for school, jeans, sweatpants, athletic pants or shorts, school appropriate length leggings ONLY IF worn with school appropriate skirt length top/shirt/skirt

UNACCEPTABLE "NUT" Day Attire: yoga pants, pajamas (top or bottom), ripped or holed jeans, leggings with regular waist level shirt/top, and anything by logo, printing, words or images that go against the teachings of the Church

School Spirit Day: MCS Spirit Wear, MCS colors or attire (black, purple, gold, white) with pants following the NUT Day "acceptable" attire list (see above)

PHYSICAL EDUCATION UNIFORM

Mishawaka Catholic PE uniforms must be worn during PE class for Grades 3-8. Grades K-2 do not change clothes for PE class. Students must wear a pair of athletic shoes for PE class. Students in grades 3-8 are required to change into athletic shoes specifically for PE. These shoes are to be left at school and worn only in the gym. All PE shoes need to have a non-marking sole.

DRESS CODE VIOLATIONS

Refusal to follow MCS Dress Code/Uniform policy will result in disciplinary action. All campuses will utilize the Uniform Violation & Reminder Form (image on next page) as a means of communication and documentation for recording dress code/uniform infractions. Inappropriate dress may also result in a telephone call home in order to acquire appropriate school attire. Students waiting for appropriate school attire will wait in the school office until able to rejoin general population of students.

**Mishawaka Catholic School
Uniform Violation & Reminder Form**

Name _____ Grade _____
Date _____ Campus _____

Jumper: Khaki Pleated Any vendor Hem no more than 2 inches above knee
Skirt: Khaki Pleated Any vendor Hem no more than 2 inches above knee
Skorts / Shorts: Khaki Dress Any vendor Hem no more than 2 inches above knee skorts and shorts must be no more than 2 inches above the knee and may be worn from August until October 31 st and after April 1 st .
Pants: Khaki Dress Any vendor Pants must be uniform style and khaki color, no jeans, contrasting stitching or rivets, stirrups, leggings, cargo style, carpenter style, hip huggers, capris, or low riders.
Culottes: Khaki Dress Any vendor Hem no more than 2 inches above knee
Shirts: White, black, purple MCS logo school shirt must be age appropriate fitting and neatly tucked-in. A plain (solid color) short or long sleeve shirt (of matching color of MCS school shirt – black, white, or purple) may be worn underneath MCS uniform shirt. A white underwear short sleeve shirt is acceptable under any color uniform shirt.
Shirts: Solid white MCS logo or no logo Any vendor Solid white uniform fitting polo shirt
Cardigan: Solid white, black, or navy blue
Crewneck Uniform Sweatshirt: MCS School supplier (black or purple color with MCS emblem – positioned top left of sweatshirt) and may be worn any day of week
Spirit Wear T-Shirts, Sweatshirts, and Hoodies: MCS spirit wear tops may be worn only on Fridays.
Fleece: MCS School supplier
Socks: Solid white or solid black socks must be visible.
Shoes: Solid white or solid black shoes, which may have black, white, or gray soles must be worn. Logos may be black, white or gray. Stitching must match the color of the shoe. Shoelaces must also match the color of the shoe.
Jewelry: Girls' earrings are to be post type only and worn on the ear lobe. Only one pair of earrings may be worn. NO dangling earrings are allowed. Boys are not allowed to wear earrings of any type. Only one necklace, one ring, or bracelet may be worn.
Cosmetics: No make-up is allowed on any day, including Dress-Up Days or NUT days. Colored nail polish is NOT allowed, though clear polish may be worn.
Hair: Hair of girls and boys is to be clean and neatly styled. Hair should be well groomed. Bangs must either be cut above the eyebrow or pulled back so that the bangs do not cover any part of the eyes. No extreme fad hairstyles – such as extensions, faux hawks or mohawks, radical hair colors, multi-hair coloring, or changes to the natural hair color. All hair accessories must be gold, white, purple, and/or black. Caps, hats, hoods, and bandannas are not to be worn in the school building at any time, which includes lunch periods. Boys are to be clean-shaven with no sideburns below the ear opening. Boys' hair length should not touch the shirt collar and should not cover the ears.

Comments:

Parent/Guardian Signature: _____

Teacher Signature: _____

- | | |
|---|---|
| <u>Uniform</u> | <u>Violation</u> |
| <input type="checkbox"/> Non-Uniform Items | <input type="checkbox"/> 1 st Incident |
| <input type="checkbox"/> Persistent Un-tucked Shirt | <input type="checkbox"/> 2 nd Incident |
| <input type="checkbox"/> Socks/Shoes | <input type="checkbox"/> 3 rd Incident (implements consequence beyond written communication) |
| <input type="checkbox"/> Make-up/Nail Polish | |
| <input type="checkbox"/> No Belt | |

DISCIPLINE

Discipline is integral to education not separate from it. The key to effective overall discipline is self-discipline, which is accomplished in firmness, consistency, and a positive outlook. Order and self-discipline are the output of good parenting and good teaching. This principle of self-discipline must start at home and be supported and maintained in the learning environment.

MCS teaches Discipline with Purpose skills and references these skills to address student choices that do not adhere to the mission as well as the behavior and/or academic expectations of our school.

A Christ-centered, mission-driven learning community places responsibility for behavior on the student. In each classroom, students are taught acceptable and unacceptable behaviors. Students are made aware of consequences for desirable and undesirable student choices. Accountability for academic and behavior choices is at the heart of good discipline and the development of self-discipline. Individual classroom rules, policies, and procedures will be established, maintained, and supported under the policies of this handbook.

MCS School-wide Rules:

1. Respect God, yourself, others, and things.
2. Contribute to the learning environment in a positive and engaged manner.
3. Follow classroom and school rules, policies and procedures.

Discipline is appropriately addressed by age level at each campus based on severity and patterns of behavior choices. A component of this is the utilization of a Stop-Think-Plan Form developed and utilized per campus. When a classroom teacher has exhausted measures to address a student's academic and/or behavior choices that infringe upon or violate school-wide or classroom rules, policies, procedures, and/or expectations without resolve, then school administration will intervene in accordance with school and diocesan policy. Disciplinary actions by school administration will be implemented as determined at the discretion of school administration. Additionally, campus-wide discipline systems are in place and practiced to best meet needs of MCS's primary, intermediate, and middle school campuses.

Nevertheless, conflict occurs. There are three types of conflict that generally exist in a school setting. The large majority of conflicts are of the "spontaneous" variety. Often these conflicts arise in and outside of the classroom (academically, socially, competitively, passing in the hallways, etc.). Typically they are driven by emotions as well as misunderstandings or misinterpretations of communication and/or situations. These types of conflicts can happen repeatedly, but tend to not be a chronic issue. In these instances the best resolution comes from the students themselves. This is not always the case and some intervention from a teacher or administrator is necessary. Resolution of spontaneous conflict is an important matter, however often times spontaneous conflicts are confused with harassment or bullying. There are some stark differences in the motives and actions that are associated with harassment and bullying. It is therefore appropriate that the measures taken in dealing with these more extreme categories of conflict look very different as well. It can be common for all types of conflict to be labeled as "bullying". This can be problematic. Bullying is a serious issue and should be addressed as a serious issue. It is important that we do not use the term "bully" lightly. Incidents of bullying will include the following three elements: an imbalance of power, intent to harm, and threat of further aggression. When all or parts of these elements are present in conflict, bullying can be determined. Situations of harassment are associated with

verbal, physical, or visual conduct by student that interferes with a student's academic performance or creates an intimidating, hostile, or offensive educational environment.

The following pages better explain the language and discipline when differentiating inappropriate or disrespectful behavior and chronic or habitual harassment, like bullying.

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous: unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior, the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

Source: Jennifer Astles, DASA Newsletter, January 2014, TST BOCES

DEFINITIONS

Spontaneous Conflict: Conflict that occurs without premeditation and is of itself spontaneous. It may arise due to emotional outburst, misunderstanding, mishandling of competitive situations, or overly aggressive behavior. Often times spontaneous conflicts result from teasing.

Harassment: Harassment is defined as any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Bullying: Bullying is defined as a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying includes these three elements: imbalance of power; intent to harm; threat of further aggression.

Teasing: Children and young people may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is thus understandable that, in the school setting, students often engage in teasing, insults, banter, shoving, and/or pushing that can be upsetting to other students. Teasing behaviors – while needing to be addressed by school officials – do not constitute bullying or harassment, and the interventions and consequences are of another level.

Intervention: A strategy for resolving conflict or changing negative behaviors.

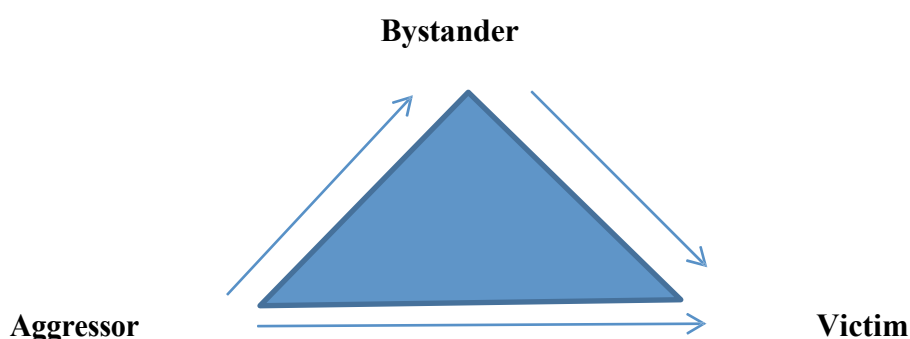
The Bullying Triangle: A term that describes the roles typically involved in a bullying scenario. The roles include: an aggressor, a bystander, and a victim.

Aggressor: In the bullying triangle, the aggressor is “the bully”. This term serves to identify the role based on the negative intention/motive of the person as well as repeated behavior patterns.

Bystander: In the bullying triangle, the bystander is an indirect participant. The bystander is a person who is aware of the aggressive and intimidating behavior being directed at the victim. The bystander may engage in the negative attacks or may simply be an observer.

Victim: In the bullying triangle, the victim is the person being negatively affected by the aggressive behavior.

THE BULLYING TRIANGLE



In most cases, bullying involves more individuals than just the “bully and bullied”. We identify the roles in this process as aggressor, bystander, and victim. It is important to help children understand what role correctly identifies them and their actions before effectively addressing the behavior.

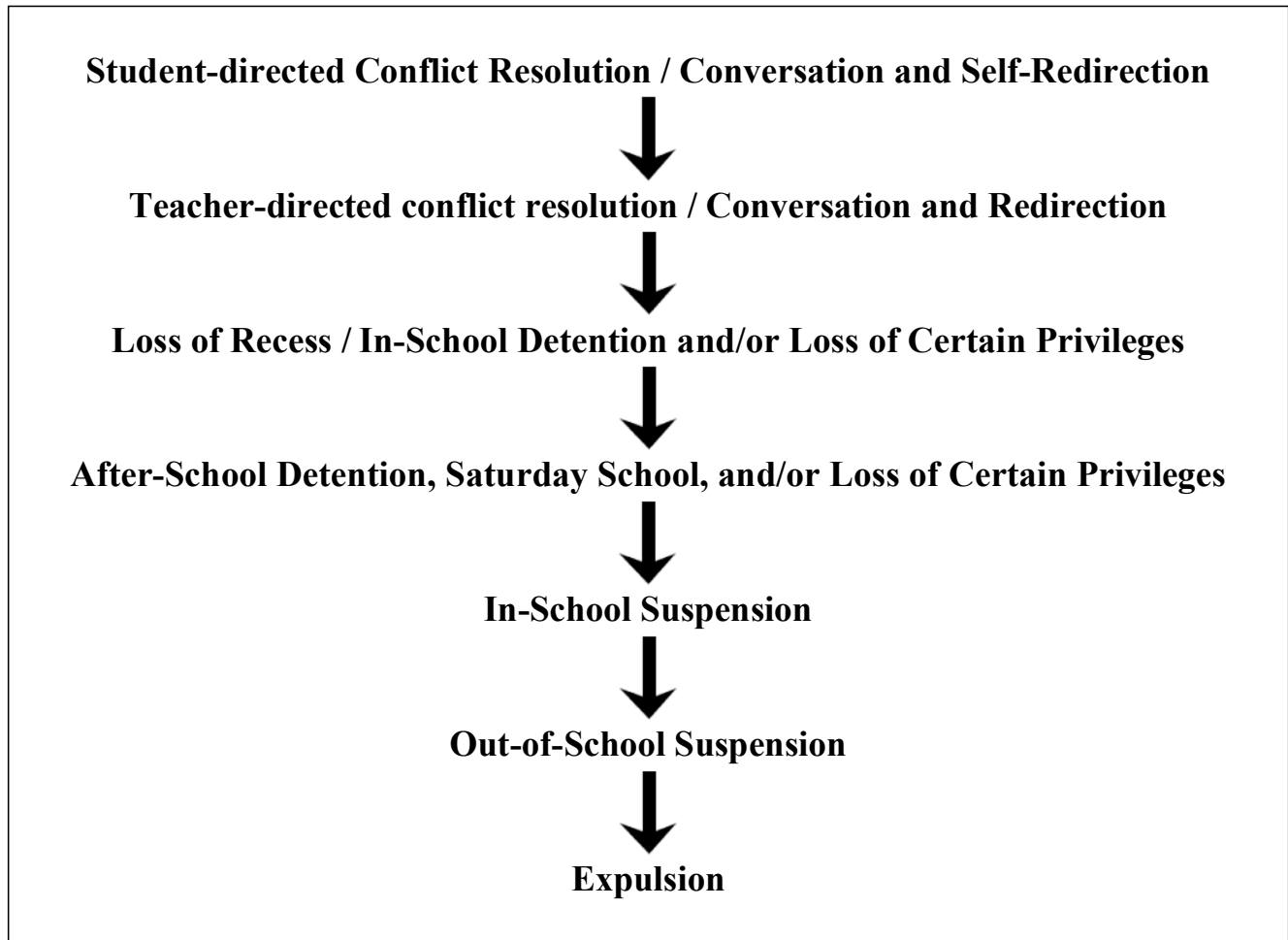
Aggressor: Being the aggressor can be manifested in a variety of ways. Bullying behaviors include but are not limited to: repeated and targeted physical and verbal aggression, taunts, threats, and social isolation. Some of these behaviors may take place here at school but they can also happen outside of school. In recent years, technology has allowed for bullying to take place through the Internet and cell phone use. In most cases, there are underlying issues driving the aggressor’s behavior.

Bystander: Bystanders are indirectly involved in bullying. In some cases, bystanders may join in on the hurtful behavior. In other cases the bystander may simply ignore the negative behavior. In any situation, the bystander has the greatest potential for diffusing bullying interactions.

Victims: The victim in the bullying triangle is the person or persons who are directly affected by the aggressive behavior.

Intervention Models

It is our intention to be consistent when dealing with student conflicts. Included below are models for interventions relating to different variations of student conflict and behavior choices. These models represent levels of intervention based on the severity of the conflicts while also taking into account the repeated occurrence of certain offenses.



HARASSMENT AND BULLYING

Cases of bullying or harassment will be dealt with by following a series of tiered intervention strategies. Tier I speaks to initial practices that involve students and possibly teachers and/or school administration. Tier II practices are employed if the issues persist and the Tier I strategies prove unsuccessful. Tier II strategies will always require parent participation. If the conflict issues continue to worsen, Tier III strategies will be employed as deemed required.

<p>Tier I</p>	<ul style="list-style-type: none"> • Student-directed conflict resolution/conversation with self-redirection • Teacher-led conflict resolution/conversation with redirection • In cases where a majority of the class is being affected or is involved, regular classroom meetings/conversations will be held. The purpose being to identify problematic behaviors and find ways to change classroom environment
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Tier II Documentation Necessary	<ul style="list-style-type: none"> • Behavior contract put in place, agreed upon by parents • Parent/teacher/student meeting • In cases where chronic issues are occurring, a meeting between parents of all children involved including students and teacher/principal may take place • Requirement of chronic aggressor to attend counseling may be required with referral from school
Tier III Documentation Necessary	<ul style="list-style-type: none"> • Suspension of chronic aggressor • Extended suspension of chronic aggressor • Expulsion of chronic aggressor

Diocese of Fort Wayne-South Bend Policy, P4520:

GROUND'S FOR SUSPENSION OR EXPULSION OF STUDENTS

The grounds for suspension or expulsion below apply to student conduct, which occurs:

- A. On school/parish grounds;
- B. Off school grounds at a school activity, function, or event;
- C. Traveling to or from school or a school activity, function, or event; or
- D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or the Diocese.

The following types of student conduct constitute grounds for suspension or expulsion subject to the school's provisions for disciplinary review. This listing is not intended to be exhaustive of all types of conduct:

- A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
- B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
- C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
- D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
- E. Threatening or intimidating any individual for whatever purpose.
- F. Possessing, handling or transmitting a knife or any other object which under the circumstances and in the sole opinion of school officials could be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by school officials is exempt from this rule so long as the knife is used as a part of or in accordance with the approved organization.
- G. Possessing, using, transmitting, or being under the influence of any controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.

H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.

I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.

J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.

K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.

L. Using on school grounds during school hours an electronic paging device or a cell phone in a situation not related to a school purpose or educational function.

M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or an educational function.

Diocese of Fort Wayne-South Bend Policy, P4530:

DISCIPLINARY REVIEW FOR STUDENTS (SUSPENSION OR EXPULSION)

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

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

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

Diocese of Fort Wayne-South Bend Policy, P4420:

FAILURE OR REFUSAL OF PARENTS/GUARDIANS/CUSTODIAN TO PARTICIPATE IN A DISCIPLINARY PROCEEDING

The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their students' improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C.31-6-4-3(a)(7), and, in that case, the matter shall be referred to the Child Protective Services Division of the Department of Public Welfare.

Diocese of Fort Wayne-South Bend Policy, P4550:

STUDENT ACCUSED OF A NON-SCHOOL RELATED CRIMINAL ACT

When a student is accused of a non-school related criminal act, the school shall follow diocesan policy.

MEANS OF COMMUNICATION

COMMUNICATIONS ENVELOPE

Every family will receive a Communications Envelope (CE) each week containing the school newsletter, calendar, and any other pertinent information. It is important to keep the calendar posted for important dates and activities. This is an important means for communication with parents.

It is the responsibility of the *youngest* child in each family to bring the Communications Envelope home. **Please read all enclosed materials, sign the outside of the envelope, and return the envelope the next school day.**

There is a replacement fee of \$2.00 for a lost or damaged CE.

CONTACT WITH TEACHERS

Teachers welcome parental partnership and interest in school. Teachers are more than happy to meet with parents regarding a student's progress in school. The procedure for contacting a teacher is:

1. CALL: By telephone leaving message with front office
2. EMAIL: Write an e-mail directly to the teacher
3. NOTE: Through written request

Parents may not come to the classrooms during teaching hours without an appointment. If a parent needs to communicate with a teacher, please do so by means of the options listed above. Should a teacher be non-responsive to a request for communication, please contact the principal to help resolve the issue.

Diocese of Fort Wayne-South Bend Policy, P2310:

PARENT/LEGAL GUARDIAN CONCERNS PROCEDURE

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

- Step 1: Address the issues with the classroom teacher (or the person with whom he/she has the problem).
- Step 2: Address the issue with the Principal.
- Step 3: Address the issue with the Pastor (elementary schools only).
- Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).

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

VISITORS

The school doors are kept locked at all times. Visitors must ring the doorbell to be admitted into the building. Our school is kept secure. No student is allowed to open the door for a visitor. Upon entrance, please report to the school office and sign-in.

Delivery of flowers/balloons to students for special events will be prohibited in order to prevent the disruption of class time. All deliveries will be held in the School Office until dismissal.

Students from other schools may visit only after permission and arrangements from the teacher and the principal have been secured.

USE OF TELEPHONE

Students are NOT permitted to use school phone. If an emergency exists, school personnel will call parent/guardian on student's behalf. Only extremely important phone messages will be delivered to a student during school hours. Gym clothes, lunches, homework, etc. are NOT deemed as emergencies.

CELLULAR PHONES

Cellular phones or technological devices must be turned in upon arrival at school and will be returned at the end of the school day.

Students may not be in possession of a personal cellular phone or technological device at any time during the school day this includes dismissal and After School Care.

Students caught with possession of a personal cellular phone or technological device will be subject to disciplinary consequence in addition to immediate confiscation of cellular phone or technological device. Parents/Guardians will be required to retrieve said device from school office personnel by or before 3:30 PM of the same or next day.

All cellular phones or technological devices that remain in confiscation on June 1st will be donated.

TECHNOLOGY

Diocese of Fort Wayne-South Bend Policy, P4620:

ACCEPTABLE USE POLICY

MCS shall follow the Diocesan Internet Policy. A copy of the policy is available in the school office during business hours.

OUT-OF-SCHOOL USE OF TECHNOLOGY

Mishawaka Catholic School reserves the right to impose consequences for inappropriate technology behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (which includes, but is not limited to: FaceBook, YouTube, Instagram, Twitter, SnapChat, Text Messaging) may subject the student to consequences. Inappropriate use includes harassment of students and/or staff, use of the school name or names of students or staff in a derogatory way, remarks directed to or about teachers or other students, offensive communications and safety threats. While Mishawaka Catholic School will not actively monitor student use of technology outside of school, we will respond to physical evidence (such as screenshots or printed copies of e-mail correspondence) that inappropriate use of technology has occurred. It is the prerogative of the victim or any third party to present such evidence, including a verifiable reference to the source of the information (web address, type of electronic device, etc.) and the suspected identity of its sender. The recipient of such attacks may be asked to complete official harassment reports in conjunction to any actions taken by the school.

SAFE ENVIRONMENT

Diocese of Fort Wayne-South Bend Policy, P3610:

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons, and other personnel, lay and religious, paid and volunteer, must adhere to the diocese's various policies, procedures and guideline designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons and other personnel, employee and volunteer, are subject to and obligated to this policy.

PARENT INVOLVEMENT & CONDUCT

MISHAWAKA CATHOLIC SCHOOL BOARD

The School Board is established in accordance with Diocesan policy to assist the pastor and principal in the governance of Mishawaka Catholic School. Three persons from each parish are appointed by the parish pastors to sit on the Mishawaka Catholic School Board. Members are appointed based on the expertise they bring in assuring a governing body that will meet and address the needs of the Mishawaka Catholic School community. School Board meetings are held once a month from August to June. Those interested in serving on the MCS School Board are encouraged to contact their parish pastor.

HOME AND SCHOOL ASSOCIATION

The Home and School Association (HASA) is the parent/teacher organization. HASA encourages communication, involvement, and financial support by sponsoring programs, activities, and fund raising events during the year. Membership in HASA includes all school parents, guardians, and faculty. Dues are \$50.00 a year per family.

PARENT VOLUNTEERS

Parent volunteers are considered as a very special resource to Mishawaka Catholic School. Each family is expected to volunteer 25 hours of service to the school community. There are many areas in which volunteers can assist in all classrooms, programs, and extra-curricular activities or athletics.

A special form prepared by our Volunteer Coordinators is sent home at the beginning of the school year to provide an opportunity for parents to donate their time and skills to make our school a better place for students to learn and grow.

Students are expected to respect any volunteer who is in the building and to accept their authority in a given sphere as they would a teacher or principal.

Any volunteer who works directly with children is required to go through the Diocesan Safe Environment Protocol. The Safe Environment requirements must be renewed every five years.

PARENT CONDUCT

Enrollment in Mishawaka Catholic School is subject to the approval of the diocese and the Mishawaka Catholic School administration. In order to foster an environment that promotes the optimum educational and spiritual development of the student, every parent/guardian of each student is expected to act as a cooperative and respectful partner with the diocese and school and to comply with all policies and rules that are established by the diocese and/or school. Diocesan policies are indicated in this handbook by a note after a particular heading, e.g. P4010. The school retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation and/or respect on the part of the student's parent(s)/guardian(s) and, as a result, the withdrawal of the student would be in the best interest of the student, the school, other students attending the school, or the fulfillment of the school's mission.

HANDBOOK DISCLAIMER

The school administration reserves the right to amend this handbook at any time without advance notice. School policy will be reviewed and revised as necessary, annually.

Failure to sign and return the Handbook Verification Signing Page has no effect on the applicability of the policies here within.

VERIFICATION SIGNING PAGE

I verify that I have received, read and understood the various school and diocesan policies of this Mishawaka Catholic School Student/Parent Handbook. My student and I agree to abide by these policies with the understanding that the Mishawaka Catholic School administration or the Diocese of Fort Wayne-South Bend may amend or change these policies at its discretion without notice.

Student Signature

(Date)

Parent/Guardian Signature

(Date)

**PLEASE SIGN & RETURN THIS VERIFICATION SIGNING PAGE TO
MCS WITHIN TWO WEEKS OF RECEPTION. THANK YOU.**

