

Tattoos and Body Piercing

Desecrating the body with tattoos or body piercing jewelry is not allowed. A student who has a tattoo or body piercing will be suspended from school until he/she complies with school standards.

Gang Related Activities

A gang is defined as any group of students who are perceived as a distinct group (not an approved organization) which prompts a disruptive response in the school community. A student engaging in gang-related activities is subject to suspension and expulsion from school. St. John School will not tolerate any open display of gang symbols, colors or gestures, the recruitment of members or any form of intimidation.

Weapons

Students possessing, handling or transmitting any object that can reasonably be considered a weapon are subject to expulsion. Storage of a weapon in one's locker is included in the definition of possession.

School Lockers

The lockers at St. John School are the property of St. John School. They are provided to the students as a service and as a way to store clothing and school items. Lockers may be searched at anytime when the administration deems it necessary. Posting pictures, etc. in the lockers is not allowed.

Fighting

Students who get into a fight on their way to school, during school or on their way home from school or at any school-related activity will be suspended for up to five days, subject to expulsion.

Field Trips

According to Indiana Code, field trips must be educational and properly documented as part of the Performance Based Accreditation (PBA) process.

Field trips should begin with the school day and end when school is dismissed. Exceptions for travel time may be made. The Diocese of Gary does not endorse overnight field trips.

After careful consideration and consultation with the Principal, it may be the judgment of a teacher that a student be withheld from participating in the privilege of a class field trip, or that a child's parent/guardian be in attendance. This decision may be due to the student's deliberate actions resulting in disciplinary notices, detention or consistent tardiness.

Parents serving as chaperones are not permitted to bring other children on the trip. Chaperones are not permitted to smoke on the trip.

Gum Chewing

Is not allowed on school property.

Hall Passes - Middle School

Students in the halls during class periods must have a note or a faculty pass from a faculty member.

Class Attire

The school uniform is carried by Dennis School Uniforms in Highland at 8345 Indianapolis Boulevard (838-7120). Uniformity of dress is the mandatory attire for all students at St. John School in kindergarten through eighth grade.

GIRLS' UNIFORM

Grades Kindergarten - 4:

Plain white blouses

White polo shirt without logo or insignia

Navy blue or red V neck or cardigan sweater

Navy blue uniform sweatshirt (no hoodies)

Red plaid uniform jumper or red plaid uniform skirt

Navy blue uniform slacks

Navy blue uniform shorts (From Apr. 15 - Oct. 15)

Plain navy blue, white or red crew socks, knee highs or tights
A belt must be worn with the uniform shorts/slacks

Grade 5:

Plain white blouses
White polo shirt without logo or insignia
Navy blue or red V neck or cardigan uniform sweater or vest
Navy blue uniform sweatshirt (no hoodies)
Red plaid uniform jumper or skirt or red plaid uniform skirt
Navy blue uniform slacks
Navy blue uniform shorts (From Apr. 15 - Oct. 15)
Plain navy blue, white or red crew socks, knee highs or tights
A belt must be worn with the uniform shorts/slacks

Grade 6 - 8:

Plain white blouses
White polo shirt without logo or insignia
Navy blue or red V neck or cardigan sweater
Navy blue uniform sweatshirt (no hoodies)
Red plaid uniform skirt — no shorter than 2" above the knees
Red plaid uniform skirt
Navy blue uniform slacks or Dennis Brown Khaki uniform pants
Navy blue uniform shorts (From Apr. 15 - Oct. 15) or Dennis Brown Khaki uniform shorts
Plain navy blue, white or red socks or tights — socks must be crew length or higher
A belt must be worn with the uniform shorts/slacks — belts must be plain in design

BOYS' UNIFORM

Grades Kindergarten - 8:

White polo shirt without logo or insignia
Navy blue V neck or cardigan sweater
Navy blue uniform sweatshirt (no hoodies)
Navy blue uniform slacks (Grades K-5)
Navy blue uniform shorts (Grades K-5) April 15th - October 15th
Navy blue or Dennis Brown Khaki uniform pants (Grade 6-8)
Navy Blue or Dennis Brown Khaki uniform shorts (Grades 6-8) April 15th - October 15th
Plain navy blue or white crew — no knee highs
A belt must be worn with the uniform slacks/shorts — belts must be plain in design

General Uniform Guidelines:

School shoes must be solid white tennis shoes, solid black tennis shoes, or black or brown dress shoes. For safety, shoes with heels higher than 1.5" are not allowed. The shoes must have a back.
Boots may be worn to school, but they must be changed once at school.
Shirts and blouses must be tucked in.
No logos on socks.
No knee high socks for boys are allowed.
No embroidered personal names on uniform sweatshirt.
A uniform shirt/blouse is to be worn under the sweatshirt.
The school shirt/blouse may be long or short sleeved.
During times of high temperatures, the school administration strongly discourages the wearing of uniform sweatshirts and sweaters due to health-related issues.
No outlandish clothing, hair styles and no hair color other than the student's natural color .
No make up or nail polish.
Students may wear one religious medal that should be tucked into the shirt or blouse.
Girls may wear one pair of stud type earrings; boys are not to wear earrings.
No tattoos or other body piercings.
Boys must be clean in appearance with an appropriate short hair length that is out of the eyes, not covering the ears, and not touching the shirt collar.
The school uniform short is PLAIN, navy and an appropriate length. Cargo pants or shorts with low side pockets are not allowed.

DRESS DOWN DAYS

Good judgment must be exercised on dress-down days. If there is doubt about an item, it is best not to wear it to school. Students who fail to wear the appropriate clothing for the dress-down day will be required to make arrangements to obtain their school uniform. Clothing must be clean and in good condition and not disruptive to the educational process. (I.e. too tight/baggy, too short, no holes or rips, low cut or otherwise revealing) Regarding all dress code policies, the final interpretation would be made by the administration and teachers of the school. Keep in mind that the following dress is required:

- * All shoes, including sandals must have backs.
- * The length of the skirts and shorts must be closer to the knees than the hips.
- * Shirts must have collars and sleeves.
- * Clothing exposing a bare midriff is not allowed!

The Principal and his/her staff will be the final judge in regard to a student's proper attire. Three violations will result in a conference between School authorities and the parents to determine whether or not the student intends to comply with the standards of this school. A suspension may result from repeated non-compliance.

DRESS UP DAYS

GIRLS:

- Shirts/Tops:** Must have sleeves (long or short).
Must have collars or rolled down, sewn T-shirt collar.
No sleeveless shirts of any kind or style.
No writing or pictures on the shirts.
All tops must reach below the belt-line, and skin must not show when the student bends over or raises her hand.
- Pants:** No shorts.
Pants should not be skin tight.
Hip huggers are not acceptable.
The waistline of the pants must cover the navel.
No denim material in the pants.
Dress capris/gauchos may be worn.
- Skirts:** Length should be closer to the knee than the hip. A good way to measure is to kneel down and see if the hemline is near or touching the floor.
Denim skirts of any type are not acceptable.
There should be no revealing slits or cuts in the material of the skirt.
- Shoes:** Sandals with backs are permitted.
Heels must align with the rest of the uniform policy and not exceed 1.5 inches in height.
Socks and/or nylons do not need to be worn on warm weather days. (August, September, May, and June)
No tennis shoes or sports shoes.

BOYS:

- Shirts:** Must have long or short sleeves.
Must have a collar or rolled down, sewn or crew-neck style collar.
Casual T-shirts may be worn. No writing or pictures are permitted.
- Pants:** No shorts.
Must have a belt.
Casual dress pants are acceptable.
No denim material in the pants.
- Shoes:** Sandals with backs are acceptable in warm weather months.
Socks do not need to be worn on warm weather days. (August, September, May, and June)
No tennis shoes or sports shoes.

All clothing must reflect modesty. Clothing should not be tight, excessively large, or revealing.

G. Extracurricular Activities

1. The following activities are provided in conjunction with the School, but are conducted after school hours:

Academic Teams (Spelling Bees, etc.)
Altar Servers
Student Council
Science Olympiad
Boy Scouts

Service Groups
Cultural Activities
Intramural Sports (Grades 1-4)
Girl Scouts

2. School Band

The school also has a band program. Band offers another viable mode of expression. Participation in the school band is open to the fourth through eighth grades. Before a child is permitted to participate in band, all school accounts must be paid up on a current status.

H. Physical Education Program

A parent's note is required when there is some physical problem which would prevent a student from participating. It is the responsibility of the parents to advise the School, in writing, of any physical condition which would prevent or restrict the student's participation. Students in grades K-8 are required to wear the St. John gym uniform.

I. Sports Policy Rules — Grades 1-8

All students involved in sports must adhere to the Athletic Department Handbook located in the appendix.

J. Scheduling

The Diocesan Superintendent establishes the school year schedule to comply with the Indiana Department of Education regulations. The daily schedule is the responsibility of the School administration in view of local situations and with the requirement to meet the number of hours in the school day as established by the Department. A school calendar is listed at the beginning of this booklet.

K. School Health Program

The health program is administered by the Lake County Board of Health.

L. Playground Supervision

There are two playgrounds for the children. Grades kindergarten through three use the playground adjacent to the School. Grades four through eight use the playground located near the Rectory.

The School relies on volunteers to help the teachers supervise the playgrounds at lunch time. Rules regarding playground behavior are distributed by the Principal.

M. Cafeteria

The School participates in a federally subsidized school lunch program and hot lunches are served. Children who wish to bring their lunch may procure milk and use the cafeteria. "Fast Foods" for example: McDonald's and Burger King are not allowed.

N. Boy-Girl Parties

1. Families may assume the party is sanctioned by the school. That is not so. What transpires at the party is totally out of the school's control. Questions of proper supervision and responsibility rest solely on the shoulders of the adults initiating the party.

2. Those attending the party are not covered by any school insurance and all legal matters arising from such a party would be the responsibility of the adults sponsoring the party.
 3. All students are not capable of dealing with the social and psychological demands that an exclusive party creates. When it is exclusive, someone is always left out. The school does not want to subject any student to the extra pressure of trying to determine why he or she was not invited.
 4. Behavior and incidents at the party could very well carry over into the regular school life.
- O. Security--For the safety of all students and staff, all doors are locked.
1. Once in the building, all visitors must sign in at the office and receive a visitor's pass.
 2. Parents must pick up sick children in the office.
 3. Conferences with teachers must be arranged prior to school visits.

P. Traffic Flow

For all those who drive their children to / from school, the following plan must be followed:

1. Morning Drop-off

Students should be dropped off on the parking lot behind the rectory or on Lincoln Avenue along the north playground. Lincoln Avenue in front of the school is closed during the morning drop-off. Parking is allowed on Atchison Ave. side of lot only in A.M.

2. Noon Time

Lincoln Avenue is barricaded between 119th Street and Benedict Avenue. For the safety of the students going to the playground behind the Rectory, this area must be free of moving cars.

3. After School Pick-up

- a. There are two designated pick-up areas for children after School. Children in grades pre-school through first grade should be picked up on the playground north of the School.
- b. Students in grades two through eight should be picked up at the playground behind the Rectory.

Because the children cross Lincoln Avenue to get to the playground behind the Rectory, Lincoln Avenue (in front of the School) is closed to all cars at dismissal. Parents or guardians should make sure that this procedure is shared with all individuals who may pick up their child. Any inconvenience created is surpassed by the safety brought to all of the children at St. John the Baptist Catholic School. The diagram shown on page 16 illustrates this plan.

Q. Emergency School Closing

Sometimes it is necessary to close school. The information will be broadcast over radio stations WJOB (1230-AM), WGN Radio 720 AM, WBBM Radio 780 AM, CBS Ch. 2, NBC Ch. 5, ABC Ch. 7, WGN Ch. 9, Fox 32 and CLTV cable. School closing information will also be stated on the school's answering machine. Any announced school closing is for that day only.

R. Delayed Start of School

In certain cases, when there is inclement weather early in the morning, the start of classes may be delayed until 10:00 a.m. The 10:00 a.m. start pertains to all classes and programs including the Helping Hands Day Care.

S. Emergency School Dismissal Information

Weather or mechanical breakdown may sometimes call for early or emergency dismissal. Parents will be contacted via FastDirect email, St. John Parish website, and/or a telephone call to inform them of the school closure and the location of the students.

T. Telephone

At certain times it is necessary for parents to speak to their child's teacher - and we encourage this. Unless your call is of an emergency nature, please call during the school day and leave a message.

Students will be allowed to use the phone only when deemed necessary. No calls will be allowed to see if the child can go to someone's house to play. No calls will be allowed to obtain band instruments or gym clothes when the child has had previous knowledge that he / she would need them. This is to teach responsibility and not intended as a punishment.

U. Smoking Policy

St. John the Baptist Parish School and grounds are smoke free. Smoking is not permitted in the gymnasium, auditorium, Pastoral Center, Panel, Mural, Founders' Rooms and all adjacent areas.

VII. PARENTS

A. Home and School Association (H.S.A.)

For a Catholic School to be viable, the relationship between home and school must be a positive one. The Home and School Association is the organization that develops positive school communications and support. All parents are automatically members of the H.S.A. and are encouraged to become active participants.

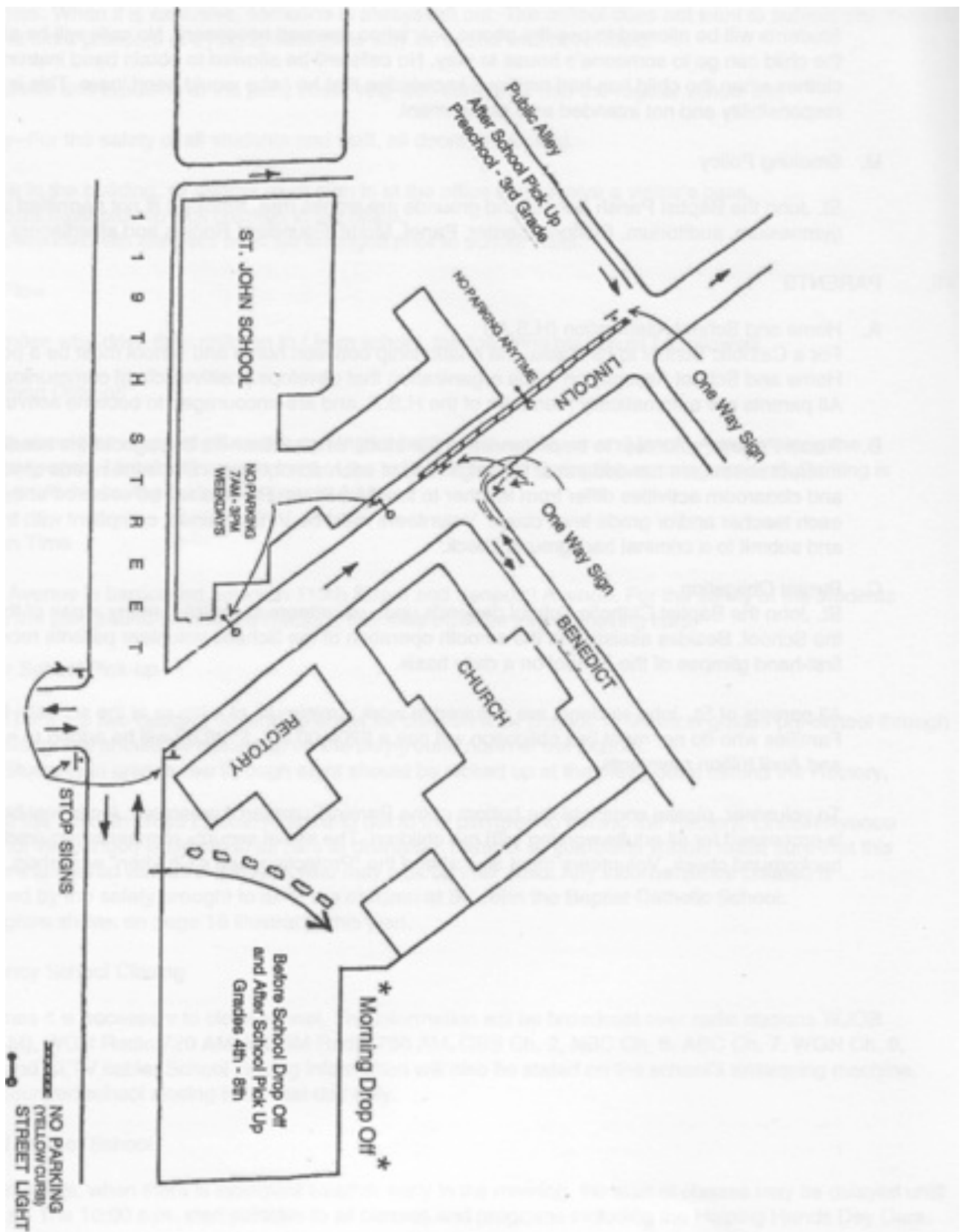
B. Room Parents volunteer to be of service to the students and teachers throughout the academic school year. Interest sheets are handed out at the beginning of each school year. Since the needs of varied age-levels and classroom activities differ from teacher to teacher, Room Parents will be selected at the discretion of each teacher and/or grade level class. Volunteers must be Virtus trained, compliant with training bulletins, and submit to a criminal background check.

C. Parent Obligation

St. John the Baptist Catholic School depends upon volunteers to assist in many areas of the operation of the School. Besides assisting in the smooth operation of the School, volunteer parents receive a first-hand glimpse of the School on a daily basis.

All parents of St. John students are required to work a minimum of 4 hours at the school's festival fund raiser. Families who do not meet this obligation will pay a \$200.00 fee. \$100.00 will be added to each of the March and April tuition payments.

To volunteer, please complete the bottom of the Parent/Guardian Agreement. A criminal background check is processed for all adults working with our children. The social security number is required for the background check. Volunteers must also attend the "Protecting God's Children" workshop.



St. John the Baptist Catholic School

Discipline Policy

Our discipline policy is based on the Christian Values of respect, love, and forgiveness.

The school atmosphere should be one which allows the teacher to teach and every student to learn. All staff members are responsible for developing good discipline and should model good behavior. To ensure that every child is provided an adequate learning environment, students and parents will allow teachers to teach, respect the right to learn, and behave in ways that support the best interests of the class and school.

Discipline is a process, not a single action or statement. The ultimate goal is to have students become self-discipline individuals who know and accept personal boundaries, standards, and expectations. Self-disciplined persons are motivated to do the right thing, whether observed or not.

This discipline policy applies to students in school and at school sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings, or could bring disrepute or embarrassment to the school.

The following general rules are to be adhered to by students, but are not limited to the following:

General Rules:

- Be in class and ready to learn at 8:10am.
- Listen to ALL ADULT supervisors within the school environment.
- Respect School property at all times.
- Follow the Dress Code Policy.
- Respect other students' personal space and property: No pushing, shoving, hitting, tripping, etc...
- Improper language, music, gestures, drawings, or writings is not tolerated.
- Fighting will not be tolerated.
- Gum is not allowed in school.
- Follow classroom rules as determined by teachers and students.
- Once distributed, students in grades 4th-8th should have the school ID on at all times.
- Weapons of any kind are not permitted.
- Alcohol and drugs are not permitted.
- Follow the policy for electronic devices and cell phones.

Hallway & Stairwell Rules:

- Walk at all times on the right side of the hallway unless otherwise instructed.
- Move quietly. No talking unless allowed by teacher.
- Always keep hands to self.
- Go directly to and from destination without detouring.

Lunchroom Rules:

- Walk at all times.
- Sit in grade level assigned seats.
- Speak in low, conversational tones.
- Display good table manners.
- Have lunch card ready.
- Never trade, share, sell, play with, or throw food.
- Remain seated except to throw items away.
- Clean up after oneself.
- Follow directions of lunchroom staff.

Restroom Rules:

- Follow classroom, lunchroom, recess, or any other procedures to be excused.
- Flush toilets and urinals after use.
- Wash hands after bathroom use.
- Throw paper towels in trash cans only.
- Do not deface or destroy bathroom property.
- Return promptly.

Playground Rules:

- Follow all grade level rules and regulations for the playground.
- Never leave school property or playground area without permission.
- Be careful of other students when playing on playground.
- If allowed by teacher, students are responsible for toys, balls, etc., brought from home.

Classroom Rules:

- Each classroom will post classroom rules within the classroom. Classroom rules will be discussed, modeled, practiced, reinforced, and reviewed periodically. All students will follow these rules as expected or consequences will be enforced.

Bullying/Teasing:

- St. John the Baptist Catholic School is committed to providing an environment free from physical, psychological, and verbal harassment. Any behavior that creates, or is intended to create, a hostile, offensive, or intimidating school environment constitutes harassment. St. John the Baptist Catholic School prohibits any form of harassment, and views such action as extremely serious.

The discipline policy is utilized by all faculty/staff members and the administration throughout the year. A copy of this policy is sent home to all parents at the beginning of the school year in the handbook. Each parent is asked to read it, review it with their child, and sign/return a form indicating they have done so.

Behavior Management and Consequences**Primary:**

Behavior:	Minimum Consequence	Max. Consequence
Disregard of General Classroom Rules	Teacher intervention Parent notification Time Out Loss of Recess	Principal Conference Detention Suspension
Disregard of Hallway & Stairwell Rules	Teacher intervention Parent notification Time Out Loss of recess	Principal Conference Detention Suspension
Disregard of Lunchroom Rules	Monitor Intervention Parent Notification Time Out Loss of recess	Principal Intervention Detention Suspension

Disregard of Playground
Rules

Teacher Intervention
Monitor Intervention
Loss of Recess
Time Out
Parent Notification

Principal Intervention
Detention
Suspension

Disregard of Restroom
Rules

Teacher Intervention
Parent Notification
Loss of Recess
Time Out

Principal Intervention
Detention
Suspension

Cheating/Lying

Teacher Intervention
0 for grade
Parent Notification

Principal Intervention
Detention
Suspension

Damage to Property/
Stealing of Property

Teacher Intervention
Parent Notification
Restitution
Time Out
Loss of recess

Principal Intervention
Detention
Suspension
Expulsion

Intermediate (4th & 5th)

Students will have input at the beginning of the school year for classroom and school rules and consequences. Rules are clearly stated and consequences apply when expectations are not met.

- Three Transgressions:
- Student will be required to write a reflection (written summary of the situation/issue in the student's own words) during recess period.
 - Reduction in conduct grade (A/B)

- Six Transgressions:
- Student will write an additional reflection.
 - Student will serve an after school detention (2:45-3:30pm)
 - Reduction in conduct grade (B/C)

- Nine Transgressions:
- Parent(s), Teacher(s), and Principal will meet to discuss behavior modification.
 - Draw up a behavior contract for the student.
 - Reduction in conduct grade (C/D)

Continued lack of compliance may result in suspension and/or possible removal from St. John School.

Conduct grade will be determined by an average of two 5 week periods. Students have the opportunity to improve their behavior by starting fresh at the progress report.

Middle School (6th-8th)

Teachers will monitor student behavior and students will abide by classroom rules. Minor infractions and/or problems will be handled at the classroom level.

In situations where inappropriate behavior persists, the student will serve an after school detention. The teacher will contact the parent(s)/guardian(s) in order to address the situation and discuss an appropriate solution. If after serving three detentions, the undesirable behavior continues and rises to a level where classroom consequences and detentions are not effective, the teacher will notify the parent and issue a Disciplinary Action Referral.

Each subsequent Disciplinary Action Referral will place the student on the next higher step:

Step 1. Disciplinary Action Referral is sent home. Parents are contacted by the teacher.

Step 2. Disciplinary Action Referral is sent home. All participation in athletics and all extracurricular activities, including field trips and school sponsored events is lost for 2 weeks. Principal notifies parent.

Step 3. Disciplinary Action Referral is sent home. All participation in athletics and all extracurricular activities, including field trips and school sponsored events, is lost for 4 weeks. Principal notifies parent.

Step 4. Disciplinary Action Referral is sent home. All participation in athletics and all extracurricular activities, including field trips and school sponsored events is lost for the remainder of the school year. Principal notifies parent. Out of school suspension up to 3 days assigned.

Step 5. Disciplinary Action Referral is sent home. Principal notifies parent. Out of school suspension up to 5 days assigned.

Step 6. Disciplinary Action Referral is sent home. Principal notifies parent. Out of school suspension up to 10 days is assigned. Student may be recommended for expulsion.

Step 7. Disciplinary Action Referral is sent home. Principal notifies parent. Student will be recommended for expulsion. Procedural due process is followed.

The behaviors listed below will earn automatic disciplinary action as deemed necessary by the administrator and teacher

1. Possession of illegal or dangerous materials including "look a-likes".
2. Racial/sexual harassment, bullying, and/or threats.
3. Damage to, or theft of, school or personal property.
4. Refusal to cooperate, excessive or repeated defiance.
5. Disrespectful or vulgar language.
6. Possession of electronic devices or cell phone use. Device will be confiscated. Procedure stated in the Handbook will be followed.

Parents are asked to follow the chain of command by contacting the teacher first for more information regarding the situation and decisions regarding action taken.

This discipline policy will be strictly enforced by the Middle School Staff and Administration.

ST. JOHN THE BAPTIST CATHOLIC SCHOOL

Student Disciplinary Referral

THE POLICIES AND PROCEDURES ARE TO BE IMPLEMENTED IN RESPONSE TO AN ALLEGATION OF SEXUAL MISCONDUCT TOWARD OTHERS AT RISK.

Student Name: _____ **Homeroom:** _____

Grade: _____

DESCRIPTION

INFRACTION

Date

Time

Location

DESCRIPTION

POLICIES AND PROCEDURES

RESPONSE TO COMPLAINTS AND ALLEGATIONS OF SEXUAL MISCONDUCT

DISCIPLINARY ACTION TAKEN (STEPS 1 - 7)

1. Note that the statute says to report immediately when a person has "reason to believe" in sexual abuse has occurred. This means that if a report is made of sexual abuse, it must be made immediately and not after an "in-house" investigation.
2. The definition of "Reason to believe," according to Indiana Statute, means that if a person of similar background and training, it would cause those individuals to make a judgment it was abused or neglected.
3. It is the responsibility of every cleric, administrator, employee or volunteer of the Diocese of Gary a complaint or allegation of sexual misconduct to report it immediately to the Bishop's Delegate. If the Delegate is not available, the report is made to the Bishop's Administrative Assistant. In the case of a minor subject, the report will be made to the local Child Protective Services.
4. The diocese will cooperate with the authorities in the investigation. The Bishop's Delegate will coordinate all actions, including phone calls to law enforcement. Members of the Team will be contacted to assist in the process.
5. The Diocese of Gary will not enter into confidential agreements with anyone except for parents and subjects brought forth by the victim. Such matters shall be noted in the agreement.
6. Any modification to this policy will be made after consultation with the Regulatory Team and other consultative bodies of the diocese. Any modification must have the approval of the Bishop of the Diocese of Gary. If modification is necessary, the Canon Law Commission of the Diocese of Gary will be consulted and a copy of the revised policy will be sent to all schools and staff.

Teacher

Date

Student

Date

Parent

Date

Principal

Date

ADDENDUM
SEXUAL MISCONDUCT TOWARD
MINORS AND OTHERS AT RISK
The Policy of the Diocese of Gary

THESE POLICIES AND PROCEDURES ARE TO BE IMPLEMENTED IN RESPONSE TO AN ALLEGATION OF SEXUAL MISCONDUCT TOWARD OTHERS AT RISK.

7-10-83
slightly revised 4-25-02
further revised 6-27-02
further revised 4-1-03

INTRODUCTION

In recent years there has been an explosive increase in reported cases of sexual misconduct towards minors and others at risk throughout our country. Because of the destructive impact of such incidents on the victim, the victim's family, the local Church community, as well as the accused, a diocesan policy exists to deal in a forthright and compassionate way with situations in which an employee, volunteer or cleric is accused of sexual misconduct toward a minor or other at risk.

Our purpose in establishing this policy is to assure victims of sexual misconduct the healing they need to help reduce the destructive effects of their traumatic experience. It is also our strong desire to ensure appropriate pastoral outreach to the affected families and local Church communities. Pastoral concern is also extended to the accused and to those ultimately found guilty of sexual misconduct as they are made aware of the destructiveness of their behavior by prescribing the necessary professional treatment.

With a profound respect for the dignity of each person involved, it is our goal that compassion and healing be the foundation upon which this policy is based. For those abused, those accused, and those found guilty of sexual misconduct, this is how we approach this work.

Policies and Procedures

I. RESPONSE TO COMPLAINTS AND ALLEGATIONS OF SEXUAL MISCONDUCT

- A. Indiana Code (I.C.) Sections 31-35-5-1, 31-35-5-3, and 31-35-5-4 (See Appendix II) require that staff members of a private institution, school or facility who have reason to believe that a minor has been physically or sexually abused shall immediately orally report such belief to the local Child Protection Service or law enforcement agency.
 - 1. Note that the statute says to report immediately when a person has "reason to believe" that physical or sexual abuse has occurred. This means that if a report is made of sexual abuse, it must be reported immediately and not after an "in-house" investigation.
 - 2. The definition of "Reason to Believe," according to Indiana Statute, means that if presented to individual of similar backgrounds and training, it would cause those individuals to make a judgment that a child was abused or neglected.
- B. It is the responsibility of every cleric, administrator, employee or volunteer of the Diocese of Gary who receives a complaint or allegation of sexual misconduct to report it immediately to the Bishop's Delegate. If he/she is not available, the report is made to the Bishop's Administrative Assistant. In the case of a minor, the public authorities will be notified and then the Response Team.
- C. The diocese will cooperate with the authorities in the investigation. The Bishop's Delegate will direct an investigation of all rumors, anonymous phone calls and unsigned letters. Members of the Response Team will be contacted to assist in this process.
- D. The Diocese of Gary will not enter into confidentiality agreements except for grave and substantial reasons brought forth by the victim. Such reasons shall be noted in the agreement.
- E. Any modifications to this policy will be made after consultation with the Response Team and if appropriate other consultative bodies of the diocese. Any modifications must have the approval of the Bishop of the Diocese of Gary. If modifications are made, the United States Conference of Catholic Bishops shall receive a copy of the revised policy within three months after such modifications.

II. RESPONSE TEAM

- A. The Bishop has established a Response Team consisting of two priests, a psychologist, a social worker versed in cases of sexual misconduct and abuse, and six other persons who bring a particular sensitivity to this role. One member of the Response Team is the Bishop's Delegate and chairperson. He will also serve as the Assistance Coordinator on behalf of the alleged victim. The concept of the Response Team is to have a small representative group which can act with promptness, fairness, confidentiality and compassion toward all concerned.
- B. The Team Chairperson's responsibility is to convene the Response Team to ensure that the prescribed process is implemented and that proper procedures are followed. It will also be the Chairperson's responsibility to keep the Bishop informed in a timely fashion of an allegation and the progress of the Response Team concerning the allegation.
- C. The response Team will oversee all steps of the procedure for dealing with the accusations, and will act as guarantor of the due process for all parties.
- D. Members of the Response Team are appointed by the Bishop who is to ensure that the Team's composition reflects expertise in the areas addressed by the Team. Members are appointed to a five-year term which is renewable.
- E. The Communications Director of the diocese is the spokesperson to the media, and will be appropriately informed in each situation by the Bishop's Delegate.

III. INTERVENTION PROCESS

- A. The Bishop's Assistance Coordinator will ensure that appropriate pastoral care be provided for the alleged victim and family to assist them in healing and reconciliation. If the Response Team considers it necessary, reasonable qualified medical/psychological care support groups and other social services will be offered.
- B. The Response Team will, when reasonably indicated, provide prompt pastoral care to all pastoral institutions affected by the allegations of sexual misconduct. The scope, type and duration of this service will be determined by the Response Team on a case-by case basis.
- C. The person who made the allegation, the parents of the minor or other at risk, and, if advisable, the victim of sexual misconduct will be interviewed by the Bishop's Delegate or member(s) of the Response Team appointed by him/her.
- D. The victim will be advised of their right to make a report to the public authorities.
- E. The volunteer, employee or cleric against whom the allegation is made will be informed of the allegation and advised of their right to legal counsel.
- F. Every interview will be respectful and courteous. The goal is to determine each person's account of the alleged incident.
- G. If, after careful review, the Response Team judges the complaint to be without merit, the Bishop's Delegate will fully inform all parties in a timely fashion of the results of the investigation. The Team will take all necessary steps to protect the accused from defamation, and to restore the peace of the community.
- H. If, after careful review, the complaint is judged to be credible, the Response Team will recommend that the Bishop take immediate administrative action toward the accused.
- I. The following procedure will then apply:
 - 1. A volunteer will be immediately relieved of all volunteer duties, responsibilities, and activities
 - 2. An employee: the employee will be immediately terminated or placed on administrative leave at the discretion of the Bishop who will determine whether or not the leave will be with or without pay.

- J. Where sexual abuse by a priest or deacon is admitted or is established after an appropriate investigation in accordance with common law, the following will apply:
1. The cleric will be immediately placed on administrative leave, and moved to a supervised residency.
 - a) He is asked to sign a medical and psychological assessment release form prepared by the diocese.
 - b) He is required to undergo, as soon as possible, a complete psychological and medical assessment at a facility designated by the Bishop.
 - c) In the event that cleric refuses to comply with the above, he will immediately incur suspension for all priestly or diaconal duties.
 2. When even a single act of sexual abuse of a minor by a priest or deacon is admitted or is established after an appropriate process in accord with canon law, the offending priest or deacon will be removed permanently from ecclesiastical ministry, not excluding dismissal from the clerical state, if the case so warrants. The Bishop of the Diocese of Gary has the executive power of governance, through an administrative act, to remove an offending cleric from office, to remove or restrict his faculties and to limit his exercise of priestly ministry. See paragraph 5 following.
 3. In every case the process provided in common law shall be observed, and the various provisions of common law shall be considered.
 4. The accused priest or deacon shall be encouraged to retain the assistance of civil and/or canonical counsel. If requested, the diocese will supply canonical counsel to a cleric. See paragraph
 5. In case of a minor, where the penalty of dismissal from the clerical state has not been applied for reasons such as advanced age or infirmity, the offender is to lead a life of prayer and penance. A priest-offender will not be permitted to celebrate Mass publicly as a priest.
- K. For Clerics accused of sexual misconduct toward others at risk: When allegations of sexual misconduct are brought against a cleric and are substantiated, it might be possible for continued ministry within the diocese. However, it will be the responsibility of the Response Team to make a recommendation to the Bishop about a ministerial assignment for the cleric. This will be based upon the evaluation and advice of qualified experts, and following in-patient residential or out-patient psychological/psychiatric treatment. The Response Team's recommendation may include:
1. the cleric receiving no ministerial assignment within the diocese
 2. support for resignation from priestly or diaconal ministry
 3. canonical process for laicization
 4. a ministerial assignment with various conditions

FOLLOW-UP

- A. For the victims of sexual misconduct: The Bishop's Delegate/Assistance Coordinator, in consultation with the Response Team, will continue to monitor the pastoral needs of the victim as well as to confirm that proper medical/psychological care, group, support, or other social services are available for an appropriate period of time. Similar pastoral care and reconciliation will be offered to the affected community.
- B. For clerics accused, but found not guilty of sexual misconduct: If it has become public knowledge, every possible, appropriate step will be taken by the Bishop's Delegate, in collaboration with the Bishop and the falsely accused cleric, to repair any damage to the cleric's reputation.
- C. For volunteers and lay employees accused, but found not guilty of sexual misconduct: Every possible, appropriate step will be taken by the Bishop's Delegate and members of the Response Team to repair any damage to the volunteer's or lay employee's reputation.

APPENDIX I

DEFINITION OF TERMS:

In this policy, regarding allegations of sexual misconduct towards minors and others at risk, the following terms are defined:

CLERIC: For the purpose of the Policy, the term "cleric" shall include and be limited to diocesan priests, religious priests, and transitional and permanent deacons.

EMPLOYEE: For the purpose of this Policy, the term "employee" means any person employed by the diocese or any subdivision thereof. An employee may be a cleric, a lay person or a member of a religious order.

REGULAR VOLUNTEER: For the purpose of this Policy, the term "regular volunteer" shall mean any person who serves as a volunteer in a Church-sponsored activity, or under the auspices of the diocese or a subdivision thereof. This would include, but it is not limited to, student teachers, aides, coaching assistants, special instructions, catechists, scout leaders, server coordination, etc.

MINORS: For the purpose of the Policy, the term "minors" shall be limited to persons under eighteen (18) years of age.

OTHERS AT RISK: For purpose of this Policy, the term "others at risk" shall include, but not be limited to, developmentally disabled persons, and those who place themselves under the trust of a cleric, religious, or employee wherein a power/authority relationship is in place.

SEXUAL MISCONDUCT: In this policy, sexual misconduct means any sexual conduct which is either unlawful and/or contrary to the moral teaching of the Church.

Appendix II

INDIANA CODE 31-35-5-1 DUTY TO MAKE REPORT

Sec 1. In addition to any other duty to report arising under this article, an individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by this article. As added by P.L.1-1997, Sec. 16.

INDIANA CODE 31-33-5-2 NOTIFICATION OF INDIVIDUAL IN CHARGE OF INSTITUTION, SCHOOL, FACILITY OR AGENCY; REPORT

Sec. 2 (a) If an individual is required to make a report under this article in the individual's capacity as a member of the staff of a medical or other public or private institution, school, facility, or agency, the individual shall immediately notify the individual in charge of the institution, school, facility, or agency.

(b) An individual notified under subsection (a) shall report or cause a report to be made.

As added by P.L. 1-1997, Sec. 16.

INDIANA CODE 31-35-5-3 EFFECT OF COMPLIANCE ON INDIVIDUAL'S OWN DUTY TO REPORT

Sec. 3. This chapter does not relieve an individual of obligation to report on the individual's own behalf, unless a report has already been made to the best of the individual's belief. As added by P.L.1-1997, Sec. 16.

INDIANA CODE 31-33-5-3 EFFECT OF COMPLIANCE ON INDIVIDUAL'S OWN DUTY TO REPORT

Sec. 3. This chapter does not relieve an individual of the obligation to report on the individual's own behalf, unless a report has already been made to the best of the individual's belief. As added by P.L.1-1997, Sec 16.

INDIANA CODE 31-33-5-4 IMMEDIATE ORAL REPORT TO LOCAL CHILD PROTECTION SERVICE OR LAW ENFORCEMENT AGENCY

Sec 4. A person who has a duty under this chapter to report that a child may be a victim of child abuse or neglect shall immediately make an oral report to:

- (1) the local child protection service; or
- (2) the local law enforcement agency.

As added by P.L.1-1997, Sec. 16.

Appendix III

List of Agencies For Report of Sexual Abuse or Neglect

Lake County

Child Protection Services 219 886-6152

If closed, contact local police or the Sheriff's Department 219 755-3300

Laporte County

Child Protection Services 219 326-5870

If closed, contact local police or the Sheriff's Department 219 326-7700

Porter County

Child Protection Services 219 462-7555

If closed, contact local police or the Sheriff's Department 219 465-3515

Starke County

Child Protection Services 574 772-3411

If closed, contact local police or the Sheriff's Department 574 772-3771

SAFE ENVIRONMENT PLAN

In conjunction with the Sexual Misconduct Toward Minors and Others at Risk
Policy of the Diocese of Gary

6-13-03

PURPOSE

The Diocese of Gary has established the Sexual Misconduct toward minors and others at risk in July 1993. To implement this policy as revised on April 1, 2003, a Safe Environment Plan has been established in order to:

- Provide a safe and secure environment for the children and youth in the faith communities within our Diocese of Gary
- Assist the Diocese in evaluating a person's suitability to work with children, youth or the elderly
- Satisfy the concerns of parents and staff members with a screening process
- Provide a system to respond to the victims and their families, as well as the accused
- Reduce the possibility of false accusations against clergy, employees and volunteers
- Reduce the risk exposure of the parishes and the Diocese of Gary

DEFINITIONS

Background Check

The verification of information provided on Application for Employment or Volunteer Service, including a minimum of three reference contacts.

Child Abuse

Consists of any of the following:

- a. Sexual Abuse includes any act or interaction whether it involves genital or physical contact, with or without consent, even if initiated by child, which involves sexual contact, molestation or sexual exploitation of a child by a parent or any other person who has permanent or temporary care or custody or responsibility for supervision of a child, whether physical injuries are sustained or not, to include:
 1. The intentional touching of the genitals or intimate parts including the female breast, the genital area, groin, inner thigh and buttocks of a child or of a perpetrator by a child for purposes of sexual arousal or gratification
 2. Rape, sexual intercourse (vaginal or anal), oral/genital, oral/anal contact
 3. The intentional touching and/or displaying of one's own genitals or intimate parts including the female breast, the genital area, groin, inner thigh and buttocks in the presence and view of a child for purposes of sexual arousal or gratification
 4. Permitting, causing, encouraging or assisting in the depiction of or posing for viewing by any person, either in person or by way of graphic means including digital or photographic image of the partially or fully unclothed body of a child, displaying intimate parts, in motion or not in motion, alone or with other persons, or the depiction of a child in apparent observation of sex acts by others in the child's presence.
 5. Displaying or distributing to a child any picture, photograph, book, pamphlet, digital image, movie or magazine the cover or content of which is principally made of descriptions or depictions of sex acts or contact, or which is principally made up of descriptions or depictions of sexual acts or contact, or which consists of pictures of nude or partially denuded figures posed or presented in a manner which the average person applying contemporary community standards would find, taken as a whole, appeals to the prudent interest.

Physical Abuse

Includes any act which:

1. Willfully causes or inflicts physical injury to a child or
2. Willfully causes mental injury or psychological injury to a child by intentionally engendering fear of physical injury to that child.
3. It is the policy of the Diocese of Gary that corporal punishment of a child is prohibited in all entities under the auspices of the Diocese of Gary.

4. Physical abuse does not include the appropriate restraint of a child who is attempting to injure another person or him/herself, or the appropriate physical direction of a child away from danger or the minimum restraint necessary to place a child in "time out" or other appropriate limitation of movement to promote the child's regaining safety and emotional control.

Neglect

Includes:

1. Abandonment of a child by a parent, custodian or guardian.
2. Lack of care by not providing appropriate and necessary food, shelter, clothing and education.
3. Not providing care or control in respect to physical or emotional health; the refusal or inability to discharge parental or custodial obligations; and expressions of intention by parent, guardian or institution to discontinue care.

Criminal Background Check

The submission of form to provide information on existence and content of a criminal arrest record.

Substantial Contact

Contact with children in which the duration and scope in both time and exposure to children is neither trivial nor limited and may occur on a routine and/or ongoing basis.

Education

Purpose and Objective

This policy applies to the programs that provide specific training in the prevention, recognition and reporting of child abuse that are developed and/or offered by the Diocese and is:

- a. Required of all Diocesan personnel and volunteers directly involved or in contact with children.
- b. Required of all children and youth who participate in activities, services and programs under the auspices of the Diocese and
- c. Recommended of parents and other adults who participate or have children who participate in activities, services and programs under the auspices of the Diocese.

The objective of these programs is to prevent, recognize and appropriately report child abuse through educational programs, such as seminars, workshops and meetings, provided by the Diocese and completed by all Diocesan personnel who have substantial contact with children, on an annual basis.

Personnel

The following Diocesan personnel shall participate in an annual education program on child abuse:

- a. All priests, deacons and members of religious communities.
- b. All principals, administrative staff, teachers, guidance counselors, librarians, all volunteers and staff at all levels, including aides, janitors, food service workers, school nurses, and office personnel of all Catholic elementary, middle and high schools.
- c. All directors, catechists, staff, and volunteers of religious education programs and youth ministry programs.
- d. All Diocesan personnel providing child care services.
- e. All youth ministry coordinators, directors/coaches of children's activities (e.g., athletics, scout troops, choir, camp counselors, etc.) and similar Diocesan personnel who provide such services.

The Bishop shall have the authority to direct additional personnel of the Diocese (other than those specified in a-e) to attend the annual education programs.

Educational Curriculum

VIRTUS will provide the training program for adults. Each parish will have two people trained as facilitators. The facilitators will provide the training sessions for the adults according to the timeline.

Deadlines for Completing Training

New staff and volunteers who will have substantial contact with children shall receive appropriate preventive education programs at the earliest possible date and no later than sixty (60) days following the assumption of their duties.

Pastor/parochial administrators, principals and agency directors will ensure that all personnel required to receive training do so within the requisite time period or are removed from contact with children for failure to attend appropriate training programs. Parishes, schools and agency offices will maintain lists of those who have completed the training requirement.

Educational Programs for Students

The Superintendent of Schools, the Director of Religious Education, and the Youth Director will ensure that age-appropriate abuse prevention education programs are available at both the elementary (K-8th grade) and secondary (9th-12th grade) levels. Each school, religious education program and youth program is required to submit the curriculum to the School Office.

Such programs shall be provided annually to children in all grades of every Catholic school and religious education programs as well as youth ministry programs in the Diocese.

Assessment and Evaluation of Educational Efforts

With a view toward assessing the progress of the educational efforts called for by this Policy, records shall be kept of:

- a. The number of training courses offered
- b. The number of training courses attended by
 1. Priests, permanent deacons and religious
 2. Staff members
 3. Volunteers
 4. Parents
 5. Children and Youth
- c. The number of attendees requesting additional training or assistance
- d. Proportion of new staff and volunteers trained by deadlines
- e. Participant evaluations of training content and learning opportunities
- f. Curriculums of the schools, religious education programs and youth groups

The Safety Committee in consultation with the appropriate constituent groups will review the child abuse prevention curricula every three years.

Requirements

Each Diocesan entity shall:

- Appoint a Safety Officer (clergy, staff or volunteer) to oversee the Safe Environment Program
- Form a Safety Committee to implement the Safe Environment Program
- Implement the Safe Environment Program following the guidelines and procedures found in the Diocesan Safe Environment Program Booklet.

Screening Procedures

The following screening procedures are to be used with clergy, staff, and volunteers who work with children, youth, senior citizens or the developmentally disabled. All collecting information is to be treated as confidential.

- Screening. Volunteers should have attended the parish an adequate length of time to become well known by the other adults and leaders.
- Employment application. Those applying for a paid position must complete an employment application.
- Reference Check. Maintain a written record of each reference check.
- Interview. Interview each new applicant.
- Criminal Background Check. Conduct a criminal background check on clergy, staff, and volunteers who work with children, youth, senior citizens, or the developmentally disabled.

Confidentiality

Like all personal records, information obtained through the Screening, Application, Reference, Interview and Criminal Background check must be kept confidential. It is recommended that all material be kept in a locked file cabinet and access to it be restricted to administrators. These materials should be destroyed after three years of the employees' employment is terminated or the volunteer ceases his/her volunteer duties.

SAINT JOHN THE BAPTIST CATHOLIC SCHOOL RELIGIOUS EDUCATION POLICIES

It is the mission of the Office of Faith Formation of Saint John the Baptist Catholic School to assist parents in their responsibility as their children's primary and most important religious educator. It is our goal to offer parents and students opportunities to grow in their knowledge of the Catholic faith and develop a personal relationship with God.

Children who are not members of the Roman Catholic faith may be enrolled as students of Saint John the Baptist School. All children, no matter what their faith background is, are required to participate in religion classes and activities as well as attend school Masses and prayer services.

SACRAMENTAL RECORDS

Upon registration a copy of each student's Baptismal certificate must be submitted. It is the responsibility of the parents to provide that copy.

Verification of the reception of the sacraments of Reconciliation, Eucharist and Confirmation must be included in every student's permanent record. If a student enrolls in Saint John School after receiving one of the above sacraments it is the responsibility of the parents to provide that verification to the school. The verification may be in the form of a copy of the sacramental certificate or a document from the parish, school or religious education program where the student received the sacrament.

SACRAMENTAL PREPARATION

Preparation for reception of a sacrament is developmental; therefore, a child must be enrolled in Saint John School (or another Catholic School or Catholic religious education program) for two (2) consecutive years before beginning the preparation for a sacrament. Verification of attendance in another Catholic School or Catholic religious education program must be provided upon registration.

The Sacrament of Baptism

Children under the age of seven (7) are baptized under the guidelines of the Catholic Church's Rite of Infant Baptism. In order to request baptism for their child, at least one parent must be a practicing Catholic. Through Saint John Parish's Infant Baptism Ministry, parents of children under the age of seven (7) are required to attend sessions to prepare them to have their child baptized in the Catholic Church. The Office of Faith Formation coordinates the Infant Baptism Ministry.

Children over the age of seven (7) who have not been baptized must attend Saint John School (or another Catholic School or Catholic religious education program) for two (2) consecutive years before their sacramental preparation begins. In order to request baptism for their child, at least one parent must be a practicing Catholic. Upon completion of their preparation, these children will receive the sacraments of Initiation (Baptism, Confirmation and Eucharist) on Holy Saturday at the Easter Vigil Liturgy.

Children over the age of seven (7) who have been validly baptized in another Christian denomination will be prepared to make a Profession of Faith in the Catholic Church. The requirements and preparation process is the same for children over the age of 7 who are unbaptized.

The Sacrament of Reconciliation

Children are prepared to receive the sacrament of Reconciliation (Confession) in the 2nd Grade. In addition to classroom preparation, the candidates for the sacrament and their parents must also attend Mass each Sunday and Holy Day of Obligation including the Rite of Enrollment for the Sacrament of Reconciliation.

Parents are also required to attend sessions which are designed to assist them in the preparation of their children to receive the sacrament. It is the responsibility of the parents to submit all required forms and fees on or before the dates due.

A Sacrament Fee of \$15.00 is assessed to each student to help defray the cost of materials and additional texts used in sacrament preparation classes.

The Pastor will defer the reception of the sacrament of Reconciliation if a child does not exhibit sufficient understanding of the sacrament, does not attend Sunday Mass, or if the parents have not abided by the above policies.

The Sacrament of Eucharist (Holy Communion)

Children are prepared to receive the sacrament of Eucharist (Holy Communion) in the 3rd Grade. In addition to classroom preparation, the candidates for the sacrament and their parents must also attend Mass each Sunday and Holy Day of Obligation including the Rite of Enrollment for the Sacrament of Eucharist.

Parents are also required to attend sessions which are designed to assist them in the preparation of their children to receive the sacrament. It is the responsibility of the parents to submit all required forms and fees on or before the dates due.

A Sacrament Fee of \$15.00 is assessed to each student to help defray the cost of materials and additional texts used in sacrament preparation classes.

The Pastor will defer the reception of the sacrament of Eucharist if a child does not exhibit sufficient understanding of the sacrament, does not attend Sunday Mass, or if the parents have not abided by the above policies.

The Sacrament of Confirmation

Children are prepared to receive the sacrament of Confirmation in the 8th Grade. In addition to classroom preparation, the candidates for the sacrament and their parents must also attend Mass each Sunday and Holy Day of Obligation including the Rite of Enrollment for the Sacrament of Confirmation.

Confirmation Candidates must complete all additional assignments and requirements (Stewardship Journal, Service Projects and participation in the Spirit Day Retreat).

Parents and Sponsors are also required to attend sessions which are designed to assist them in the preparation of their children to receive the sacrament. It is the responsibility of the parents to submit all required forms and fees on or before the dates due.

A Sacrament Fee of \$15.00 is assessed to each student to help defray the cost of materials and additional texts used in sacrament preparation classes.

The reception of the sacrament of Confirmation will be deferred by the Pastor if a child does not exhibit sufficient understanding of the sacrament, does not attend Sunday Mass, or if the parents have not abided by the above policies.

The Sacraments of Reconciliation and Eucharist for Older Children

Children generally prepare to receive the sacraments of Reconciliation and Eucharist in the 2nd and 3rd Grade. Children who transfer to Saint John School and have not received the sacraments of Reconciliation and/or Eucharist must be enrolled in Saint John School (or another Catholic School or Catholic religious education program) for two (2) consecutive years before beginning the preparation for a sacrament.

MASS ATTENDANCE

Sundays and Holy Days of Obligation

All students of Saint John School are expected to attend Mass every Sunday and on Holy Days of Obligation.

Any student who consistently misses Mass on Sundays or Holy Days is not adhering to the policies of Saint John School and their continued enrollment in the school may be terminated.

Please note that if a child is a baptized Catholic, or is preparing for baptism through the Rite of Christian Initiation, that child must attend Mass in a Catholic Church each Sunday. If a child is not a baptized Catholic, that child must attend a Sunday service in their own church.

School Masses and Prayer Services

Students in Grades 1 through 4 attend Mass each week on Tuesdays at 8:30 am.

Students in Grades 5 through 8 attend Mass each week on Wednesdays at 8:30 am.

The entire student body attends Mass each week on Fridays at 8:30 am. On the First Friday of each month, every class spends time in adoration of the Blessed Sacrament in Church.

Special prayer services are celebrated throughout the year in conjunction with the church's liturgical calendar.

All students and teachers must attend the scheduled Masses and Prayer Services. If an altar server has served at the 7 a.m. Mass on the day of his or her class Mass, her or she does not have to attend the class Mass. He or she may come to school at 9:00 a.m. on that day.

THE SACRAMENT OF RECONCILIATION

The opportunity to receive the sacrament of Reconciliation will be given to students in Grades 3 to 8 during the seasons of Advent and Lent. Parents are strongly encouraged to give their children the opportunity to receive the sacrament on a regular basis throughout the year.

STEWARDSHIP

As stewards of the gifts that God has given us, and in the spirit of responsibility to our parish community, the students of Saint John School are expected to turn in weekly offering envelopes at Sunday Masses. The School Handbook details this obligation on Page 3, item 11g. Envelopes will be given to the students at the beginning of the year.

As a part of our Christian duty to assist those who are in need, Saint John School sponsors several Outreach Service Projects each year. Some of these projects are an Advent Adopt-A-Baby project and Lenten collections for the Catholic Relief Service. Additional projects are added if a need arises during the year. All students are expected to participate in these projects.

Athletic Department Handbook

Team Formation

- A time period for signups for all sports will be determined by the Athletic Director and communicated to the principal.
- All students wishing to participate must turn in a completed signup form for each sport signed by a parent or guardian by the deadline that has been determined by the Athletic Director.
- Late registrations will not be accepted after any determined deadline without prior consultation with the Athletic Director.
- If a student is "ineligible", to participate at the time of registration for a sports season, it shall be at the discretion of the Athletic Director and Principal after communicating with the parents as to whether or not that student is allowed to sign up for that particular sport.

Athletic Eligibility and Ineligibility – Report Cards and Progress Reports

- A "C" average must be maintained in the solid subjects, which include Religion, Literature, Spelling, English, Math, History, and Science. Inability to maintain a "C" average will result in "ineligibility" status until the next Progress Report or Report Card is issued.
- One failing grade, indicated by a percent below 70 in any class will result in "ineligibility" status until the next Progress Report or Report Card.
- Official notices of a student's eligibility status shall be given in writing by the Athletic Director. Students must wait until they receive official notice from the Athletic Director before they resume or end competition.
- Official notices of eligibility will be made available when and only when Report Cards or Progress Reports are made available to the parents on Fast Direct.
- If a student is ineligible for a consecutive progress report and the report card they shall be dismissed from the team.
- If ruled ineligible for the fourth quarter of the school year, the student is ineligible until the 1st Progress Report of the next school year.

Conduct – Athletes

- Athletes, like all other students, are expected to conduct themselves in a reasonable, responsible manner that is in keeping with the St. John the Baptist Catholic School Handbook.
- Each student who participates in the St. John the Baptist Catholic School athletic program is expected to:
 - be gracious and courteous regardless of whether he/she wins or loses
 - abstain from the use of illegal tactics
 - abstain from the use of profanity
 - abstain from displaying fits of temper, clowning, or other inappropriate behavior
 - cooperate with officials, coaches, teammates, and opponents
 - conduct him/herself so as to provide a positive role model for other students
 - be respectful to him/herself and the team he/she represents
 - use school equipment with respect and care
 - respect the property of others
 - represent St. John the Baptist Catholic School with honor
- Proper conduct should be exhibited at all times by members of a team. Conduct deemed detrimental to the team by the coach and the Athletic Director will not be tolerated.
- If at any time proper conduct is not shown, it shall be at the discretion of the Athletic Director, after consultation with the Principal, to incur proper punishment which could include suspension from a game or games in addition to any punishment handed down by the CYO or any other league the team is participating in.
- Continued conduct detrimental to the team will result in dismissal from the team. Dismissal from the team because of conduct detrimental to the team will only occur after consultation between the parents, coach, athletic director, and principal.

4. Practices and Games

- a. In order to be a member of the team, the student must attend and participate during all practices.
- b. Students are expected to be at practices on time and no more than 15 minutes before practice is scheduled.
- c. Students must have arrangements made to get home immediately at the end of practice.
- d. Practices are intended to be opportunities for coaches to work with athletes. There at no time should be distractions during practices from outside influences such as other family members, friends, or other teams.
- e. Only parents will be allowed to attend practices. No other children will be allowed to be in the gym before, during, or after practice. St. John will not be responsible for anyone not allowed in the gym during practices.
- f. If, after consulting with the affected coaches, it is deemed that distractions are becoming the norm, it shall be at the discretion of the Athletic Director, with consultation of the Principal to ask the affected parents, siblings, and friends to leave the practice and not return to future practices.
- g. Students and/or Parents must always consult with the coach before missing practice or a game.
- h. If a student cannot attend practice or a game for any reason they must notify the coach in advance for it to be considered an excused absence. If an emergency situation occurs it is the responsibility of the parents to notify the coach as soon as possible as to why the student was unable to attend practice or a game.
- i. Any unexcused absence from practice or game will result in the student sitting out the next two CYO and/or non-CYO games.
- j. Two unexcused absences from practice or a game will result in the student being dropped from the team immediately. The student and parents will be notified in writing by the Athletic Director.
- k. Excused absences from practice could result in sitting out upcoming CYO or non-CYO games. It shall be at the discretion of the coach as to whether the student must sit out one or more games as a result of missing practices during the week.
- l. If, as a result of student suspension, health, vacation, or other similar reasons, a student cannot attend and actively participate in scheduled practices such student shall be required to complete the following prior to participation in any games:
 - a. Consecutive School Days Missed – 5 or more
 1. Will require a minimum of 2 practices in order to be eligible to play in any game.
- m. If a student is not in school on the day of his/her scheduled weekday game, he/she may not attend the game that day as a player or a spectator. No phone call to the coach is necessary. This will be considered an excused absence.
- n. If a student is not attending the majority of practices they are subject to removal from the team. Removal from the team will take place only after consultation with the coach, Athletic Director, and Principal after communication with the parents.
- o. Students are expected to remain on a team until all contests are completed. Dropping out of a sport is a serious matter. No student should quit any sport without first consulting with his/her coach and parents and explaining his/her intentions.

5. Communication

- a. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.
- b. Communication you should expect from your son/daughter's coach shall be as follows:
 1. Philosophy of the coach
 2. Expectations the coach has for your child and the other players on the squad.
 3. Discipline that result in the denial of your child's participation
- c. Communication coaches shall expect and receive from parents shall be as follows:
 1. Concerns, expressed directly to the coach
 2. Notification of any schedule conflicts well in advance
 3. Specific concerns regarding a coach's philosophy and/or expectations
- d. There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the others position.
- e. The following is a list of appropriate concerns to discuss with coaches:
 1. The treatment of your child both mentally and physically
 2. Ways to help your child improve
 3. Concerns about your child's behavior

- f. It is very difficult to accept your child's not playing as much as you may hope. Coaches are expected to act in a professional and reasonable manner. They make judgment decisions based on what they believe to be best for all students involved. While there are certain things which can and should be discussed with your child's coach, there are other things, which must be left to the discretion of the coach.
- g. The following are issues that are not appropriate to discuss with coaches:
 - 1. Playing time
 - 2. Strategy
 - 3. Play calling
 - 4. Other student-athletes
- h. If you feel you have an appropriate concern to discuss with a coach, the following steps should be taken:
 - 1. Set up an appointment with the coach according to his/her guidelines.
 - 2. If a satisfactory resolution is not agreed upon, a meeting with the Athletic Director and coach will be scheduled to discuss the situation.
 - 3. At this meeting the appropriate next step will be determined.
- i. When parent-coach conferences are necessary, the procedure listed above should be followed to help promote a resolution to the issue of concern.
- j. Parents who choose not to follow the proper procedure spelled out in Section (h), especially on a consistent basis, will result in appropriate action taken by the Athletic Director with consultation of the Principal.
- k. Any spectator who verbally attacks, challenges, or publicly embarrasses any member of the coaching staff, an official, gym staff, or a spectator from another school shall face proper punishment.
 - 1. Any parent choosing to verbally attack, challenge, or publicly embarrass a member of the coaching staff will not be allowed to attend his/her child's next 2 games either at home or away.
 - 2. Furthermore, if a parent chooses to verbally attack, challenge, or publicly embarrass a member of the coaching staff his/her son/daughter will not be allowed to participate in the next scheduled game.

6. Participation in Sports at other Schools

- a. The vitality of the St. John Sports Program is dependent upon the commitment of our students. Therefore, a student may participate in a sport at another school only if that sport is not offered at St. John the Baptist School. In order to participate at another school, St. John School must be informed of the student's participation and the student must comply with the eligibility guidelines established by St. John School.
- b. A student cannot participate in two sports at the same time, (i.e., soccer/football, basketball/wrestling).

7. Spectator Behavior

- a. The primary role of St. John the Baptist School is to develop a Catholic value system that recognizes the dignity of each person. In keeping with this philosophy, parents and other spectators are expected to conduct themselves in a respectful manner at all sporting events.
- b. If at any time, a parent or spectator is not conducting himself/herself in a respectful manner he/she will be asked to leave the event and will face the proper punishment as established by the CYO, whether or not it is a CYO game.
- c. If at any time a parent, family member, or anyone associated with St. John the Baptist school is verbally abusive toward an official, gym staff, or spectator from another school they shall be subject to punishment spelled out in section 5(k).

8. Appearance

- a. Students are expected to be dressed in official team uniforms when representing St. John the Baptist Catholic School in a game or meet. Deviations from or additions to the official team uniform are not permitted.
- b. Keep uniforms tucked in at all times.
- c. No jewelry is to be worn during practice or games.
- d. If wearing glasses, a strap must be worn to keep the glasses secure.

9. Gym Use Guidelines

- a. The Athletic Director is responsible for the overall use and upkeep of the gym. Therefore, anyone wishing to use the gym for school-related activities must contact the Athletic Director in writing at least one (1) week prior to their requested use.
- b. "Any requests for gym time are not guaranteed."

10. Coaches Hiring Policy

- a. The quality and success of the Athletic Department rests on the dedication of the coaching staff. Therefore it is extremely important to be dedicated to the entire sports program not just to your son or daughter's team.
- b. For those interested in coaching the following steps and requirements must be taken:
 1. All coaches and coaches candidates must fulfill the diocesan requirement by becoming Virtus trained, be compliant with training bulletins, and submit to a criminal background check. Information regarding the Virtus program will be made available at the beginning of each school year and will be updated on the diocesan website.
 2. An application must be completed by anyone interested in coaching and returned to the Athletic Director.
 3. Required applicant information will include the following:
 - a. Qualifications for the position you are interested in.
 - b. An explanation of why you are interested in coaching at St. John.
 4. There will be no guarantee of acceptance simply because an application has been put on file or that the individual has a son/daughter or other family member on the team.
 5. Preference will be given to qualified applicants who do not have any family member on the team.
 6. All coaches will be evaluated by the Athletic Director after the season. Coaches will not be automatically retained from season to season.
 7. Any current coach who decides they will not be returning should inform the Athletic Director after the season as to their intent.
 8. All coaching staff decisions will be made by the Athletic Director and those decisions will be final.

11. Conduct, Roles and Responsibilities of St. John Coaches

- a. Any coach at St. John must recognize that he/she has the power to build either future citizens who possess traits that are desirable and acceptable, or citizens who have a false conception as to what is right and proper.
- b. The mission of a St. John coach is also to assist the Church in its ministry to and with youth, to teach youth, through sports activities, to live the faith and thus gain an intensified understanding of it, and by which they can participate in the mission of the Church in the world.
- c. Each coach shall have the following responsibilities:
 1. Concern yourself with the safety and welfare of the members on your team.
 2. Set an example of good sportsmanship and conduct yourself with integrity and dignity.
 3. Never make demands of a participant or team that would interfere with their academic success.
 4. Control not only your team, but also your parents and your fans.
 5. Always uphold the rules and regulations of St. John the Baptist, the CYO and other leagues the school participates in.
 6. Respect the referees and game officials and be sure that your team does the same.
- d. Coaches are also expected to act in a professional manner at all times toward students, parents, officials, and fans.
- e. Each coach will be required to complete the CYO Code of Conduct form and shall be subject to all rules and regulations of the CYO in addition to the rules and regulations of St. John School.
- f. Any coach failing to live up to the roles and responsibilities and proper conduct guidelines put forth by the CYO and St. John School shall be subject to appropriate consequences, which could include removal from their coaching duties.

12. Miscellaneous

- a. Any other items not covered in the St. John the Baptist Athletic Department Handbook will be dealt with on an individual basis by the Athletic Director and if necessary, with consultation of the Principal.
- b. All decisions regarding the sports program will be handled by the Athletic Director first, and if necessary the Principal and/or the Pastor, and decisions will be final.

St. John the Baptist School Technology/Internet Use Agreement

We are pleased to offer a computer lab and classrooms with Internet access to our students. The Internet will be used for educational purposes. In order to insure that every student will benefit from time spent in computer class, it is important that everyone understands and complies with appropriate use of computer/technology resources.

As a computer user, I agree to follow the terms mentioned in this agreement.

Use of these resources is a privilege which will be revoked by St. John the Baptist School at any time and for any appropriate reason. St. John School reserves the right to remove files, limit or deny access, or refer the student for other disciplinary action at its discretion. St. John School reserves the right to seek financial restitution for any damage caused by a student.

Vandalism will result in immediate cancellation of user privileges and possible disciplinary action. Downloading or creating computer viruses and destroying another user's data or files is vandalism. Destruction of technology equipment is vandalism. Parts, services and labor charges for repair and replacement of damaged equipment (at current market value) will be paid by the student(s) and/or parent(s), regardless of the student's intent at the time the damage was done.

Transmission of any material in violation of State, Federal, or School regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Illegal activities are strictly prohibited.

While on the Internet, student access is filtered by the filtering software, Bess. Inappropriate sites are filtered. A student will be told by the program if he/she enters an unacceptable website. Student files will be accessed by the system administrator. If an inappropriate site comes up on the website, it is the students' responsibility to exit the inappropriate website and inform the instructor about the website. The faculty, staff, administrators, and St. John the Baptist School are not liable for any damages incurred by the user using the Internet.

As a computer user, I agree to follow these rules:

1. The computer lab is like every other classroom and, therefore, regular class rules apply.
2. I will NOT use any software that has not been approved by the instructor.
3. I will NOT attempt to load my software or files from home onto any lab computer.
4. I will NOT modify any system settings.
5. I will use only the assigned computers and will NOT attempt access to any unauthorized machines.
6. I will NOT use my computer privileges to disrupt the privileges of others.
7. I will NOT copy, change, read, or use files, or software without prior permission from that user.
8. I will NOT misrepresent other users on the computers.
9. When on the Internet, I will NOT reveal any personal information about myself or anyone else (including other students', users', teachers', or administrators' names, telephone numbers, or addresses) to anyone on the Internet.
10. When on the Internet, I will NOT, send messages that contain profanity, discussion of illegal activity, racial comments, or other inappropriate content.
11. When on the Internet, I will NOT, under any circumstances, download or play network games, enter chat rooms, make racial or ethnic slurs, purchase any goods and/or services via the Internet. In the event that I do so, all purchases made via the Internet becomes my personal obligation.
12. I will NOT utilize the Internet for the purpose of conducting any activities, other than those which are specified by the instructor. This includes, but is not limited to, visiting websites that are not instructor approved, choosing inappropriate links, and/or any other inappropriate or non-academic activities.